

**Summary:** This tool will assist you in monitoring the first 6 steps of the CLUES planning process (before implementation). It suggests a simple checklist after each planning step, enabling the main stakeholders to be regularly informed on the progress and problems encountered.

#### Application Within the Planning Process:

**Step 1 to Step 6**

#### Related Tools:

**T29** Project Management

**Purpose** Monitoring is the regular observation and recording of project activities to check how they are progressing and to take decisions for course correction and improving project performance. Monitoring helps to ensure that the desired outputs are being achieved (NETSSAF, 2008). For CLUES, monitoring involves a situation analysis that asks 3 simple questions: 1. Where are we? 2. Where do we want to go next? 3. What do we need to do to make it happen? The monitoring tool suggests a checklist which assists you in process monitoring during the first 6 steps of CLUES. Monitoring of the implementation phase is not less important, but different to monitoring of the planning process and therefore not covered by this tool. More information on monitoring plans for construction can be found in the description of sub-step 7.1.

**How to use this tool?** The monitoring checklist (**Document D30.1**) should be used by all individuals and institutions which have an interest in the project. It is recommended that regular monitoring review meetings be held after each of the six planning steps by the process leader, ideally right after the respective workshop involving NGO and/or local authority and community representatives. Results of the monitoring review meetings should be documented in writing. Corrective action should be taken if need be. Regular process monitoring also supports good project management. More information on project management is provided in **Tool T29**.

#### Resources



**Document D30.1:**  
*Monitoring Checklist*  
[D30.1.pdf](#)

