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 ongoing 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

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