



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