

What tools should you use to collect monitoring data for your project? It all depends. Unfortunately there is no magical rule or formula to follow, however once we know what data we need to collect to answer our evaluation questions, some logical choices present themselves.

When should I select the monitoring tools for my project? Selecting the tools for your project should come naturally when creating your monitoring and evaluation (M&E) plan. When you create your M&E plan you will be forced to think ‘what tool or method will I use to collect the data I need to answer my evaluation question’.

The matrix below lists some common monitoring tools that you can integrate into your M&E plan. If you have an activity in mind and want to know what tool you could use to monitor the activity, then try our [Tools for Common Tasks](#) table.

You can also get an idea of the most appropriate tool by referring to where you are on the [project management cycle](#).

List of monitoring and evaluation tools

| Type of Data Collected                                                              | Helps you measure                                                                   |             |            |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|------------|
| Tools                                                                               | Quantitative                                                                        | Qualitative | Efficiency |
| <a href="#">Audits or Counts</a>                                                    |  |             |            |
|  |                                                                                     |             |            |
| <a href="#">Budget Tracking</a>                                                     |  |             |            |
|  |                                                                                     |             |            |
| <a href="#">Dashboard</a>                                                           |  |             |            |



[Deemed Savings](#)



[Focus Group](#)



[Footprint Calculators](#)



[Lessons Learnt Workshop](#)



[Literature Review](#)



[LogFrame Matrix](#)



[Meter Reading](#)



[Metering](#)



[Observation](#)



[Outcome Hierarchy](#)



[Problem Tree / Solution Tree Analysis](#)



[Program Logic](#)



[Project Diary](#)



[Questionnaire](#)



[Semi-structured Interview](#)



[Stakeholder Analysis](#)



[Storytelling](#)



[Time Tracking](#)





## Tools for Common Tasks

We know selecting the right tool can sometimes be confusing, so we've provided you with some recommended tools to monitor and evaluate some common tasks

Common project tasks & suggested tools

Workshop, conference, intervention or public event

- [Dart board](#)
- [Observation](#)
- [Questionnaire](#)

Measuring changes in resource use

- [Deemed Savings](#)
- [Footprint Calculators](#)
- [Metering](#)
- [Meter Reading](#)

Effectiveness of communications materials

- [Focus Group](#)
- [Observation](#)
- [Questionnaire](#)

Measuring project efficiency

- [Budget Tracking](#)
- [Time Tracking](#)

Documenting lesson's learned post-project

- [Focus group](#)
- [Lessons Learnt workshop](#)
- [Project Diary](#)
- [Program Logic review](#)
- [Stakeholder meeting](#)

Communicate outcomes

- [Focus group](#)
- [Storytelling](#)