



COMMUNITY OF PRACTICE MONITORING & EVALUATION DIARY

What is this diary for?

This diary will help you to monitor and document the progress of your community of practice by identifying what went well, what are the critical factors for success and failure, and helping you reflect on good and bad practices and develop a contingency plan to mitigate any foreseeable risks (e.g., non-participation of community members).

How are you expected to use the diary?

Ideally, you should complete this diary at end of each meeting. The reason is that immediately after the meeting you still have a very good idea of what is going on in your community of practice and you remember vividly the good (and the bad) practices, and milestones that emerged.

The diary includes three key themes/questions which should be addressed in an open-ended format. The more you write, the better and more informative for you in terms of documenting, monitoring and planning the next steps of your community of practice.

Although this guide is in English, please feel free to complete the diary in your own language.

Keeping it safe

Towards the end of our project we would like to produce a report that reflects on everyone's experiences with the communities of practice. To this end, it is important that you keep your notes safely and share them with the project leadership team so that they can develop the report in due time.



Meeting Operational Details	
Meeting number (indicate which meeting that is)	
Date of the meeting	
Venue	
Name/surname of facilitator	
Duration of the meeting	
Number of participants who signed up for the meeting	
Number of participants who showed up in the meeting	



CoP Meeting Evaluation

1. How is it going in general?	
1a. How is the community going?	
1b. Is it progressing as planned?	



2. How is the CoP developing?	
2a. What is going well and how do you see this? Be specific. Are there measures being used?	
2b. What is not going that well and how do you see this? Be specific. Are there measures being used?	



3. Finding barriers and mechanisms	
3a. What are the critical success factors (CSFs) for your community of practice?	
3b. What are the critical failure factors (CFFs) for your community of practice?	
3c. What do you learn from this? Can we make (b) more into (a)?	