



Tool 14: Monitoring

Monitoring visit log	
Basic information	
Partner name	<input type="text"/>
Project address & principal contact on site	
Address	<input type="text"/>
Contact name and position	<input type="text"/>
Duration of project	
Start date	<input type="text"/>
Estimated completion date	<input type="text"/>
Date of visit/inspection	<input type="text"/>
List of staff/representatives met	
Name	<input type="text"/>
Representing	<input type="text"/>
Position	<input type="text"/>
Name	<input type="text"/>
Representing	<input type="text"/>
Position	<input type="text"/>
Name	<input type="text"/>
Representing	<input type="text"/>
Position	<input type="text"/>
Project objectives and milestones	
Outline of key project milestones/stages (if appropriate)	
Milestone/stage	<input type="text"/>
Progress to date, including significant delays, changes and costs	<input type="text"/>
Milestone/stage	<input type="text"/>
Progress to date, including significant delays, changes and costs	<input type="text"/>

Monitoring visit log

Milestone/stage

Progress to date,
including
significant delays,
changes and costs

Description and
assessment of
partner's own
records of
progress and
monitoring;
whether
consistent with
inspection

Financial records

Records and audit trails covering -

Income/receipts -

Whether record-
keeping system
is adequate and
in accordance
with agreement

Evidence of
income/
expenditure
retained

Income/
expenditure
approved at
correct level

Expenditure -

Whether record-
keeping system
is adequate and
in accordance
with agreement

Monitoring visit log

Evidence of income/
expenditure retained

Income/
expenditure approved at correct level

Budgeting –

Whether record-keeping system is adequate and in accordance with agreement

Evidence of income/
expenditure retained

Income/
expenditure approved at correct level

Areas of concern

Nature of concern

Recommended action

Nature of concern

Recommended action

Nature of concern

Recommended action

Monitoring visit log

Progress to date

Assessment and evidence of project delivery to date

Direct observation of project work/activity

Feedback from beneficiaries

Name (where appropriate)

Comment

Name (where appropriate)

Comment

Feedback from independent stakeholders and/or observers

Name & position

Comment

Name & position

Comment

Photographic/video/media evidence (attached)

Monitoring visit log

Future progress

Current project risks

Risk

Rating of risk

Action to mitigate risk

Risk

Rating of risk

Action to mitigate risk

Other comments

Conclusion

Overall assessment

Log completed by

Name

Position

Date

Signature