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### Processes, Roles & Responsibilities Table Template

Use the following table to define data collection processes and identify roles and responsibilities for all required M&E tasks

<b>PROCESS STEPS</b> <b>DATA COLLECTION METHOD</b>	<b>DEVELOP DATA COLLECTION TOOLS</b>	<b>COLLECT M&amp;E DATA</b>	<b>COLLATE / ENTER M&amp;E DATA</b>	<b>ANALYSE &amp; REPORT M&amp;E DATA</b>



**Tip:** Make sure the completed table is shared with all of the people involved in conducting M&E so everyone is clear about their responsibilities and what is expected of them