***Project monitoring matrix***

*(You can add rows and customise the table according to the specifics of your project)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stages | Tasks | Deadlines | Responsible partners | Method of monitoring | Supportive documents |
| I - NAME | 1 - name |  |  |  |  |
| 2 - name |  |  |  |  |
| 3 - name |  |  |  |  |
| 4 - name |  |  |  |  |
| MILESTONE I:  ………………………………………………………………………………………………………………………………………….. | | | | | |
| Summing-up evaluation:  …………………………………………………………………………………………………………………………………………… | | | | | |
| II - NAME | 5 - name |  |  |  |  |
| 6 - name |  |  |  |  |
| 7 - name |  |  |  |  |
| 8 - name |  |  |  |  |
| MILESTONE II:  ………………………………………………………………………………………………………………………………………….. | | | | | |
| Mid-term evaluation:  …………………………………………………………………………………………………………………………………………… | | | | | |
| III - NAME | 9 - name |  |  |  |  |
| 10 - name |  |  |  |  |
| 11 - name |  |  |  |  |
| 12 - name |  |  |  |  |
| MILESTONE III:  ………………………………………………………………………………………………………………………………………….. | | | | | |
| Final evaluation:  …………………………………………………………………………………………………………………………………………… | | | | | |