



Check-list for monitoring for on-going European partnerships

Evaluate the situation of your on-going partnership e.g. in connection with a project meeting! Mark the extent to which you fulfil each criterion (4 = to a great extent, 1 = not at all).

*If you discover a weakness in any field, please read the indicated section in the "**Manual for monitoring**" where you will find advice for improvement! There is sometimes also a light-hearted **quiz** with more detailed questions to fill in and use as a starting point for discussions within the partnership.*

| <u>Organisation</u> | Extent | | | | Section | Quiz |
|--|---------------|---|---|---|----------------|----------------|
| 1. The project is implemented in the activities of the organisation. | _____ | | | | A | 8 |
| | 4 | 3 | 2 | 1 | | |
| 2. A sufficient number of people are actively involved in the Partnership. | _____ | | | | A | 7, 8 |
| | 4 | 3 | 2 | 1 | | |
| 3. The management of the organisation is supportive and involved. | _____ | | | | A | 6, 8 |
| | 4 | 3 | 2 | 1 | | |
| 4. There is collaboration between the partners. | _____ | | | | B | 1, 2, 3 |
| | 4 | 3 | 2 | 1 | | |
| 5. We cooperate with associated partners. | _____ | | | | C | |
| | 4 | 3 | 2 | 1 | | |
| 6. We cooperate with other projects or networks. | _____ | | | | C | |
| | 4 | 3 | 2 | 1 | | |

| <u>Project activities</u> | Extent | | | | Section | Quiz |
|---|---------------|---|---|---|----------------|-------------|
| 7. The aims/objectives are achievable. | _____ | | | | D | 6 |
| | 4 | 3 | 2 | 1 | | |
| 8. The expected outcomes of the project are realistic. | _____ | | | | D | |
| | 4 | 3 | 2 | 1 | | |
| 9. We have documented the project achievements and the project development. | _____ | | | | E | |
| | 4 | 3 | 2 | 1 | | |
| 10. The project is integrated in the organisation (=school curricula for Comenius). | _____ | | | | F | 8 |
| | 4 | 3 | 2 | 1 | | |
| 11. We have made a preliminary budget for 2 years. | _____ | | | | G | 6 |
| | 4 | 3 | 2 | 1 | | |
| 12. We follow up on expenses and have all verifications neatly stored. | _____ | | | | G | 6 |
| | 4 | 3 | 2 | 1 | | |

Evaluation, monitoring and dissemination of results

| | Extent | | | | Section | Quiz |
|--|---------------|---|---|---|----------------|-------------|
| 13. We have made an evaluation plan indicating that we are going to do evaluations continuously | 4 | 3 | 2 | 1 | H | 4 |
| 14. All target groups participate to some extent in the various evaluations and we evaluate different factors that are important for the success of the project. | 4 | 3 | 2 | 1 | H | 4 |
| 15. We have a good plan for how and what to disseminate continuously. | 4 | 3 | 2 | 1 | I | 5 |