

# Project monitoring

Monitoring of the project consists of:

1. Project budget control (p. 27-28)

Monitoring of project activities (p.29)

2. Check whether all activities - are going according to plan- if they are executed reliably and at the highest level- or generated results are in line with expectations

# Ad. 1

## Project Budget Control

- The control of the budget is the responsibility of the school School Project Coordinator
- The control of the budget of the project is the responsibility of the Project Coordinator - Polish school
- School Coordinators send reports and summaries to Project coordinator and he makes the cumulative analyzes

# Ad. 1

## Project Budget Control

Activities related to the control of the budget  
(project p. 28)

### 1. Budget Implementation Plan

Each partner school prepares Budget Implementation Plan, which contains a spending plan for each semester of the project. School coordinators present their own spending plans for the first project meeting

# Ad. 1

## Project Budget Control

### 2. Analysis of the Budget Worksheet

School coordinators will be systematic and instantly make any expense incurred in Sheet Analysis of Budget. Every month, the last day of school coordinators will send via email to the Coordinator of the project the current sheets of examination of the budget that will balance the collective

## Ad. 1

# Project Budget Control

### 3. Report on the implementation of the budget for the first year of the Project

During the third meeting of the project (September 2016), school coordinators will present a report on the implementation of the budget for the first year of the project. Coordinator shall analyze the reports and determine whether the budget is being implemented properly.

# Ad. 1

## Project Budget Control

### 4. Important!!!!

- Every incurred expense must be documented with an invoice !!!.

For the collection of invoices is the responsibility of the School Coordinator.

All invoices (copies) must be submitted to the Coordinator - Polish school

Invoices will be delivered to the Coordinator at every working meeting

## Ad. 2

# Monitoring of project activities

Activities connected with monitoring perform :

- ◉ Teachers implementing classes with students
- ◉ School Coordinators
- ◉ Coordinator of the Project

## Ad. 2

# Monitoring of project activities

The tasks of teachers implementing classes with students:

**Current documentation of the course:** a log entry classes, filling the Chart of Evaluation Classes

- ❑ **Current documentation of competitions, tours, meetings:** a written report to the teacher responsible for the task



## Ad. 2

# Monitoring of project activities

### The tasks of School Coordinators:

- ❑ **1. Collecting and cataloging the documentation** prepared by the teachers - logs attached with lesson plans, the Chart of Evaluation coursework, reports
- ❑ **2. Making Sheets of achieving the goals** and sending them to the Coordinator of the project-at the end of each month. The sheet will contain a list of activities planned for that month, a description of their implementation, comments and conclusions, an assessment of the achievement of the objectives.
- ❑ **3. Preparation of internal reports** and sending them to the Coordinator of the project - every 6 months

## Ad. 2

# Monitoring of project activities

### The tasks of School Coordinators cont:

- ❑ 4. Observation of selected classes for students confirmed by complemented by Chart of class Observation - at least one meeting per semester
- ❑ 5. Conducting surveys for students, teachers and parents and developing the survey data collected are described in detail on p. 31. Surveys can be made by a school project coordinator or chosen teachers

## Ad. 2

# Monitoring of project activities

### Project Coordinator's tasks

- ❑ 1. Preparation of Summary Sheets of achieving the goals - every month
- ❑ 2. Preparation of Internal Summary Reports - every 6 months.
- ❑ 3. Presentation of summarized results of monitoring at each meeting of the project, which will be the basis for discussion, discussing successes and possible problems in the implementation of individual tasks

# Documents needed to implement the budget monitoring

- ❑ 1. Budget Implementation Plan
- ❑ 2. Budget Analysis Sheet
- ❑ 3. Report on the implementation of the budget for the first year of the project

## Warning!!!

These documents should be jointly developed and equal in every school.

# Documents needed to implement the budget monitoring

- ❑ 1. The Chart of Evaluation Classes - attached to each scenario (outline lessons)
- ❑ 2. Report on the implementation of activities - such as a trip, meeting, contest
- ❑ 3. **Goals Achievement Sheet**
- ❑ 4. **Internal Report**

**Warning!!!**

**These documents should be jointly developed and equal in every school.**