

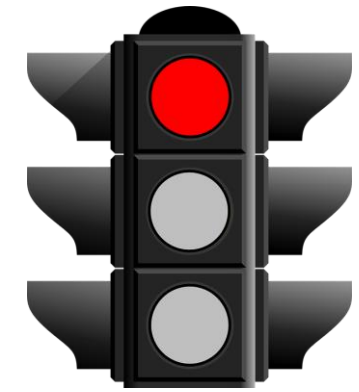


*At the School of*  
**OPENCOHESION**

**PLANNING THE MONITORING VISIT**

## PLANNING THE EXPLORATORY VISIT

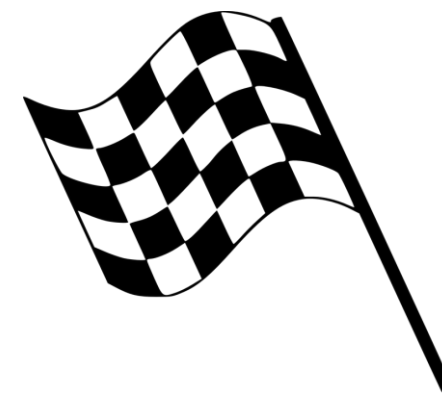
The method of finding information can vary based on the state of progress of the selected project...



**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?

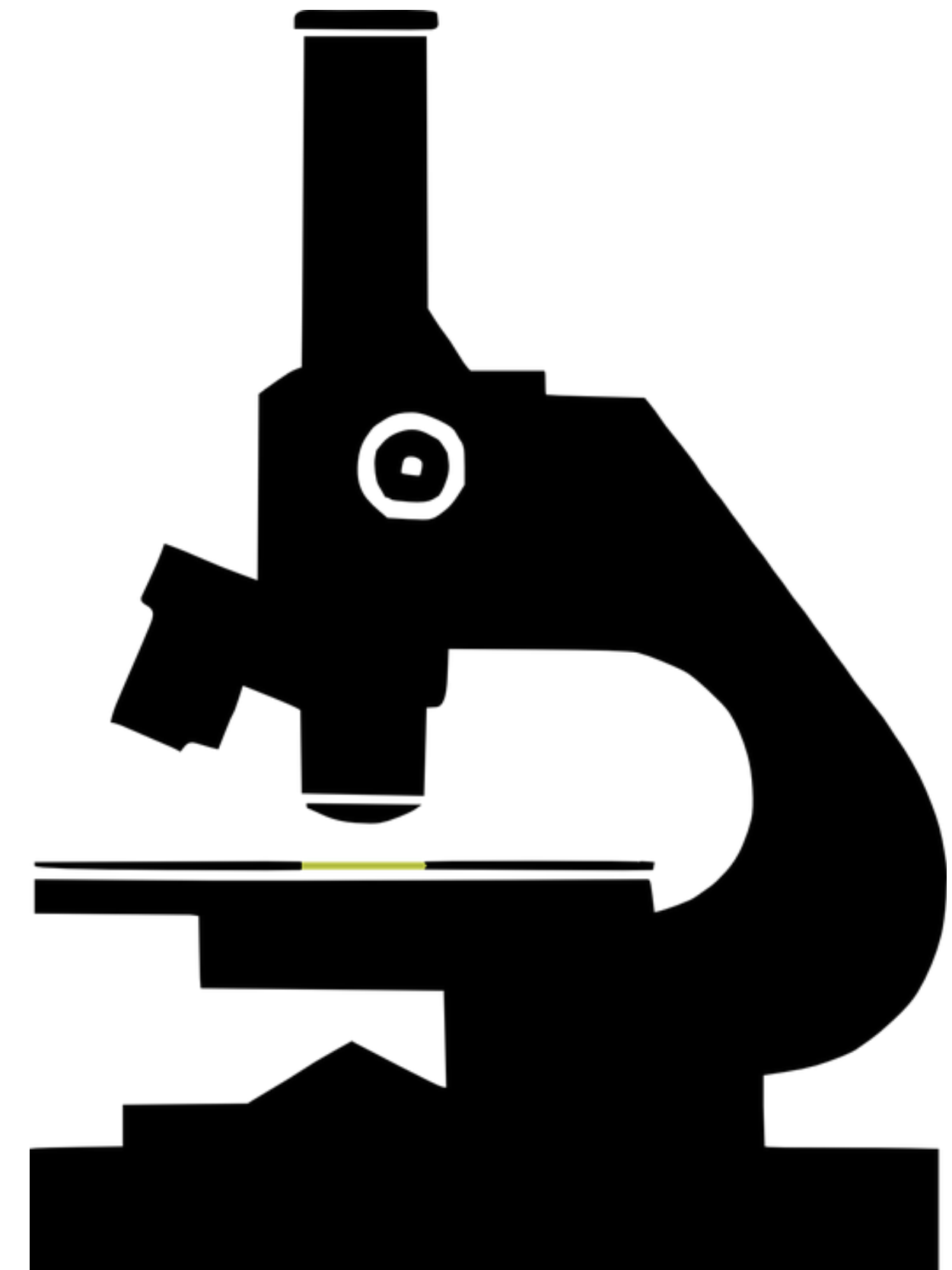
... what problems have been encountered?

... how long till the project is completed?



## PROJECT COMPLETED

**Testing** the service...  
to analyse its impact in the territory



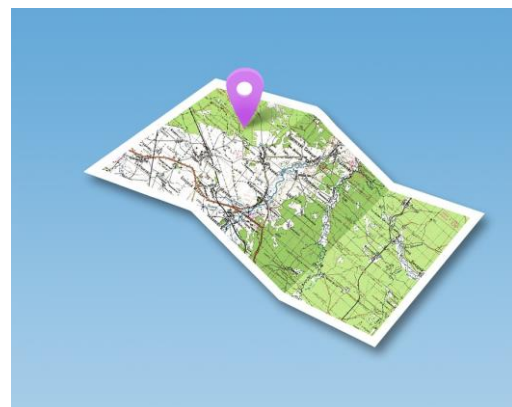
# ORGANISING THE MONITORING VISIT

## 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)

## 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**

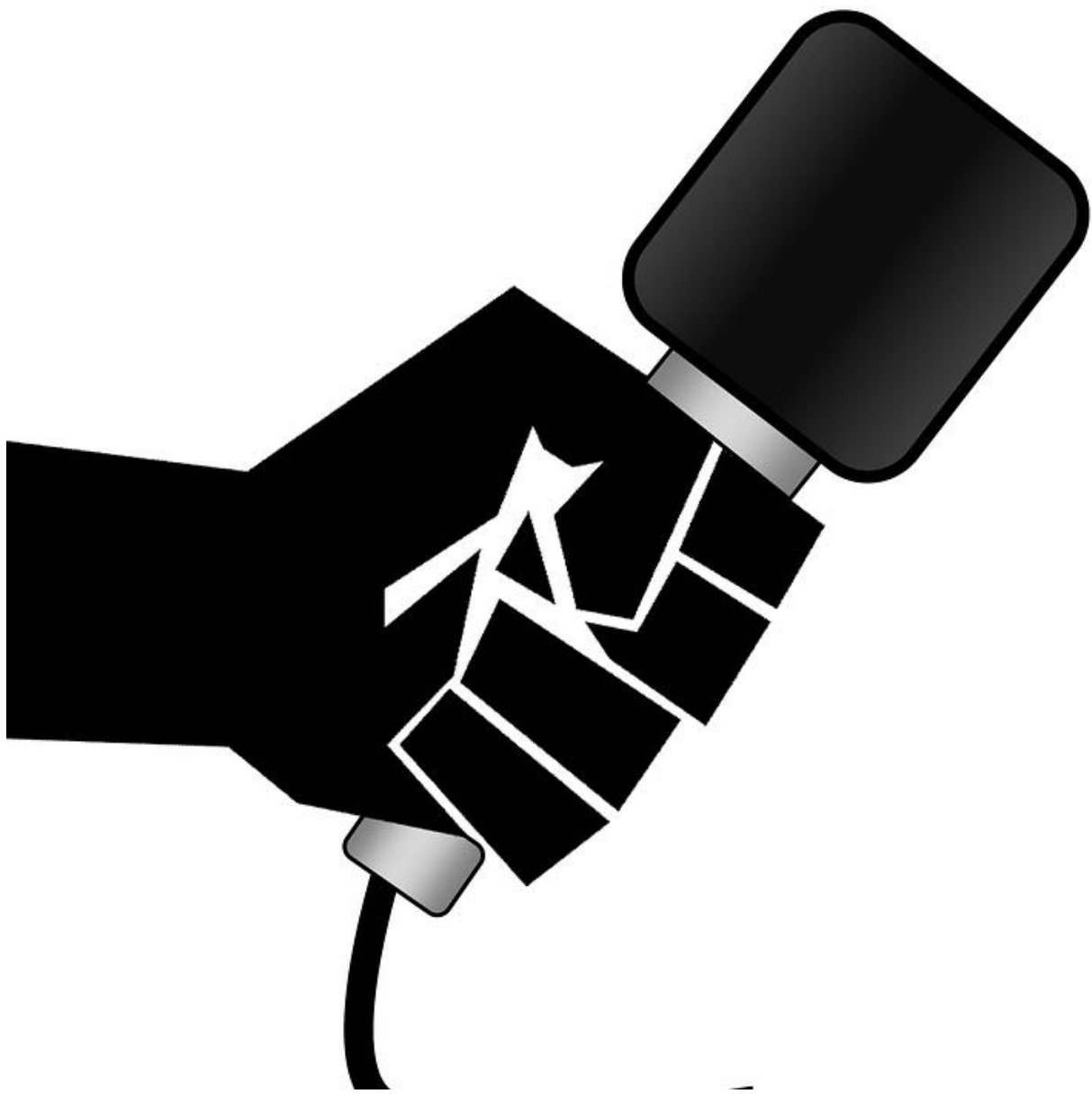
Copies of information on use of personal data, releases for the use of photos and video images



## 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



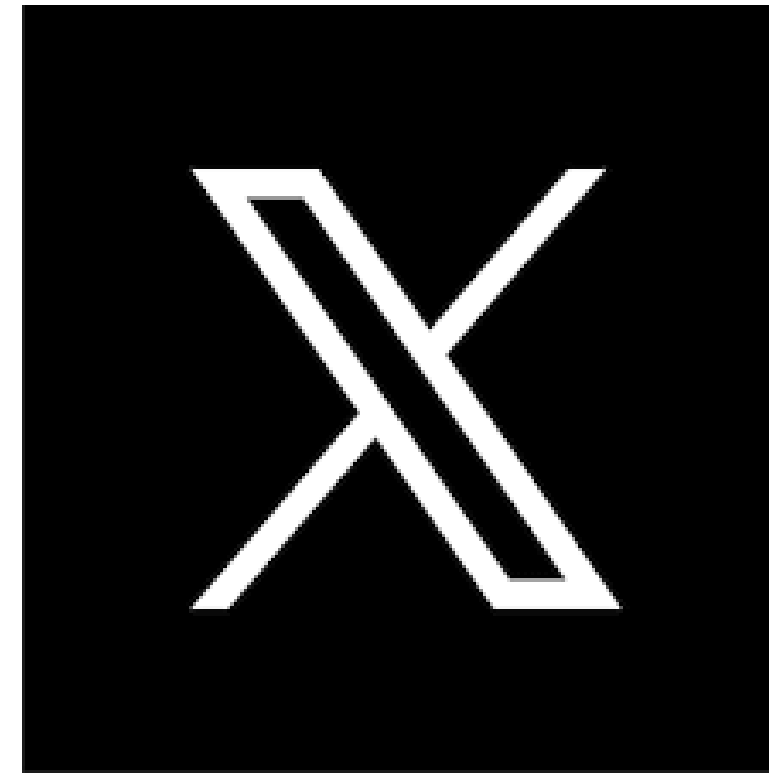
## PHOTO/VIDEO SHOOTS

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



## LIVE TWEETING

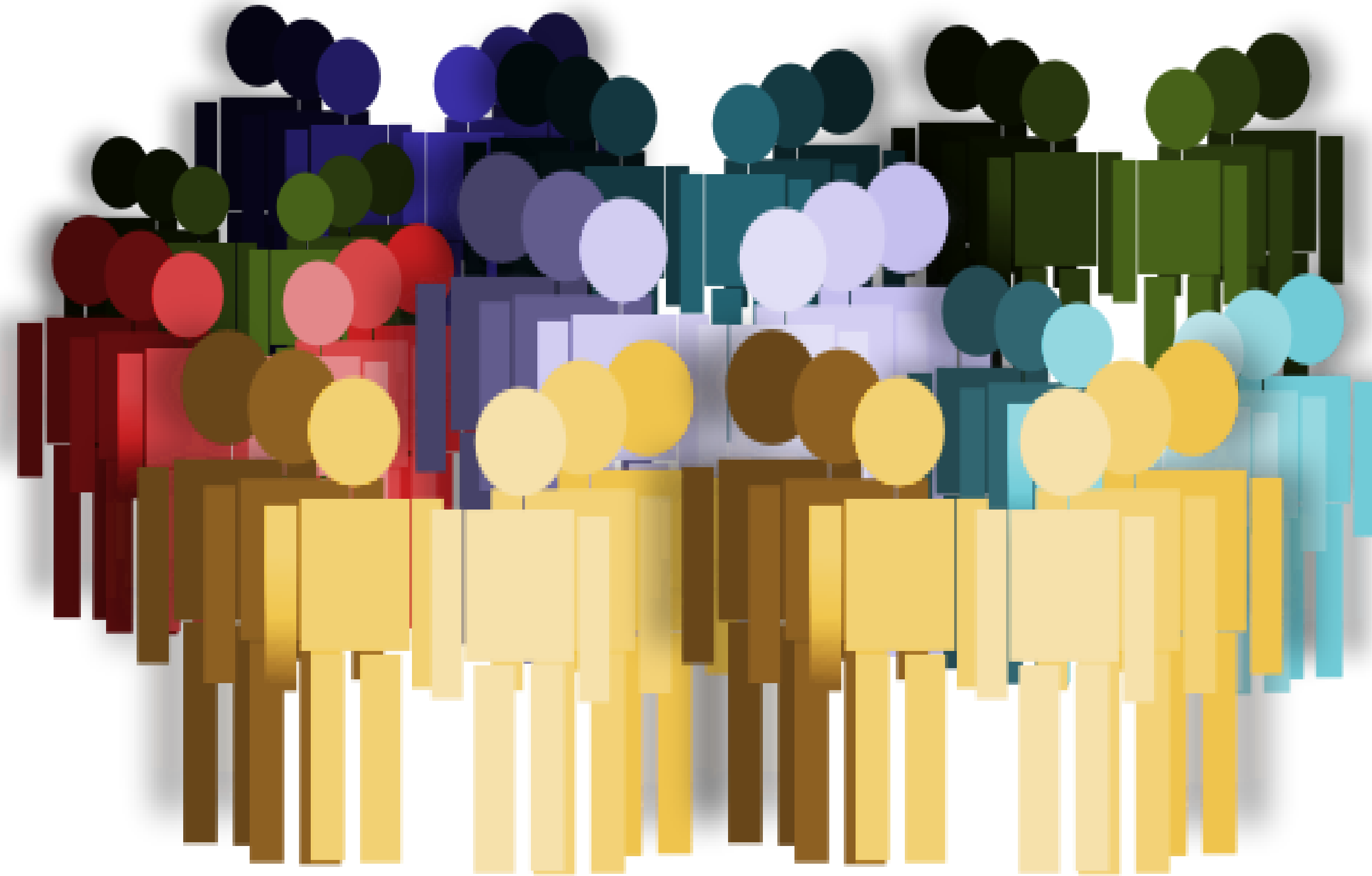


During the monitoring visit,  
decide who is appointed to document the exploration  
with **direct tweets** on the team account

## 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

**OKAY, YOU'RE READY TO EXPLORE!**





*At the School of*  
**OPENCOHESION**

**PLANNING THE MONITORING VISIT**



**Presidenza del Consiglio dei Ministri**  
**Dipartimento per le politiche di coesione e per il sud**

In collaboration with:



**MIM**  
Ministero dell'Istruzione  
e del Merito



Project funded with  
the support of

