**Tool 4: Monitoring the project**

(Note! This is merely an example. Modify the table to meet the needs of your project)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Goal (date)** | **Realisation (date)** | **Person responsible** |
| Overview returned (initial plan and the team rules) |  |  |  |
| Website planned |  |  |  |
| Website updated |  |  |  |
| Literature review returned |  |  |  |
| Planning seminar |  |  |  |
| Meetings with the coach |  |  |  |
| Meeting 1 |  |  |  |
| Meeting 2 |  |  |  |
| (Meeting 3) |  |  |  |
| Final seminar |  |  |  |
| Final report returned |  |  |  |
| Article written and submitted |  |  |  |
| Blogsby participant 1by participant 2by participant NN |  |  |  |
| Reflections returned |  |  |  |