

MANAGEMENT REPORTS REFERENCE GUIDE

Purpose: The management reports help Ayiti Now Corp in understanding the planning, progress, success, and effectiveness of Ayiti Now Corp's programs.

General Contents:

- Introduction
- Descriptions of Project Activities
- Analysis of Project Outcomes
- Sustainability and Follow-Up
- Financial Aspects
- Project Management
- Evaluation, Publicity and Dissemination Plan

INTRODUCTION:

The management reports will outline the following principles:

1. **Relevance-** the extent to which the program's objectives/outcomes are pertinent to the specific needs of the target group
2. **Efficiency-** how economically the financial inputs are used and converted into outputs and results, as well as the wider question of how efficiently the program is managed
3. **Effectiveness-** the extent to which the program's objectives are achieved and contribute to achieving specific and general objectives of the program
4. **Impact-** the impacts attributable to a program
5. **Sustainability-** the extent to which the program's outcomes may be expected to last beyond the period under review

DESCRIPTIONS OF PROGRAM ACTIVITIES

The management reports will answer the following questions:

1. What activities have been performed during the period of review?
2. Have all **stakeholders** made the planned inputs to the program? If not, what is the explanation and what can be/has been done to rectify this situation?
3. Has it been possible to adhere to the planned program **timetable** and **work plan**?
4. If there have been delays or other complications with the program's implementation, what is the effect on the achievement of key **objectives** and what can be done to tackle these delays or complications?
5. Should the timetable or work plan be changed?

ANALYSIS OF PROGRAM OUTCOMES

This section will provide an assessment addressing the following issues:

1. How were the program objectives established? Was the process effective?
2. What are the main **outcome(s)** from the program?
3. How do the program outcome(s) **compare** with the objectives set out in the proposed documentation?
4. If the program has under or over-performed against its objectives, what are the circumstances and what steps will be taken to **rectify** this?
5. How are the program outcomes **contributing to** the program's objectives?
6. How should goals be changed (know why efforts are not achieving the goals before changing the goals)?

7. Should any goals be added or removed? Why?

SUSTAINABILITY AND FOLLOW-UP

This section will discuss follow-up activities.

1. Is there a need to continue with the program beyond what is expected to ensure that all **planned** outputs are achieved?
2. How **sustainable** are the program's outcomes likely to be in the short and long term?
3. Will a follow-up program needed to maximize the long-term benefits?

FINANCIAL ASPECTS

Although financial reporting is a separate exercise, the report on a program will address the following questions:

1. Has the program been able to keep within its **budget** and still achieve the desired outputs?
2. To what extent has the program demonstrated financial **additionality**?
3. Was the desired leverage of **funding** from all sources achieved?
4. To what extent do the program's outcomes represent **value** for money? Could more have been achieved with the same financial inputs or could the same outputs have been achieved with reduced financial inputs?
5. Did personnel have adequate resources (money, equipment, facilities, training, etc.) to achieve the goals?

PROJECT MANAGEMENT

The report will provide a summary of:

1. Each project team member's role.
2. The number of **meetings**, issues discussed, and decision taken by the stakeholders of the program steering group.
3. **The arrangements** that were used to implement the stakeholders meetings.
4. The approach adopted to **monitoring** progress towards program aims and financial management.

EVALUATION, PUBLICITY AND DISSEMINATION PLAN

The last section of the report will address questions relating to evaluation, publicity and dissemination of the program outcomes:

1. Are there any plans to carry out an **evaluation** of the program? If yes, what are these plans?
2. What steps have been taken to ensure that the program outcomes are **published**?
3. What approach is being taken to **disseminate** the program outcomes?

Ayiti Now aims to serve marginalized children in Haiti. The success of the organization depends on a cohesive group of volunteers working together to execute goals and strategy. With this guide on management, Ayiti Now Corp will have the necessary tools to transform the lives of these recipients.