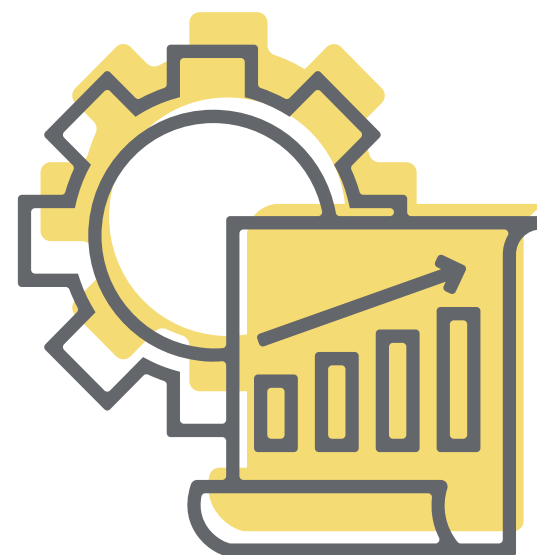




Fair Trade
ACADEMY™

WORKSHEET TO MONITOR THE PROGRESS OF THE PREMIUM PLAN



Purpose:

This tool is intended to **document the scope and difficulties encountered during the implementation** of the projects approved in the Premium Plan, as well as to identify opportunities for improvement regarding collaboration within the Fair Trade Committee.

Description:

It is recommended that this tool be used by the Fair Trade Committee or those responsible for implementing the Premium Plan.

Using it will help you **monitor your projects, track your achievements and goals, and identify what you still need to do**. It will also help to determine where you need to make adjustments and improvements, as well as to **capture what you have learned**.

The tool is divided into two steps. Step 1 is focused on identifying the actions taken in the project, the achieved results, and the use of the budget . Step 2 focuses on the work and learnings of the Fair Trade Committee, in order to reflect on its performance as a team. You can use both steps conjointly or individually as needed.

Materials required:

- Print the activity for Step 1 (if you have more than one project in the Premium Plan you can print multiple copies) and Step 2 (you may need an extra copy). You can also use this tool digitally and write on it by opening it in a PDF editor such as Acrobat.
- Pencils or pens.
- Eraser if needed.
- The Premium Plan document.

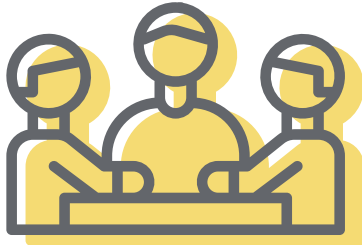
Time:

Each step of this tool may take approximately 1 hour. Total of 2 hours.

Procedure

STEP 1

1. Meet as a team.



2. Read the activity questions.



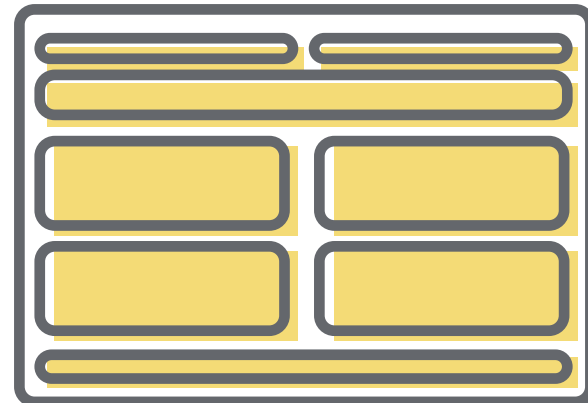
3. We know the importance of conversation, so take 15 minutes to discuss each of the questions as a team.



4. Use 5 minutes to answer each question in writing. You can do this first in your own notebook as a draft.



5. Use the form to write down your answers and record your work.



STEP 1

Project name:

Date the project was approved by the General Assembly:

Date the project started being implemented:

Today's date:

Identified need and project goal:

Project description: What is it about, who does it seek to benefit, why is it important?

7. Activity	8. Deadline	9. Was the activity done?	10. In case of not having carried out the activity, write down the reasons why the activity has not been realized	11. Budget	12. Final amount spent	Notes:
		<input type="checkbox"/>				
		<input type="checkbox"/>				
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* You can make several printed copies of this sheet as needed.

Results or benefits

Have the expected results been obtained?

For example, did it benefit the people it was intended to benefit?

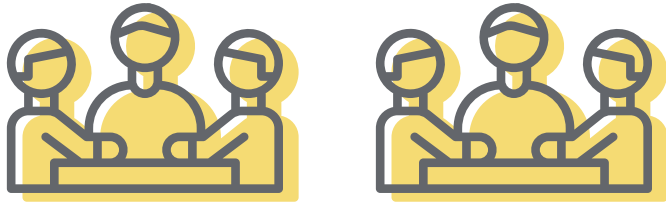
What planned actions or activities remain to be carried out? Why have they not yet been carried out?

Is it necessary to rethink or make minor changes to the project to achieve its objectives?

Procedure

STEP 2

1. Assemble into two teams. The first team will be responsible for answering Questions A and the second team will be responsible for answering Questions B.



2. Read the questions that apply to you and discuss them.



3. Answer the questions in written form using the sheet that corresponds to you.



4. Once the teams have finished writing their answers, exchange their forms in order to complement the answers of the other teams.



5. At the end, read the answers aloud all together. If anyone wants to add to the answers, incorporate the additional information so that everyone's opinion is documented.



STEP **2**

Questions A

1. What accomplishments make you proud as a Committee?

2. What are the main talents or skills of the Fair Trade Committee, both individually and collectively, that have helped advance or accomplish the tasks for the project(s)?

3. Do you consider that the activities and tasks proposed in the Premium Plan are adequate to meet the objective(s) of the project(s)?

4. What should be improved in terms of the committee's performance as a team to better advance the project(s)?

STEP **2**

Questions B

1. Have you identified within your community or among Premium Participants outstanding talents and skills that could contribute to the project(s)?

2. Are there individuals, organizations and/or institutions external to the Fair Trade Committee that could collaborate and contribute knowledge, resources and expertise to the project(s)?

3. What activities in the Premium Plan are proving difficult to carry out?

4. What aspects or situations external to the Fair Trade Committee could jeopardize the implementation of the project(s)?