

# 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.