



## **Partnership Committee Monitoring Plan**

**WHO is responsible:** Partnership Committee (PC)

**WHEN:** The plan will be developed and implemented at the time of initial partnership approval.

**WHAT (Components) and HOW:**

1. List of desired outcomes or deliverables of the partnership and when they need to be delivered
  - a. Should be specified at the time of initial approval
  - b. Deliverables will vary depending on the type of partnership & measurable
2. Frequency of monitoring: (specify: monthly, bimonthly, quarterly....annually)
  - a. Parties responsible for providing info to the PC: (specify: ACRM Staff, volunteer, etc.)
  - b. The PC will designate a member of the PC to be the lead person/liaison during the monitoring process
3. Aspects to be monitored
  - a. Progress of achieving deliverables
  - b. Financial considerations (i.e. within budget, under budget, over budget)
  - c. Expectations/relevance/mission
4. Reporting to PC
  - a. PC to provide feedback to the partners for possible adjustments
  - b. PC to provide feedback to the EC and the BOG
  - c. Potential exit strategy.
    - i. Note, the MOU should include a disclosure statement regarding the on-going monitoring and termination.
  - d. PC to receive report upon completion of the partnership
5. Renewal considerations (if applicable)
  - a. ACRM Staff will initiate the process 90 days prior to expiration by notifying the PC
  - b. PC to review monitoring process results
  - c. Decisions can be made following a similar process as the Initial Evaluation Process flow chart