MONITORING AND MEASUREMENT

DESCRIPTION

This section provides an overview of the ongoing monitoring and measurement activities that will help guide the implementation of the strategic activities, assessing as to whether they are having the desired impact.

RATIONALE

- Allows you to easily report on progress and status

- Helps determine if the activities are having the intended effect

LOGISTICS

Duration: varies; ongoing

Format: varies according to desired approach

Key Players: project lead

Resources: provided templates and guidance; Performance Measurement Toolkit

OUTPUT

Monitoring plan and/or performance measurement framework.

PROCESS

1. **Monitoring**: keep track of the status of your strategic activities in an at-a-glance overview. This enables you to stay on track, and report out on the status of the activities on an as-needed basis. For ease of monitoring, we suggest using your **Implementation Plan** to track the status of your activities. Be sure to update on a regular basis (e.g., biweekly, monthly).

2. **Performance Measurement**: this important step tracks whether your activities are meeting the desired outcomes of the program. With the vision and objectives already in place, it's straightforward to set up a plan where data is collected on an ongoing basis and reported out on. The Province's **Performance Measurement Toolkit** will help you create an easy-to-use performance measurement framework, and contains reporting templates and an indicator library of over 200 of the most commonly used performance indicators (and their sources). Check out the resource or quick start guide to get started – for your convenience, the quick start guide can be found on the following page.

TIPS

It will take an hour or two to acquaint yourself with the principles of performance measurement and seeing how it will apply to your program. During this time, you can select a few quick-start indicators, or decide if you'd like to create a visual model to map your activities, desired outcomes and ultimate vision in order to pinpoint the indicators that best track your success. Measurement doesn't have to be onerous – set your own parameters and discover the value in mapping your progress.

STRATEGIC PLANNING TOOLKIT

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