Step 5: Learning Evaluation, Monitor

Continually monitor success and progress toward the program goal.

Use this sheet as a reminder to monitor your evaluation metrics throughout your project and take appropriate action. Decide how often you will check metrics (e.g., daily, twice a week, or once a week). Record any action(s) required to improve metrics and then mark the actions as complete.

Date	Which metrics have cause for concern?		Actions Required	Done
	Metric	Value		

Hint for Watershed Users: **You can track each time you and your team members log in. [Ask us about setting up a Leaderboard!]**