

# Writing a Great Monitoring Report FROM BEGINNING TO END

## BEFORE



### Thoroughly prepare for the visit

- ☐ Review the report template in detail
- ☐ Review the monitoring plan requirements
- ☐ Review site status and prioritize visit activities

## DURING



### Keep the report open during the visit

- ☐ Take detailed notes
- ☐ Document items for follow-up
- ☐ Complete the visit during the visit

## AFTER



### Write a Professional Report

- ☐ Start fresh and not with a previous report
- ☐ Use full sentences, use good grammar
- ☐ Write the report as soon as possible after the visit

## MAKE IT GREAT



- ☐ Document the issues and what was done about them
- ☐ Work with sites to prevent recurrence
- ☐ Document the efforts

Get the complete WHITEPAPER



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