

DESIGN IMPLEMENTATION LEARNING

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Reflection & Learning Log Template

Use the following template to guide discussions in your reflection workshops and to document the learnings that your M&E has produced

REFLECTION AND LEARNING LOG	WHAT WENT WELL? AND WHY?	WHAT DIDN'T GO WELL?	WHAT COULD HAVE BEEN IMPROVED? HOW?	HOW CAN THIS LEARNING BE APPLIED?
PURPOSE, RATIONALE & SCOPE <i>Were the outcomes well defined? Was the scope clearly defined?</i>				
GATHERING INSIGHT <i>Did we gather the insight required to successfully design & deliver the project?</i>				
PROJECT PLANNING & DESIGN <i>Did we select the right approach? Was enough time & resource dedicated to planning?</i>				
PROJECT DELIVERY <i>Did implementation go to plan? What challenges were encountered?</i>				
PROJECT OUTCOMES <i>Did we achieve the intended outcomes? What challenges were encountered?</i>				
MEASUREMENT & EVALUATION <i>Was the M&E approach fit for purpose? Did the data collection methods produce the data required?</i>				
COMMUNICATION <i>Was communication between deliverers and stakeholders effective?</i>				