ADVANCED M&E INDICATORS, KPIS, BASELINES & PERFORMANCE MEASUREMENT COURSE

Introduction

This specialist programme focuses on the design, selection and effective use of M&E indicators, KPIs, baselines, targets and performance measures to strengthen organisational, programme and project performance. Participants learn how to develop practical measurement systems that generate meaningful evidence on progress, performance, results and areas requiring management attention. The course goes beyond simply identifying indicators. It examines how to determine whether indicators are relevant, measurable, reliable, practical and aligned with intended results, while ensuring that appropriate data sources, measurement methods and responsibilities are established. Participants explore the development of output, outcome and impact indicators, strategic and operational KPIs, baseline measurements, performance targets, milestones and performance thresholds. The programme also addresses indicator reference sheets, data-collection requirements, means of verification and methods for monitoring performance consistently over time. Particular attention is given to performance analysis and interpretation, enabling participants to identify trends, variances, performance gaps and emerging issues. Participants learn how to use measurement evidence to support corrective action, programme improvement, resource allocation and management decision-making. The programme also introduces performance dashboards and data visualization, demonstrating how indicators and KPIs can be transformed into accessible management information for programme teams, senior managers and other stakeholders.

Course Objectives

- Develop quality M&E indicators.
- Develop strategic and operational KPIs.
- Establish baselines.

- Set appropriate targets.
- Develop indicator reference sheets.
- Measure outputs and outcomes.
- Analyse performance trends.
- Identify performance gaps.
- Develop performance dashboards.
- Improve performance reporting.

Course Modules

> Module 1: Measurement and Indicators
- Measurement concepts
- Indicators
- Performance measures
- Measurement principles

> Module 2: Types of Indicators
- Input indicators
- Output indicators
- Outcome indicators
- Impact indicators

> Module 3: SMART Indicators
- Specific indicators
- Measurable indicators
- Achievable indicators
- Relevant and time-bound indicators

> Module 4: KPI Development
- Strategic KPIs
- Operational KPIs
- KPI selection
- KPI governance

> Module 5: Baselines
- Baseline concepts
- Baseline studies

- Baseline data
- Baseline interpretation

> Module 6: Targets and Milestones
- Target setting
- Performance thresholds
- Milestones
- Target review

> Module 7: Indicator Reference Sheets
- Definitions
- Calculation methods
- Data sources
- Responsibilities

> Module 8: Performance Analysis
- Trend analysis
- Variance analysis
- Performance gaps
- Corrective action

> Module 9: Performance Dashboards
- Dashboard principles
- KPI visualisation
- Performance displays
- Management dashboards

> Module 10: Performance Reporting
- KPI reporting
- Results narratives
- Executive reporting
- Continuous improvement