

Program Design	Program Implementation	Performance Monitoring	Evaluation	Learning and Adapting
Ensure previous relevant evaluations and other documents are reviewed and lessons learned, recommendations etc. included in new program design	Implement regular program implementation reviews/AARs/peer assists and other processes to ensure highlighted successes, challenges and promising practices/ new learning are documented, shared and implemented	Develop and structure targeted (to various stakeholders) and high quality products that provide useful information, promote results and contribute to the evidence base	Frame evaluation findings and recommendations as actionable next steps and disseminate as relevant	Disseminate results of evaluation and ensure learning and recommendations are incorporated into back into program cycle
Review existing information/documentation to identify outstanding research questions from previous efforts that can be included in ongoing learning efforts/agendas	Fully develop, test and refine data management and information systems and accompanying data collection tools that make information easily and quickly retrievable		Develop and monitor post evaluation action plans	Share information on failure, what didn't work and what has been learned through failure
Work together to streamline suggested indicator list and ensure that only data to be used is collected	Develop data visualization/information 'packaging' tools that transform heavy data into easily understood/assimilated resources			
Incorporate relevant and credible indicators that evaluate the effectiveness of KM efforts into monitoring plans to help increase integration of KM into programming	Develop 'how to' guides that transfer easily to support institutional memory capacity			
Outline an efficient, user-friendly information system that works to make information easily and quickly retrievable	Develop taxonomies for documents and folders so information is easy to retrieve.			
Identify opportunities for regular program implementation reviews to highlight successes, challenges and promising practices and include these in the work plan	Identify and work to resolve bottlenecks that are hindering M&E knowledge flow (to field, from field, to HQ, from HQ, etc.)			

Identify and facilitate collaboration with relevant networks/stakeholders throughout