

# **INL DevResults User Guide: Checklists for Reviewing Results (INL Users)**

# 1. Checklist: Reviewing Indicator Results

Consider the following items during your review of each indicator. For more detailed guidance on these steps, please see [here](#).

1. Confirm that the data contributor entered results for all indicators assigned to the project. **There should be no blanks in the “Current Results” column.** If there are blanks, discuss the following with the partner:
  - a) Are data for the indicators not collectible? Are the indicators inappropriate? Are the indicators not useful for monitoring?
  - b) If the answer to these questions is “no”, make sure the partner knows they must collect this data and report it.
    - a) If the answer to any of these questions is “yes”, contact your DevResults POC to discuss deleting or modifying the blank indicators. To request indicator revisions, see instructions [here](#).
  - c) Was data entered and submitted for the wrong reporting period?
2. Confirm that reported results are appropriate for the project.
  - a) For those projects with targets entered, review the **Targets** column and compare with the current results total.
    - i. Flag results that far exceed the target or seem inappropriate. *Note: You can add logic checks in DevResults to automatically flag future errors. See [here](#) for more information.*
    - ii. If the result does not have a target, consider working with the partner to add one. Comparing results to targets is the easiest way to know whether or not your project is on track. For information about setting up targets, see [here](#).
  - b) In the case results for formula indicators appear to be inappropriate, check that formulas are computing correctly. Refer to this DevResults resource for details on formula indicators ([link](#)).
  - c) In the case results for data table indicators appear to be inappropriate, click into and check the linked data table to confirm that fields are appropriately filled out.
3. Address any comments left by data contributors in the **Discussion** tab, or email another INL PM to discuss any issues with data submission as needed.

## 2. Checklist: Reviewing Narrative Responses

Consider the following items during your review of each narrative response:

1. Did the data contributor clearly convey what activities were implemented or worked on during the reporting period?
2. Did the data contributor clearly articulate what was achieved during the reporting period?
3. Did the data contributor describe any difficulties over the course of implementation during the reporting period?
4. Do the narrative responses address any unexpected results in the indicator data?
5. Do the narrative responses detail any specific actions that will be undertaken to course correct or mitigate any project risks?

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### DEMO Project: K9 Units

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Indicators Data Tables **Narrative** Discussion Forms

#### Narrative

**Overall Comments (Limit response to 500 words)**  
*Overall comments on where the project is compared to where it expected to be at this stage. Include discussion of planned versus actual activities and planned versus actual results*

**Project Analysis (Limit response to 500 words)**  
*Analysis of why the project is where it is. What has enabled its successes? Where it is not executing as planned or achieving the desired results, why not? Where prior monitoring enabled results and/or learning during this reporting period, note that.*

**Recommendations (Limit response to 500 words)**  
*Based on the analysis of the project's implementation and results, are there any suggestions for INL about future adjustments to the project that would be beneficial?*

**Success Stories (Limit response to 500 words)**  
*Success stories from this period.*

**Partnerships (Limit response to 500 words)**  
*Government offices or other organizations you collaborated with during this period and outcomes from collaboration/meetings, if any. Should include specific names and contact information of collaborators/counterparts if applicable*

**Upcoming Actions (Limit response to 500 words)**  
*Upcoming activities or external events for the next reporting period, including any course corrections or changes to the implementation plan.*

**Risks (Limit response to 500 words)**  
*Risks to project implementation that will be monitored over the next reporting period, and how likely they are to occur.*

**Other Comments (Limit response to 500 words)**  
*Other comments.*

### ***3. Reflect and Prepare to Provide Feedback***

As you conclude your review of indicator results and narrative responses, pause to consider larger questions of quality prior to approving or returning submitted data. Ask yourself:

1. Over the course of your review, did you understand what the indicators for the project were intended to capture? Did the indicators help you understand the project's progress?
  - a) If the indicators seemed unclear, either in their connection to the project and its objectives or in what they purported to measure, ask the partner for clarification.
  - b) If partners cannot justify the indicator in discussion with you, consider working with the partner to review and redevelop the indicator into one better suited to measuring results for the project.
2. Based on your review, would you be able to state the main statistic used to assess whether the project was achieving results?
  - a) If yes, the project's indicators are likely well-suited to measuring the project's results.
  - b) If not, work with the data contributor to develop such an indicator.
3. Based on your review, were there indicators that were not useful in understanding whether the project is on track? If so, you are encouraged to re-examine whether you and the IP should continue collecting data against these indicators or drop them for future reporting cycles.

Be comprehensive and reflective as you review to allow you to leave constructive feedback for the data contributor. For more detailed information on reviewing results, please see [here](#).