

## PROJECT DESIGN CHECKLIST

Design Summary	Indicators & Targets	Monitoring Mechanisms	Assumptions & Risks
<p><b><u>GOAL</u></b> The Long Term Objective — i.e. project “Vision” — is stated; not something that the project will be expected to achieve alone during its lifetime</p>	<p><i>Indicators</i> are the pre-selected means to measure performance. A <b>Target</b> is a pre-determined success level for an indicator. The measurement unit for each indicator should be specified.</p> <p>The desired long term sustainable impacts are stated.</p> <p>Goal impacts are usually only indirectly related — and partially attributable — to the project; and likely to occur a considerable time after the project Purpose has been attained</p>	<p>Monitoring Mechanisms are <i>either</i> established sources of data for the Indicators and Targets, <i>or</i> the means (and frequency) for collecting the data.</p> <p>Every Indicator has at least one source of data, or means for collecting it.</p> <p>The source and/or means for collecting data is beyond the project, and is already institutionalized</p>	<p>Only Assumptions and Risks beyond the control of the Project — but essential to its Success — are cited.</p> <p>Assumptions and Risks at the Goal level (if any) relate to the higher level Country Strategy Program</p> <p><b>In General – Leave this block BLANK.</b></p>
<p><b><u>PURPOSE</u></b> 1. The improved situation for the target beneficiaries is summarized — i.e. after the project has satisfactorily completed (or delivered) the Outputs to alleviate a perceived problem. [<i>I.e. The Purpose is the immediate reason <b>Why</b> the project is being undertaken: <b>NOT What</b> the project is going to do.</i>] 2. The Project has not more than <b>two</b> Immediate Objectives.</p>	<p>The desired improvement in the situation (i.e. the effect) as a result of the project is stated. <i>[Purpose indicators and targets reflect changes in processes, results and/or behavior by target beneficiaries that are expected shortly after the project Outputs have been delivered.]</i></p>	<p>The source and/or means for collecting data is beyond the project</p>	<p>Assumptions and Risks at the Purpose level relate to the Goal</p>
<p><b><u>OUTPUTS</u></b> The key component categories are stated as <b>Results</b> that can be produced / delivered during project implementation.</p>	<p>The Outputs are all expected to be completed by the end of the project <i>[Outputs are deliverables and are all within the control of the project.]</i></p>	<p>The source and/or means for collecting data is within the project control</p>	<p>Assumptions and Risks at the Output level relate to the Purpose</p>
<p><b><u>ACTIVITIES</u></b> The key tasks, steps, or stages to be undertaken by the project are listed.</p>	<p>The project implementation schedule and responsibilities are identified. <i>Use the following format: Start: (date) Complete: (date) Responsibility: (organization or individual)</i></p>	<p>The source and/or means for collecting data is within the project control</p>	<p>Assumptions and Risks at the Activity level relate to the Outputs</p>
<p><b><u>INPUTS</u></b> The various resource categories required to undertake the project are identified.</p>	<p>Indicators and targets are all expressed in terms of money, &amp;/or level of effort</p>	<p>The source and/or means for collecting data is within the project control</p>	<p>Assumptions and Risks at the Input level relate to the Activities</p>



<b>ADDITIONAL GENERAL GUIDELINES</b>			
<b>Design Summary</b>	<b>Indicators &amp; Targets</b>	<b>Monitoring Mechanisms</b>	<b>Assumptions &amp; Risks</b>
Each Level in the Design Summary hierarchy: Inputs → Activities → Outputs → Purpose (Immediate Objectives) → Goals (Long Term Objectives) contributes to the <i>next higher level</i> .	Every statement in the Design Summary Column has <i>at least one</i> measurable indicator.	Monitoring Mechanisms either exist, or have been planned and budgeted	Assumptions and Risks in the hierarchy: Inputs → Activities → Outputs → Purpose (Immediate Objectives) → Goals (Long Term Objectives) relate to the Project Design Summary <i>at the next higher level</i> .
There may be more than one sentence at any Level, but each sentence only describes a single item. There should be no run-on conjunctions	There may be more than one indicator for each Design Summary statement	The same source, or means for collecting data can be cited for some indicators at different levels	Every identified Risk is prefaced with an “R” for easy identification.
The statements at each level are purely descriptive	Every indicator has a target (or predetermined Standard) that is measurable in terms of Quantity &/or Quality, and Time	More than one source can be cited for some indicators	
Each statement is the only one of its kind in the framework.	Each indicator is the only one of its kind in the Framework	The monitoring mechanism is only a brief description.	Each statement only describes a single item.
	Every Indicator has sufficient descriptive and quantitative (or qualitative) data to permit subsequent performance measurement and comparison, by independent monitoring and evaluation personnel		
	Where direct measurement indicators are impractical, indirect “Proxy” indicators should be used		
	<p><i>The following format is a guide to indicator and target definition:</i></p> <p><b>Quantitative:</b>  <i>Increase (indicator kkk)  at least: x%  from: XX units (baseline)  to: YY units,  by: ZZ (date)</i>  <i>[Round-off monetary values. Express level of effort in Person / Man months]]</i></p> <p><b>Qualitative:</b>  <i>Improve (indicator kkk)  at least: x%  from: XX satisfaction level (baseline)  to: YY satisfaction level  [on a xx-point scale]  by: ZZ (date)</i></p>		

