IMPLEMENTATION MANAGEMENT

| **Checklist of key considerations**  **some components may not be applicable to all country programmes (ex. end user monitoring)** | |
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| **Grant compliance** | * Is the execution of the project in compliance with donor requirements? * Is the required data and documentation being captured and maintained for donor reporting? |
| **Budget** | * Is cash (grant) being utilized by the project as expected (for the intended purpose & as per expected timeframe)? * Have donors made contributions as anticipated? |
| **Specification (Scope)** | * Are the activities that need to be accomplished to deliver an output taking place and being measured? * Are activities to collect data for results monitoring and evaluation taking place? * Is output quality declining? Or, as expected? * Guard against ‘scope creep’ by reviewing all requests to include additional activities and their effect on cost and schedule—individually and collectively. * Are activities producing the require output? * Are indicators identified in the programme plan appropriate to measure progress? * Are there unexpected bottlenecks/barriers to achieving the desired output? |
| **Time** | * Are activities taking place within planned timed frames? * Have key milestones been met or on track to being delivered? * Are problems anticipated in completing critical path activities? * Are scheduled tasks are taking additional hours to complete on time, requiring team members to work overtime to meet schedules? |
| **Staff performance** | * Are staff performing as per performance plans? * Is additional training/coaching/mentoring required? * Is disciplinary action required? * Are performance evaluations taking place as planned? * Is team morale declining? |
| **Partnership management** | * Are partners requesting resources as planned? * Are partners reporting as required? * Are assurance activities taking place to ensure partner reports are accurate and funds are being used as intended? * Are partnership reviews taking place as required? * Are partners respecting accountabilities to the affected population? * Are cash transfers being reported in a timely manner (DCT management)? |
| **Contract management** | * Are contractors delivering on time and within quality specifications? |
| **End user monitoring** | * Are services and goods being delivered to the beneficiary as planned? * Are services and goods delivered having any unintended affects in the community? |
| **Supply management** | * Are supplies ordered in the quantity and according to the specification required? * Is logistics and warehousing in place to transport and store supplies? * Are supplies in place and on time for project implementation? |