PRACTICE WORKBOOK / 07

M&E Practice Workbook

A guided sequence to move from a programme decision to a first learning cycle.

START WITH A DECISION, NOT A FORM. Ask what decision the evidence should inform before deciding what to measure.

How to use this workbook

Complete the pages with your programme team. Work with one live programme question rather than a hypothetical example. Keep answers simple enough to test within one cycle.

1. The decision

What decision needs to be made in the next 3-6 months?

2. The change pathway

What must change first for the intended outcome to become more likely?

3. The evidence

Which 3-5 measures or sources are enough to guide the decision?

4. The routine

Who will review the evidence, how often, and what will they decide?

Build the lean plan

Question / decision	Indicator or evidence	Source / method	Frequency	Owner

Review and action

Finding	What might explain it?	Decision / action	Owner	Due date

FINAL CHECK	Can every item in the plan be linked to a decision, an accountability requirement or a learning question? If not, remove it for now.