

Monitoring and evaluation framework

Below is a template that can be used to develop a monitoring and evaluation framework. This is followed by a completed example for a family centre.

Specific aims	Outcomes	Outcome indicators	Information collection methods	When and by whom	How to report and use
Aim 1					
Aim 2					
↓					

Objectives	Outputs	Output indicators	Information collection methods	When and by whom	How to report and use
Objective 1					
Objective 2					
↓					

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Specific aims	Outcomes	Outcome indicators	Information collection methods	When and by whom	How to report and use
<p>Aim 1</p> <p>To improve the parenting skills of the parents using the centre</p>	<p>Parents are more knowledgeable about their children's health</p>	<p>Level of knowledge about health</p> <p>Whether child registered with a GP</p> <p>Whether child up to date with immunisations</p> <p>Appropriateness of diet</p>	<p>Questionnaire</p> <p>Personal diary</p> <p>Observation</p>	<p>By trainer at start of workshop and 3 months later</p> <p>By parents – ongoing</p> <p>By centre staff - ongoing</p>	<p>Training planning meeting</p> <p>Quarterly management report</p> <p>Annual evaluation</p>
	<p>Parents manage children's behaviour better</p>	<p>Incidence of disruptive behaviour</p> <p>How often parents shout at their children</p>	<p>Personal diary</p> <p>Observation</p>	<p>By parents – ongoing</p> <p>By centre staff - ongoing</p>	<p>Quarterly management report</p> <p>Annual evaluation</p>

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Specific aims	Outcomes	Outcome indicators	Information collection methods	When and by whom	How to report and use
Aim 2 To increase children's self-esteem	Children more able to make their own choices	How often children initiate play with other children and adults How often children choose what to play	Observation Personal journal	By centre staff – ongoing By parents - ongoing	Annual evaluation
	Children more comfortable about doing things independently	How often children choose to do things without their parents How children react when left by their parents	Observation Personal journal	By centre staff – ongoing By parents - ongoing	Annual evaluation

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Aim 3 To enable parents to give each other practical support	Parents offer each other day-to-day support	How often parents share babysitting How often parents meet up outside of the centre	Questionnaire	Support group facilitator at parents' first attendance and repeat 3 months later	Quarterly reports on support sessions Annual evaluation Annual funding application
	Parents need less support from staff	How often parents get advice and support from each other within the centre instead of going to staff	Questionnaire	Support group facilitator at parents' first attendance and repeat 3 months later	Quarterly reports on support sessions Annual evaluation Annual funding application
	Parents turn to one another in times of crisis	How often parents support each other Type of support offered to each other	Observation	Centre staff	

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Objectives	Outputs	Outputs indicators	Data collection methods	When and by whom	How to report and use
Objective 1 To run a drop-in with a play area	Drop-in sessions	Frequency of drop-in sessions Number of people using the drop-in Profile of people using the drop-in	Log sheets Register Questionnaire	One the day by session workers	Training planning meeting Quarterly reporting to management Annual evaluation
	Advice sessions	Number of advice sessions Type of advice given	Questionnaire		Annual evaluation
	Play sessions	Number of play sessions			
	Information	What information is available Level of user satisfaction	Publications list	Monthly stock take by resource officer	Annual evaluation
	(All outputs)			Smiley faces game	By parents and children

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<p>Objective 2</p> <p>To provide workshops, information and advice on parenting skills</p>	<p>Workshops on managing children's behaviour</p> <p>Workshops on children's health</p>	<p>Number of workshops</p> <p>Length of workshops</p> <p>Amount of groupwork</p> <p>Number of parents attending</p> <p>Profile of parents</p>	<p>Log sheet</p> <p>Log sheet</p> <p>Register</p> <p>Log sheet</p> <p>Questionnaire</p>	<p>On day by trainer</p>	<p>Training planning meeting</p> <p>Quarterly reporting to management</p> <p>Annual evaluation</p>
<p>Objective 3</p> <p>To provide opportunities for high quality play, drama and dancing</p>	<p>Play sessions</p> <p>Drama sessions</p> <p>Dance sessions</p>	<p>Number of each type of session</p> <p>Length of sessions</p> <p>Number of children attending</p> <p>Profile of children attending</p> <p>Number of educational activities</p>	<p>Log sheet</p> <p>Register</p> <p>Questionnaire</p> <p>Log sheet</p>	<p>On day by session worker</p>	<p>Training planning meeting</p> <p>Quarterly reporting to management</p> <p>Annual evaluation</p> <p>Annual performance</p>

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Objectives	Outputs	Outputs indicators	Information collection methods	When and by whom	How to report and use
<p>Objective 4</p> <p>To organise outings for children and their parents</p>	Outings	<p>Numbers of outings</p> <p>Number of children attending</p> <p>Number of parents attending</p> <p>Profile of children attending</p> <p>Types of outings</p> <p>Number of parents involved in planning outings</p>	<p>Log sheets</p> <p>Register</p> <p>Questionnaire</p> <p>Planning meeting minutes</p>	By outing organiser	Annual evaluation