

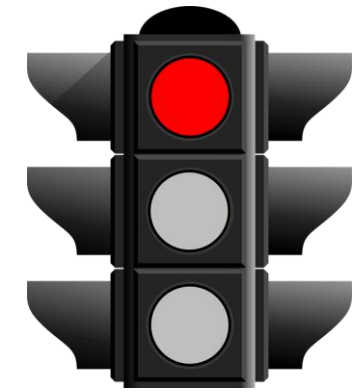


At the School of
OPENCOHESION

PLANNING THE MONITORING VISIT

PLANNING THE EXPLORATORY VISIT

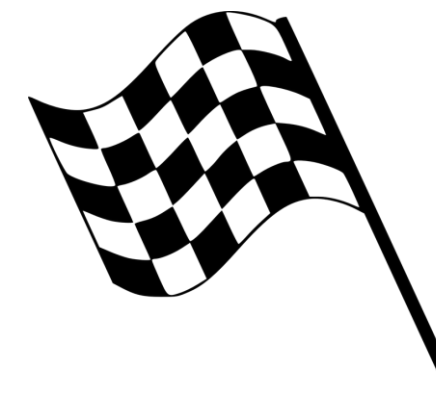
The method of finding information can vary based on the state of progress of the selected project...



PROJECT NOT STARTED



PROJECT IN PROGRESS



PROJECT COMPLETED

PROJECT NOT STARTED

Status of payments: **0%**.

Analytical/investigatory visit:
Why have the works not started yet?

It is important:
to **interview** the project managers and **extend** the research with additional documents, to reconstruct the administrative history of the project and the reasons for its lack of progress.



PROJECT IN PROGRESS

Monitoring in loco, to verify:

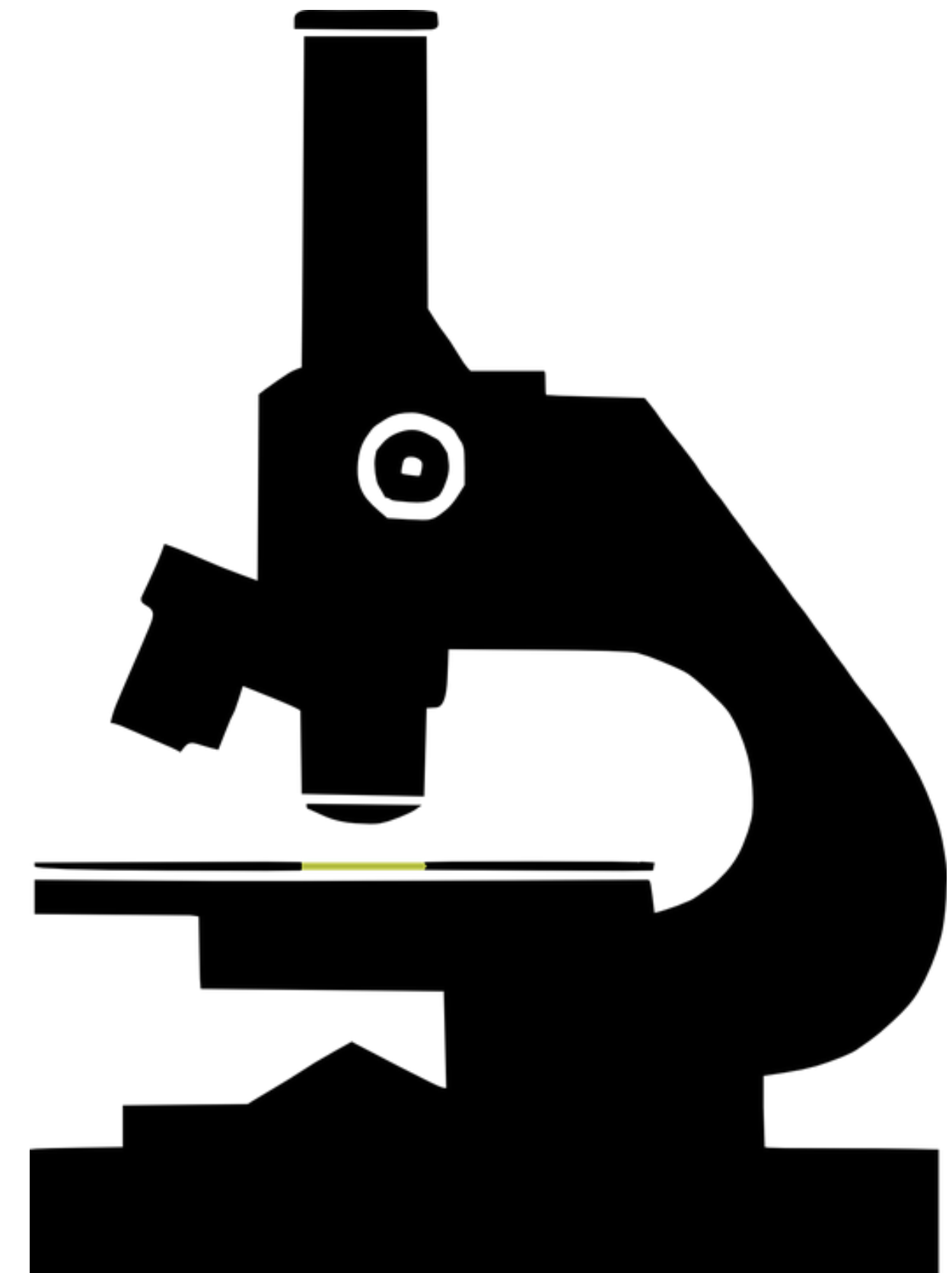
- ... how the works are proceeding?
- ... what stage are they at?
- ... what problems have been encountered?
- ... how long till the project is completed?



PROJECT COMPLETED

Testing the service...

to analyse its impact in the territory



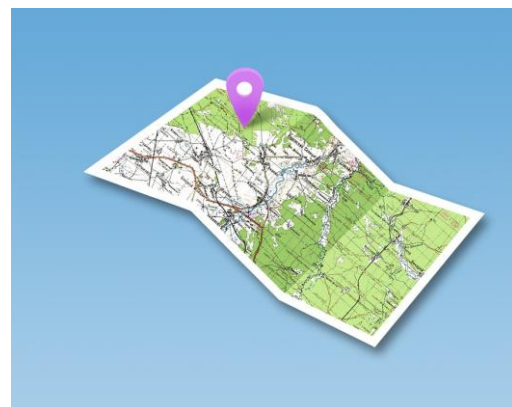
ORGANISING THE MONITORING VISIT

PRACTICAL ORGANISATION

To organise the monitoring visit, you must:



Decide the **time of the visit** and agree on it with the body managing the place (if access is restricted)



Create and print an **expedition map**
(creation of a route and deciding the stages)

PLANNING THE MONITORING VISIT

AUTHORISATIONS AND PERMITS



For students (minors)

Authorisations from parents to leave school premises

For places

Authorisation to visit sites (if closed to the public),
special permits for places with restricted access

For the interview subjects

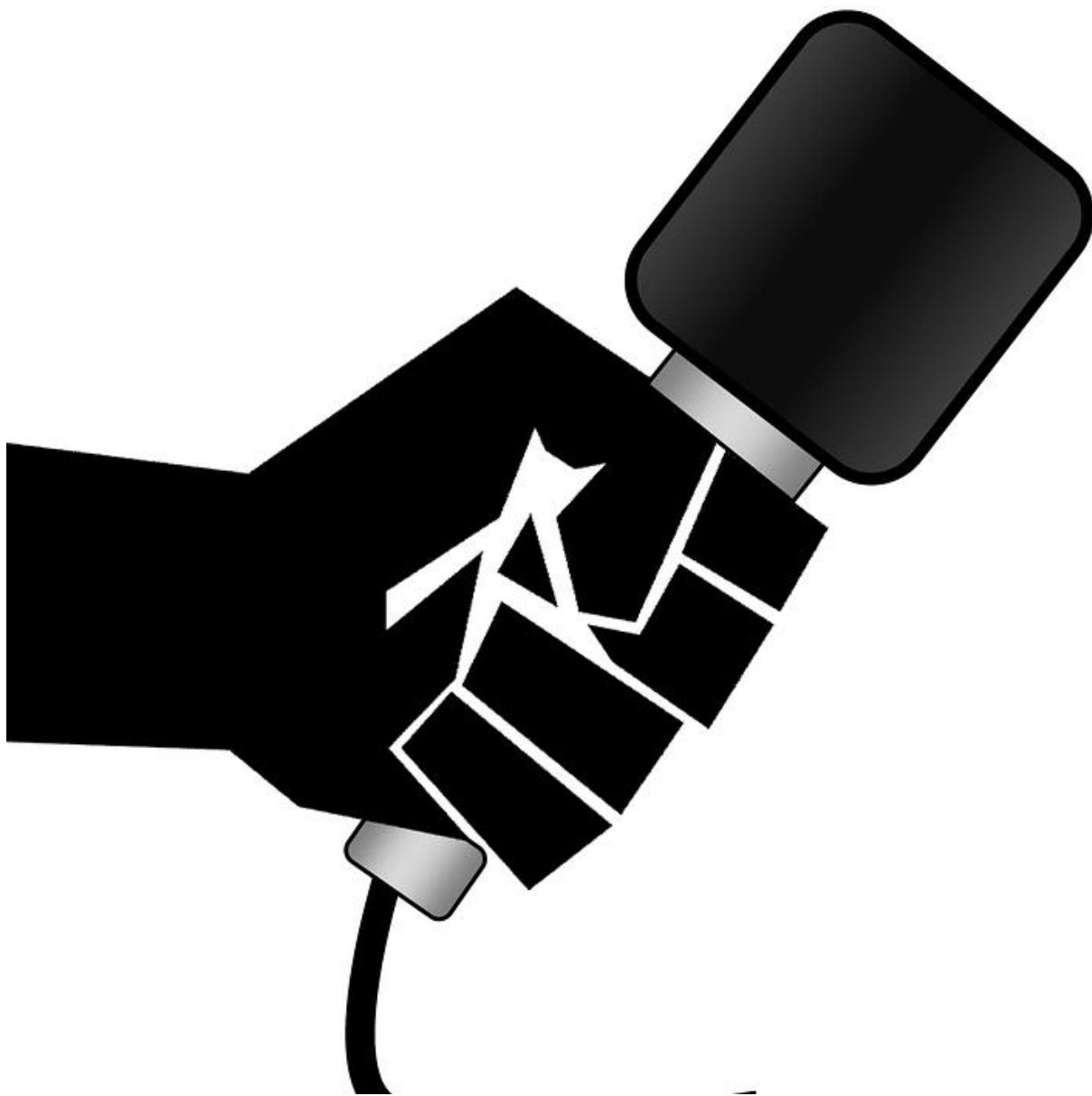
Copies of information on use of personal data,
releases for the use of photos and video images

PLANNING THE MONITORING VISIT

INTERVIEWS

Organisation and division of roles:

- who asks the questions
- who checks the time available for doing all scheduled visit activities
- who hands out any surveys
- who records the contact details of the interviewees



PLANNING THE MONITORING VISIT

PHOTO/VIDEO SHOOTS

Organisation and division of roles:

- **Video** recording interviews:
decide who holds the camera (or smartphone)
- **Audio** recording of interviews:
decide who holds the voice recorder (or smartphone)
- **Photographic and video documentation** of the visit (and the class)
during the visit, with photos of important details on the project in progress



PLANNING THE MONITORING VISIT

LIVE TWEETING



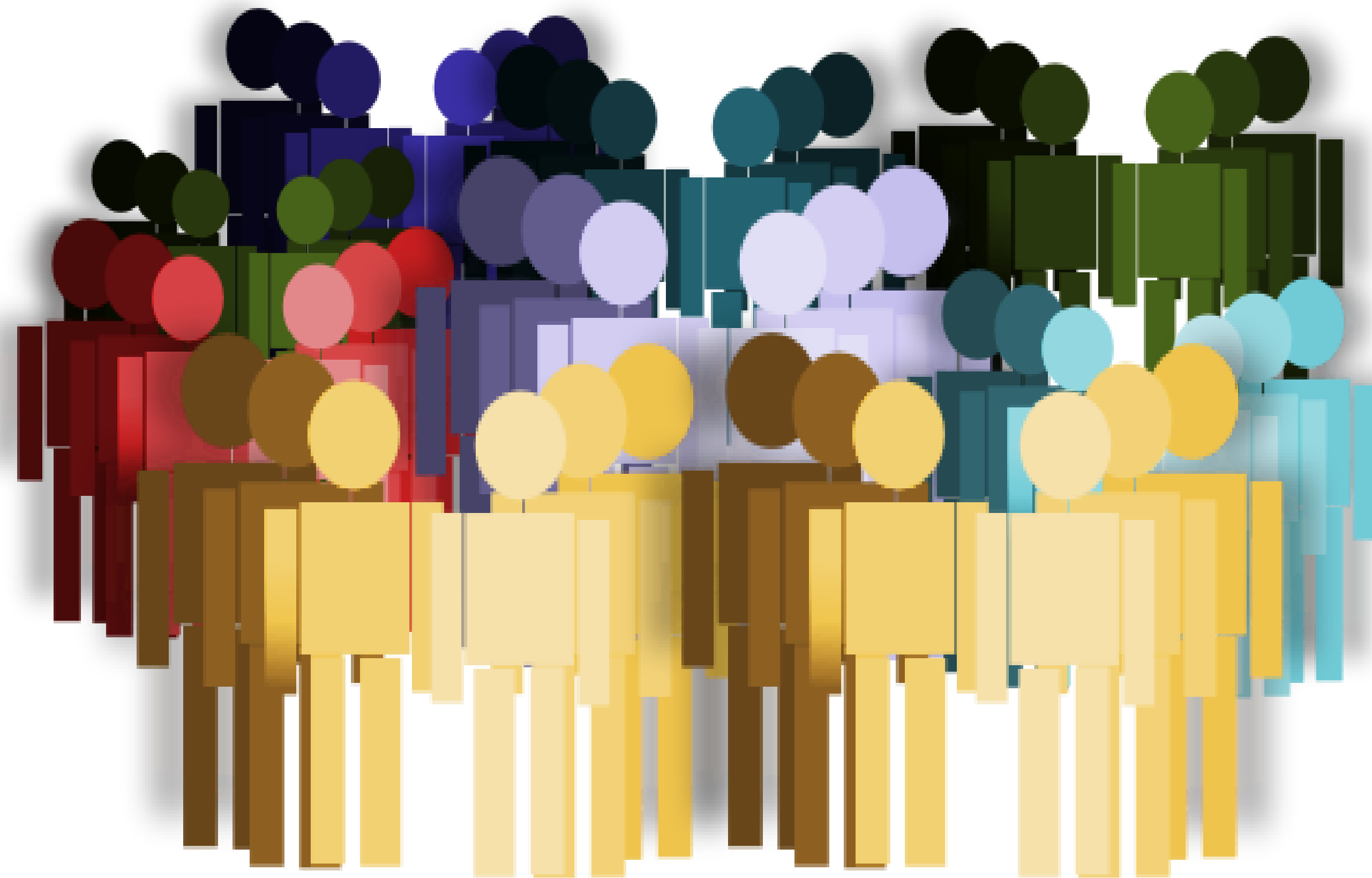
During the monitoring visit,
decide who is appointed to document the exploration
with **direct tweets** on the team account

THINGS EVERYONE MUST HAVE

- A copy of the visit schedule, division of roles
- smartphones (the more the better)
- a copy of the interview questions
- multiple copies of the plan for collecting other information during the exploration
- pens and paper/notebooks for meetings

PLANNING THE MONITORING VISIT

OKAY, YOU'RE READY TO EXPLORE!





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