

# KPI Monitoring and Evaluation System Template

**Organisation Name:** [Your Organisation's Name]

**Date:** [Current Date]

---

**Introduction:** This template is designed to help you document your Key Performance Indicator (KPI) monitoring and evaluation system. It will guide you in setting up a structured approach to regularly track, analyse, and evaluate the performance of your digital initiatives.

---

## 1. KPI Overview:

- **List of KPIs:**
  - [List each KPI associated with your digital initiatives, along with a brief description.]

---

## 2. Monitoring Tools:

- **Tool #1:**
  - [Name and description of the tool used for monitoring this KPI.]
- **Tool #2:**
  - [Description]
- **(Add more as necessary)**

---

## 3. Monitoring Frequency:

- **KPI #1:**
    - [Specify how often this KPI will be monitored, e.g., daily, weekly, monthly.]
  - **KPI #2:**
    - [Frequency]
  - **(Continue as necessary)**
-

#### **4. Responsibilities:**

Assign responsibility for monitoring each KPI:

- **KPI #1:**
    - [Name/Position of the responsible individual or team.]
  - **KPI #2:**
    - [Responsible Individual/Team]
  - **(Continue as necessary)**
- 

#### **5. Evaluation Plan:**

Outline how each KPI will be evaluated:

- **KPI #1:**
    - [Describe the evaluation criteria and methodology.]
  - **KPI #2:**
    - [Evaluation Criteria and Methodology]
  - **(Continue as necessary)**
- 

#### **6. Reporting Format and Template:**

- **Report Template:**
    - [Describe or attach the template that will be used for reporting the KPIs. Include format, key sections, and any visual elements like charts or graphs.]
- 

#### **7. Data Collection and Storage:**

- **Method:**
    - [Describe how data for each KPI will be collected and where it will be stored. Consider data accuracy and security.]
- 

#### **8. Regular Review and Adjustment:**

- **Review Schedule:**
  - [Set a schedule for regular reviews of the KPIs to assess progress and make necessary adjustments.]
- **Adjustment Process:**

- [Describe the process for making adjustments based on KPI performance.]
- 

#### **9. Notes and Additional Comments:**

- [Any additional notes or comments regarding the KPI monitoring and evaluation system.]
- 

#### **10. Approval:**

- **Prepared by:** [Name of the person preparing the document]
- **Reviewed by:** [Name of the reviewer/approver]
- **Date:** [Date of preparation/review]