# **INCORPORATED** **TRUSTEES** **OF THE ANGLICAN CHURCH**

# **IN THE DIOCESE OF TRINIDAD AND TOBAGO (ITACDTT)**

# **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 ITACDTT 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 ITACDTT 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 |  |  |  |  |  |  |

1. 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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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 |  |  |  |  |  |  |

1. 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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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 |  |  |  |  |  |  |

1. 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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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 |  |  |  |  |  |  |

1. 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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Parish Priest Signature*  *Date***

**Thank you for completing this form!**