



---

# SUCCESS FACTOR: REPORTING AND LEARNING

---

## Document and share project information and reflect on your practices to improve performance of future projects.

### OVERVIEW

An honest reflection on the success and failures within your projects and internal and external communication of progress and project outcomes provide the basis for both learning and accountability. While evaluations contribute identifying strength, weaknesses and achievements you should also keep stakeholders informed to create the opportunity to learn from their feedback and scrutiny.

### HOW TO

Are all relevant stakeholders informed about the status of the project implementation?

You can build trust and good and transparent relationships with different project stakeholders, including the target community, county government or funders of the project through proper communication and information sharing. To do so, define what types of information you should share with whom and in in which format. Reporting to stakeholders helps them to stay informed as a basis to fulfil their responsibilities or contribute to the project.

**Use IQC tool Communicating about project development to all stakeholders.**

Are the procedures, standards and indicators for reporting to your donor clear?

You are accountable for the use of project funds to your donor. Reporting to funders is one way to give account for the use of project resources and at the same time a means to develop trust and possibly a longer-term relationship with your donor. Agree with your funder on the format and timing of the reports, develop the reports in a timely manner, document its dissemination and keep a copy in a safe place.

**Use IQC tool Reporting to funder.**

### RELATED TOOLS

Communicating about project development to all stakeholders.

Reporting to funder.

Evaluation of projects.



### Is a comprehensive evaluation of your project available or planned?

A project evaluation assesses to which degree a project achieved its objectives and how efficient, effective and relevant an intervention was. The results of an evaluation are therefore very valuable, since they provide you with information how you can improve your project practices. You should start out by clarifying the purpose of the evaluation and selecting a good set of indicators that can be used to evaluate progress towards the project objectives and performance. On this basis you can collect information, write your assessment and communicate the findings both internally and to selected external stakeholder.

**Use IQC tool Evaluation of projects.**