

Ongoing Monitoring Evaluation Sheet

Project/Activity		Date	
Evaluator Name		Team/Department	

Key Indicators & Observations

Indicator	Expected Outcome	Current Status	Comments/Notes

Progress Summary

Achievements	Challenges Encountered	Recommendations

Action Points

Action Item	Responsible Person	Deadline	Status

Evaluator Signature: _____
Date: _____

Supervisor Signature: _____
Date: _____

Important Notes

- This document is designed for regular review and should be updated during each monitoring session.
- Ensure all observations and suggestions are factual, objective, and evidence-based.
- Action points must be specific, with clear responsibilities and timelines.
- Keeps record of project progress, challenges, and improvements for reference and reporting.
- All evaluations should be treated as confidential and handled appropriately.