



Monithon questionnaire in English

February 2020

Step 1 – Desk Analysis

Basic information

Project URL / ID

Report title

Author

Description of the project monitored

Is this project part of a larger plan including other projects? If yes, what is the overall objective of this larger plan?

Location of the project

What should I do here? We need the coordinates (latitude and longitude) of the main location of the project you are monitoring! If you insert an address close to the location of the project and then click on the button with the magnifying glass, the map will centre and a marker will be positioned in that place. Then, you will probably need to drag the marker to the exact location.

Step 2 – Project evaluation

Investigation methods

How did you collect the information on the project?

- Desk analysis
- Visit to the project's location, documented by pictures or videos
- Interview with political leaders
- Interview with the Managing Authority of the Programme which financed the project
- Interview with people responsible for the project's planning
- Interview with people responsible for the project's implementation
- Interview with the users and/or final beneficiaries of the intervention
- Interview with other types of people

Who did you interview? What is the role of these people in the project? E.g. Mayor, government employee, informed citizen, journalist. Specify the role of ALL interviewees.



Transcription of the two main questions to the interviewees - please specify which interviewees

Transcription of the main two answers to the questions above

Evaluation

How the project is progressing based on the information you have collected

Result of the project - If the project is finished, what result did it achieve?

If the project is finished or you have been able to assess some of its results anyway, what is your judgement about the effectiveness of the project?

- Harmful - Only negative consequences
- Useless - A waste of public money
- Useful but also shows some minor problems
- Useful and effective
- It hasn't produced any results yet

Strength of the projects - What did you like about the project monitored?

Weaknesses - What difficulties did you find during the implementation?

What are the reasons why the project is not effective enough?

- Administrative problems during the implementation phase
- Technical problems during the implementation phase
- The results of the project are not satisfactory
- Implementation was successful but not really responding to the needs of final users
- Results are useful but "more of the same" is needed to be really effective (e.g. more investments on the same project or kind of projects)
- Results are useful but complementary interventions are needed to reach effectiveness

Risks - What problems may the project face in the future?

Your suggestions - Ideas to improve the projects and solutions to the problems you have found

Your synthetic assessment

- Just started - Not enough time has passed since the project started to be able to judge its progress. The project has started, but no results are visible yet
- Ongoing with no major hiccups - The project has started, and its progress seems good. Most of the activities in the implementation phase seem to go in the right direction



- Ongoing with some problems - The project has started, but shows major problems in its implementation, like significant delays or project is not meeting important milestones.
- Blocked - The project cannot complete its planned course due to major problems, which have to be solved in order to proceed. The project was blocked during the launch phase (it never started) or during the implementation phase
- Completed and useful - The project is completed and, overall, it seems to be effective from the point of view of the final beneficiaries
- Completed but ineffective - The project is completed but it seems, overall, ineffective from the point of view of the final beneficiaries. For example, essential complementary interventions are not in place, the project is finished but not completely operational, the project does not respond to user needs.

Links, Videos, Attachments

Upload pictures, documents, and other files.

Step 3 – Results and impact – How did it work out?

New connections that you generated

How did you disseminate or are you disseminating the results of your civic monitoring?

- Twitter
- Facebook
- Instagram
- Territorial events organised by the teams
- Open Administration week
- Team blog/website
- Flyers or other off-line methods (non-Internet)
- Requests for private hearings or meetings
- Media interviews
- Other:



With whom have you created connections for discussing the results of your monitoring?

Person [open entry]	Role [open entry with hint]	Organisation [open entry with hint]	Type of connection [closed menu]
Person 1	Role	Organisation	Type of connection
Person 2	Role	Organisation	Type of connection
Person 3	Role	Organisation	Type of connection
...
Person no.	Role	Organisation	Type of connection

Note:

Type of connection

- *Interview (made or received)*
- *Joint participation in public event*
- *Participation by private hearing/meeting*
- *Email or telephone call*
- *Participation in institutional event (e.g. Meeting of the monitoring committee, Municipality meeting etc.)*
- *Other: please specify*

Role: List the persons/organisations you had contact with to disseminate or discuss the results of your monitoring.

Example: Mayor, Chairman, Public officer, journalist, company CEO etc.

Organisation: Examples: City of Rome, Province of Chieti, Region of Calabria, Corriere della Sera, Ferrero

Results and impact of civic monitoring

Has the media talked about your monitoring? Yes / No

Have the public administrations responded to your requests or problems raised?

- No response
- Some have responded, others not
- They gave us formal or generic responses



- At least one of those contacted gave us concrete promises
- They put our recommendations into practice and the project is now in progress or more effective
- We reported a problem that has now been resolved
- Other:

Describe your case. Which material facts or events lead you to believe that your civic monitoring had (or did not have) an impact on the organisations that manage or implement the project you monitored?

Final delivery

The Report is ready to be reviewed by the editors, who will publish it if it meets our Terms of Use.