FIELD-READY TEMPLATE

Lean M&E Plan

Connect key questions, evidence sources, timing, ownership and decisions.

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

How to use this template

Start with the smallest plan that will improve a live decision. Add additional measures only after the review cycle is working.

Programme	
Planning period	
MEL focal point	

Working table

Question / decision	Indicator / evidence	Method / source	Timing	Owner	Review use

Quality check

- No row should exist without a planned decision or use.
- Ensure frequency matches the pace of programme delivery.
- Agree who will act on findings, not only who will collect data.