

INCORPORATED TRUSTEES OF THE ANGLICAN CHURCH IN THE DIOCESE OF TRINIDAD AND TOBAGO (ITACD TT)

Monthly Implementation Monitoring and Evaluation Form

The purpose of this form is to evaluate the implementation initiatives outlined in your parish 2017 Action Plan and 2017 Work Plans of the ITACD TT Strategic Plan 2016-2020. This form should be completed monthly. Please submit this completed form to the Diocesan Council Sub-Committee.

Today's Date _____

Reporting Period _____ / _____

Month

Year

Name of Parish _____

Name of Person Completing Form

Role in Parish

During the Implementation Phase, your parish will conduct initiatives (or activities) based on the following four (4) perspectives: 1) **Community**, 2) **Learning and Growth**, 3) **Finance**, and 4) **Internal Processes** as proposed in the 2017 Action Plan and 2017 Work Plans of the ITACD TT Strategic Plan 2016-2020.

EXPLANATION OF TERMS

Perspectives

1. **Community** (i.e., activities conducted in the parish community)
2. **Learning and Growth** (i.e., activities related to staff training and development to conduct parish community activities)
3. **Finance** (i.e., activities related to raising and disbursement of funds to conduct parish community activities)
4. **Internal Processes** (i.e., activities related to the establishment of committees to conduct parish community activities)

Other Terms

Initiatives – parish activities

Resources – monetary and/or other resources used to conduct initiative(s)

Communication Strategies – marketing of initiative (e.g., flyers, social media)

Worked Well – initiative accomplishments

Needs Improvement – initiative weaknesses

Recommendations – recommendations for success of initiative(s)

DIRECTIONS: Please provide information in the following tables for the four (4) perspectives. Feel free to add rows for additional initiatives for each perspective.

1. COMMUNITY (i.e., activities conducted in the parish community)

	INITIATIVE	RESOURCES	COMMUNICATION STRATEGIES	WORKED WELL	NEEDS TO BE IMPROVED	RECOMMENDATIONS
a						
b						
c						

2. Overall, on a scale of **1** to **5** with **1** being **Very Dissatisfied** and **5** being **Very Satisfied**, how satisfied are you with the **implementation** of the **Community** initiative(s), at this time. (*Select one*)

- _____ 1 Very Dissatisfied
- _____ 2 Somewhat Dissatisfied
- _____ 3 Neither Satisfied nor Dissatisfied
- _____ 4 Somewhat Satisfied
- _____ 5 Very Satisfied

3. Please explain your choice for **Item #2**.

4. LEARNING AND GROWTH (i.e., activities related to staff training and development to conduct parish community activities)

	INITIATIVE	RESOURCES	COMMUNICATION STRATEGIES	WORKED WELL	NEEDS TO BE IMPROVED	RECOMMENDATIONS
1						
2						
3						

5. Overall, on a scale of **1** to **5** with **1** being **Very Dissatisfied** and **5** being **Very Satisfied**, how satisfied are you with the **implementation** of the **Learning and Growth** initiative(s), at this time. (*Select one*)

- _____ 1 Very Dissatisfied
- _____ 2 Somewhat Dissatisfied
- _____ 3 Neither Satisfied nor Dissatisfied
- _____ 4 Somewhat Satisfied
- _____ 5 Very Satisfied

6. Please explain your choice for **Item #5**.

7. FINANCE (i.e., activities related to raising and disbursement of funds to conduct parish community activities)

	INITIATIVE	RESOURCES	COMMUNICATION STRATEGIES	WORKED WELL	NEEDS TO BE IMPROVED	RECOMMENDATIONS
1						
2						
3						

8. Overall, on a scale of **1** to **5** with **1** being **Very Dissatisfied** and **5** being **Very Satisfied**, how satisfied are you with the **implementation** of the **Finance** initiative(s), at this time. (*Select one*)

- _____ 1 Very Dissatisfied
- _____ 2 Somewhat Dissatisfied
- _____ 3 Neither Satisfied nor Dissatisfied
- _____ 4 Somewhat Satisfied
- _____ 5 Very Satisfied

9. Please explain your choice for **Item #8**.

10. INTERNAL PROCESSES (i.e., activities related to the establishment of committees or changes to systems and processes to improve parish community activities)

	INITIATIVE	RESOURCES	COMMUNICATION STRATEGIES	WORKED WELL	NEEDS TO BE IMPROVED	RECOMMENDATIONS
1						
2						
3						

11. Overall, on a scale of 1 to 5 with 1 being **Very Dissatisfied** and 5 being **Very Satisfied**, how satisfied are you with the **implementation** of the **Internal Processes** initiative(s), at this time. (*Select one*)

- _____ 1 Very Dissatisfied
- _____ 2 Somewhat Dissatisfied
- _____ 3 Neither Satisfied nor Dissatisfied
- _____ 4 Somewhat Satisfied
- _____ 5 Very Satisfied

12. Please explain your choice for **Item #11**.

Parish Priest Signature

Date

THANK YOU FOR COMPLETING THIS FORM!