

Monitoring and Evaluation of Plan

Key Questions While Monitoring Implementation of the Plan

(The following questions should be modified to suit the nature and needs of your specific goal and its underlying objectives.)

Monitoring and evaluation activities will consider the following questions:

1. Are objectives being achieved or not? If they are, then acknowledge, reward and communicate the progress. If not, then consider the following questions.
2. Will the objectives be achieved according to the timelines specified in the plan? If not, then why?
3. Should the deadlines for completion be changed (be careful about making these changes - know why efforts are behind schedule before times are changed)?
4. Do personnel have adequate resources (money, equipment, facilities, training, etc.) to achieve the objectives?
5. Is the goal and its underlying objectives still realistic?
6. Should priorities be changed to put more focus on achieving the objectives?
2. Should the objectives be changed (be careful about making these changes -- know why efforts are not achieving the goals before changing the goals)?
3. What can be learned from our monitoring and evaluation in order to improve future planning activities and also to improve future monitoring and evaluation efforts?

Additional questions:

Be prepared to answer these questions during your bimonthly report to the Music Commission, particularly if your committee is experiencing difficulty in implementing your goal and underlying objectives. These questions will help guide the Music Commission and the Strategic Planning Committee in reworking your goal/objectives, in the event that appears to be necessary.

Reporting Status of Implementation

Results of monitoring and evaluation will be in writing, and will include:

1. Answers to the "Key Questions While Monitoring Implementation of the Plan"
2. Trends regarding the progress (or lack thereof) toward goals, including which goals and objectives

3. Recommendations about the status
4. Any actions needed by management

Procedure for Changing the Plan

Regarding any changes to the plan, write down answers to the questions:

1. What is causing changes to be made?
2. Why the changes should be made (the "why" is often different than "what is causing" the changes).
3. What specific changes should be made, including to goals, objectives, responsibilities and timelines?

Reminders

- Manage the various versions of the plan (including by putting a new date on each new version of the plan).
- Always keep old copies of the plan.

Responsibilities and Frequencies for Monitoring and Evaluation

Plan section, Objectives, etc.	Completion date	Responsibility	Written description of results to:

“There’s some good neuroscience research that children involved in music have larger growth of neural activity than people not in music training. When you’re a musician and you’re playing an instrument, you have to be using more of your brain.”

~ Dr. Eric Rasmussen, chair of the Early Childhood Music Department at the Peabody Preparatory of The Johns Hopkins University