

MODULE 7: Monitoring, Feedback & Legacy Dashboard Toolkit

Structured Monitoring & Continuous Improvement Framework

DIAGNOSTIC TOOL

SUSTAINABILITY + INCLUSION

SELF-ASSESSMENT

KULTINCLUSION PROJECT

PROJECT NUMBER 2023-RO01-KA220-ADU-000156918



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This toolkit transforms monitoring into a structured, repeatable system. It provides project managers and governance teams with the instruments required to track indicators, collect evidence, review performance, and build institutional knowledge across successive editions.

Work through each section sequentially following each project cycle. Complete all tables with factual data. Retain completed copies as part of your project's evidence portfolio.

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1. Indicator Tracking Overview

Select up to five key indicators as defined in Module 6 and monitor their performance across the current project edition. Record the baseline established prior to implementation, the most recent measured value, and the agreed target. Assign a status classification using the legend below.

| Category | Indicator | Baseline | Current Edition | Target | Status |
|----------------|-----------|----------|-----------------|--------|--------|
| Environmental | | | | | |
| Environmental | | | | | |
| Inclusion | | | | | |
| Inclusion | | | | | |
| Organisational | | | | | |

 **On Track**

Performance meets or exceeds the defined target within acceptable tolerance.

 **Slight Deviation**

Performance is below target but within a recoverable range. Corrective action advised.

 **Significant Gap**

Performance is materially below target. Immediate review and remediation required.

2. Data Collection & Responsibility Mapping

Each indicator must have a clearly defined data source, a designated responsible person, and an agreed collection schedule. Ambiguity in data ownership is a leading cause of monitoring failure. Complete this sheet at the outset of each project edition and review it at the mid-point.

| Indicator | Data Source | Collection Method | Responsible Person | Timing |
|---------------------------------|---------------------|---------------------------------|--------------------|--------|
| Transport % (sustainable modes) | Visitor survey | Printed / digital questionnaire | | |
| Quiet area usage rate | Volunteer log sheet | Manual tally during event | | |
| Diesel litres consumed | Supplier invoice | Invoice review post-event | | |
| | | | | |
| | | | | |
| | | | | |

- All data collection instruments must be filed as supporting evidence in the project document repository. Retain originals — do not discard raw data after aggregation.

3. Structured Feedback Framework

Visitor Survey — Example Questions

Administer at close of event. Target completion time: under 3 minutes.

- 1 How did you travel to the event?
- 2 Did you encounter any accessibility barriers?
- 3 Did you notice sustainability measures in place?
- 4 Did you use the quiet area, if applicable?
- 5 What could improve your experience at the next edition?

Survey Administration Checklist

- Anonymous response option provided
- QR code displayed on-site at exit points
- Completion time verified under 3 minutes

Volunteer Debrief Questions

Conduct debrief within 48 hours of event conclusion. Record responses for the post-event review.

- 1 Were sustainability measures manageable to implement?
- 2 Were inclusion procedures communicated clearly?
- 3 Did you feel adequately prepared for your role?
- 4 What challenges arose during the event?
- 5 What suggestions do you have for the next edition?

4. Structured Review Meeting Framework

Schedule the post-event review meeting within **2–4 weeks** of the event conclusion, whilst evidence remains fresh and team members are still engaged. The meeting should produce documented conclusions with named responsibilities and agreed timelines for next-edition adjustments.

Recommended Agenda Structure

- 1

Indicator Review

Present results against baseline and target for each tracked indicator.
- 2

What Improved?

Document measurable gains versus the previous edition.
- 3

What Underperformed?

Identify indicators that fell short and contributing factors.
- 4

Unexpected Outcomes

Record any unplanned positive or negative results.
- 5

Adjustments for Next Edition

Define specific, actionable changes with rationale.
- 6

Assigned Responsibilities

Name individuals accountable for each improvement action.

Documented Conclusions — Writing Space

| Agenda Item | Key Conclusions / Actions |
|------------------------------|---------------------------|
| Indicator Review | |
| What Improved? | |
| What Underperformed? | |
| Unexpected Outcomes | |
| Adjustments for Next Edition | |
| Assigned Responsibilities | |

Meeting minutes must be signed off by the project lead and filed within 7 days of the review meeting.

5. Legacy & Longitudinal Progress Tracker

Monitoring gains institutional value when performance is tracked across multiple editions. This tracker enables the project team to identify long-term trends, demonstrate cumulative improvement to funders, and provide an evidence base for future project applications.

| Area / Indicator | Year 1 | Year 2 | Year 3 | Notes / Observations |
|--|--------|--------|--------|----------------------|
| Renewable energy % | | | | |
| Waste separation rate | | | | |
| Reduced-price ticket use | | | | |
| Accessibility measures implemented | | | | |
| Supplier sustainability clauses integrated | | | | |
| | | | | |
| | | | | |

Complete Annually

Update this tracker at the close of each edition's review cycle. Do not revise historical entries.

Retain as Evidence

This document forms part of the project's institutional memory and Erasmus+ reporting evidence.

Continuous monitoring builds institutional legacy.

— Module 7, Project 2023-RO01-KA220-ADU-000156918