

Monitoring and documenting Infinite Arts checklist

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Why monitor and document?

- It can help with
- ongoing project development
- final evaluation

What is monitoring?

Monitoring provides us with **DATA** – names of participants, registers, audience numbers, facts and figures such as artists, group leaders and participants

What is documenting

Documenting is a process of collecting and can help with ongoing project development and final evaluation. It provides us with **EVIDENCE**- pictures, quotes, notes from meetings, diagrams, tape recordings, plans.

These are possible ways of collecting evidence to suit your project

- save examples of participants work
- set up comment boxes
- define an area as a post-it wall
- set up a video diary room – or use video in other ways
- provide everyone with note books - and use them
- save all your meeting notes
- take photographs – allow others to take them too
- give diaries, notebooks or scrap books to participants
- set aside time for observation & note taking

Some things to think about

- What purpose will the documentation serve?
- Who will do the documenting?
- Who will monitor and keep the records?
- Does everyone have a chance to contribute?
- Do comments need to be attributed?

Look back at your original aims to remind yourself of what you set out to do.

Monitoring and documenting should be done throughout the projects and sessions in order to contribute meaningfully towards future projects and practice, informing project development and ultimately towards a final evaluation.