# Monitoring Visit Report

## Visit Details

**INSTRUCTIONS: Complete the following table with details of the visit.**

|  |  |
| --- | --- |
| Completed by | <Insert details> |
| Location | <Insert details> |
| Dates | <Insert details> |
| Objectives | <Insert details> |

## Agenda

**INSTRUCTIONS: Complete the following table with the visit agenda.**

The following activities were completed as part of the monitoring visit:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity | Participants |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## General Observations

**INSTRUCTIONS: Insert your general observations from the monitoring visit here. This may be a few paragraphs up to a few pages. Include photos, case studies and quotes to illustrate your points. For inspiration see our article** [**What does “monitoring” actually mean?**](http://www.tools4dev.org/resources/what-does-monitoring-actually-mean/)

<Insert text here>

## Specific Issues & Actions

**INSTRUCTIONS: List the specific issues / problems that were identified during the visit. Then identify the actions that need to be taken to solve the problem. This should include the specific individual responsible for taking the action, and when it should be completed by.**

|  |  |
| --- | --- |
| Issue identified | Actions to be taken |
| ***Example:*** *The agricultural training activity that we observed on the 6th January 2014 did not meet the quality standards provided by head office. The Program Manager said that this is because their local trainers have not been briefed on the guidelines.* | ***Technical Advisor:*** *Organise a briefing session for the local trainers by the 30th February 2014 on the quality guidelines. Provide ongoing coaching to help them implement the guidelines.*  ***Program Manager:*** *Ensure that all agricultural trainers are following the quality guidelines by 30th March 2014 and conduct supervision visits to verify this.* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

## Next Visit

**INSTRUCTIONS: Provide details of when the next monitoring visit will be. The objectives of the next visit should match the issues and actions identified in this visit. For example, if the quality of activities is an issue then the next visit should observe those same activities to make sure the quality has improved.**

The details of the next monitoring visit are:

|  |  |
| --- | --- |
| To be completed by | <Insert details> |
| Location | <Insert details> |
| Dates | <Insert details> |
| Objectives | <Insert details> |