**Example of project reflection questions**

**Step 1**: Capturing the Information.

* What are we doing? (brief description of activity)
* Generally, how is it going? Specifically, can we monitor progress against relevant indicators?
* What are we doing well? What are we doing not so well?
* Have we undertaken all we said in our workplan for last quarter/year etc.?
* What has been the result of our efforts? Are we making progress towards expected results? Why? How do we know? What are the signs that we’ve seen, heard, noticed?
* Have their been different benefits for different groups (men, women, young, old etc.)?
* Did we do things during last time period that were not in our original work plan? If so, why did we undertake these extra tasks? Did they assist us in moving towards achieving the results that we were hoping for?

**Step 2**: Comparing with past observations

* + Are there any observations that you would like to make about this reporting period’s information? [People may have had insights during the collation process]
  + What (or maybe who) has changed since the last time we looked at these things? How has it changed? How has it affected the community/ health facility/ staff etc.?
  + What do you think has caused the changes? [Was the change related to project activities or to some other influence either from within or outside of the community]

**Step 3**: What are the reasons behind our performance?

* + What have been the most significant factors that have enabled us to move forward in our work? What have been the most significant factors (challenges) holding us back from doing our work properly? Are there any other lessons we have learned?
  + Are there risks or obstacles emerging that we had not foreseen? Has the level of any of the risks identified changed in any way?
  + Are benefits likely to be sustained?

**Step 4**: Actions to be taken

* + As a result of our discussions and the lessons we have learned, what action(s) should be taken? What could we be doing better or differently?
  + Are there any emerging issues that require immediate attention? If so, what sort of action needs to be taken to address them? Who should be involved? How will changes or actions be communicated to those concerned? Do any of the actions require us to inform or involve any of the other stakeholders?
  + Are there emerging issues emerging that should be monitored in the coming weeks and months? If so, how will we monitor them?
  + Do we need to change any aspects of our current work plan or approach? If so, can just make them or is there a process for getting changes approved?
  + Based on all the previous discussion, what are the agreed changes, if any, that we want to make to the work plan?

**Step 5**: Improvements to our performance monitoring?

* + Which of the indicators that we are collecting information on could or should be improved? (we know that they need improving if: [a] it is not possible to collect information about them; [b] if the information we collect proves impossible to analyse or is simply meaningless)
  + Are there any indicators that we are collecting information on which are no longer necessary?
  + How could the reflection workshops be improved

**Step 6**: Concluding - who, what and by when?

* + If as a result of the discussions there are actions to be taken or agreement that some things should be done differently, it is important to finish up by clarifying who is doing what, and when they will do it by.