GUIDELINES: ORGANISE AND PLAN THE MONITORING

The method of finding information can vary based on the progress of the OpenCoesione project that you have chosen to monitor… whether it has not yet started, is in progress or has completed.

PROJECT NOT STARTED

Projects that have not started are those in which payment is still at 0%.
In this case, your visit will be analytical/investigative, i.e. for finding out the reasons why the works have not yet started.
Therefore, it is essential to interview the people responsible for the project, and potentially develop the research with other documents, articles or information that may help you to reconstruct the project's administrative history and the reasons for its lack of progress.

PROJECT IN PROGRESS

Monitoring can be carried out in loco on projects in progress, in the truest sense.
With a field visit you will then be able to verify how the works are progressing, at what stage, what problems have been encountered, critical issues and how much has yet to be completed.

FINISHED PROJECT

Monitoring expeditions can be carried out for completed projects, for testing whether the service works.
Using some of the research techniques offered in the previous stages, you can for example make an initial analysis of the project's impact on the territory.

HOW BEST TO ORGANISE THE VISIT

To organise the visit, first of all you have to:

- decide the **time of the visit** or agree on it with the organisation (if access is restricted);
- create and print **a mission map**, drafting a route or establishing stages, for example.

You also need to be aware of **authorisations** and **permits**.
Parental authorisation is required for minors leaving school premises .
For visits you need to request permission to visit sites that are closed to the public, or obtain special permits for places with restricted access.
For interviewing people, remember to prepare and give out copies of information on personal data use and releases for using photos and video images.

DIVIDE ROLES

For each monitoring visit, it is important to be organised well and to divide the roles for each activity.
As regards interviews, decide for your team members:

- who will ask the questions
- who will check the time available to do all activities anticipated for the visit
- who will hand out any questionnaires
- who takes down the contact details of the interviewees

PHOTOS AND VIDEO FOOTAGE

Always use these tricks for photos and video of interviews:

- For **video** recording interviews: decide who will take a video camera (or smartphone) and who will bring a backup (make sure batteries are charged up and there is enough disk space available);

- For **audio** recording of interviews: decide who will take a voice recorder (or smartphone) and who will take a backup (always check batteries and disk space);

- Also document your visit with **photos and videos**, and take images of important project details (for example, use of particular energy-saving technologies).

Also decide who will document the exploration on the team's **social media channels**.

WHAT EVERYONE MUST HAVE

All exploration team members must have:

- A copy of the visit's organisation schedule, with allocation of roles;
- smartphones (the more the better);
- A copy of interview questions to be asked;
- Multiple copies of the plan for collecting other information during the exploration;
- pens and paper or notebooks for meetings.

HAPPY EXPLORING!