Final report

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Development of a Knowledge, Skills & Confidence Auditing System for MLA Flagship Program Monitoring And Evaluation

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Contents

1 Introduction

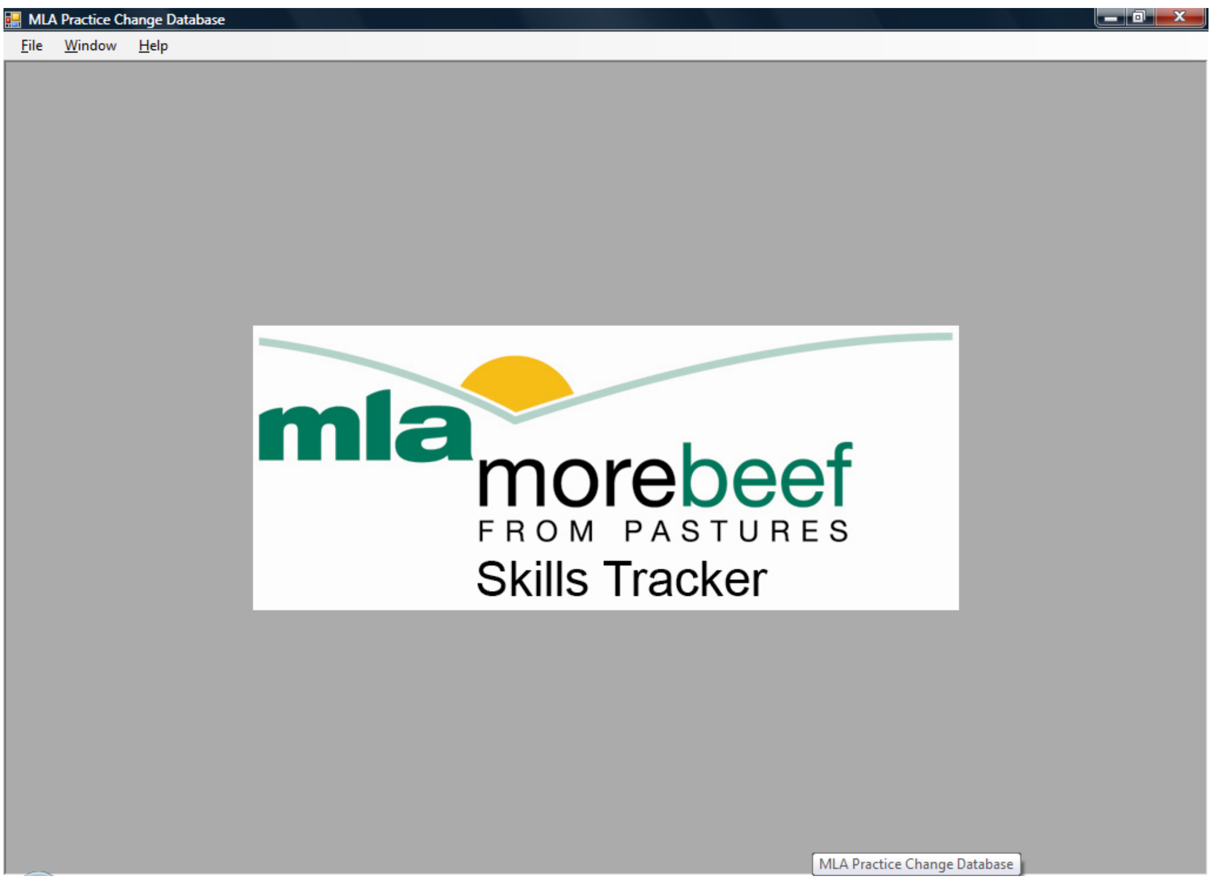
The MLA skills tracker program has been developed to help project deliverers to be able to quickly and consistently develop audits for the purpose of project monitoring and evaluation. The program allows some simple before and after analysis to be reported and this is considered a minimum standard by MLA. Additional analysis is encouraged and this can be undertaken by downloading the data to Microsoft Excel.

2 Downloading the program

The program can be downloaded from the MLA website at:
www.MLA.com.au/????/??

3 Getting started

Double click on the MLA Skills Audit icon on either your desktop or the start menu. This will launch the program and the opening screen will appear as below.



4 Establishing a new project

In order to create a new project, which can contain a number of Audits, click on the File button and then New in the drop down menu. This will launch a dialogue box in which project data can be entered including the project name. It is recommended that a new project is created to house audits pertaining to the same project.

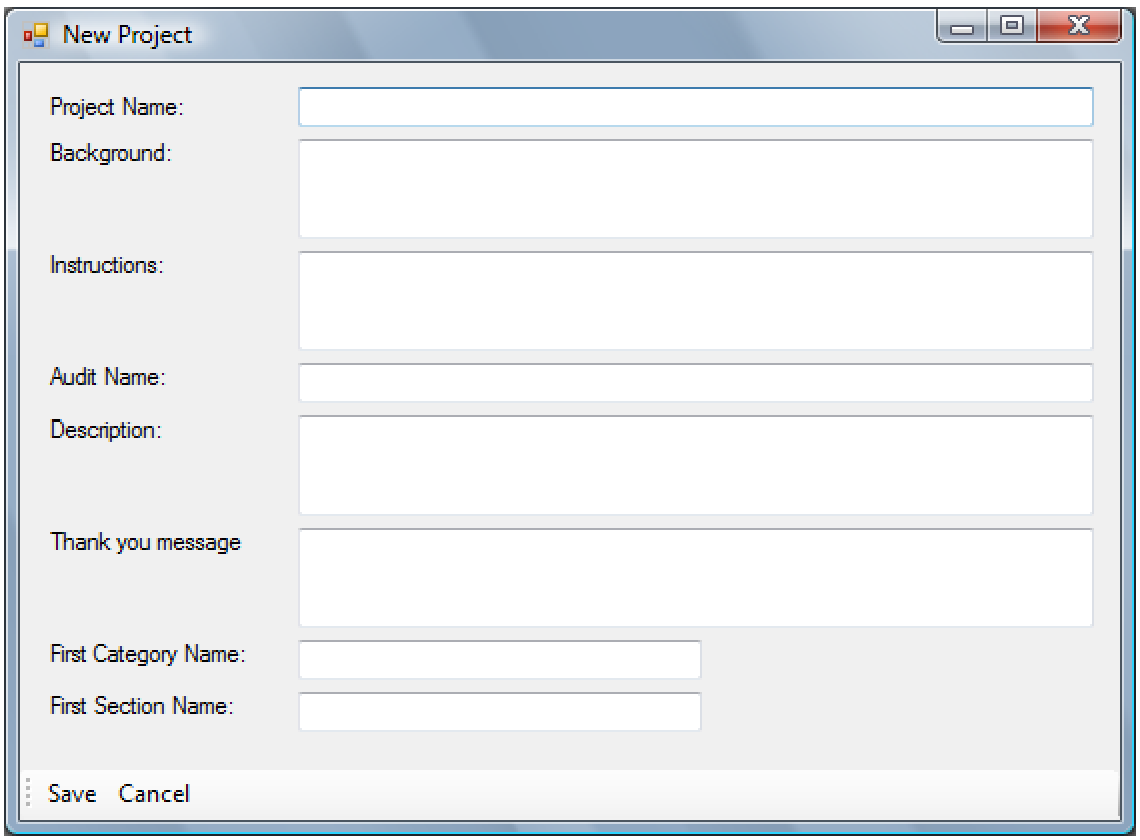
The Background section allows you to enter information to provide participants undertaking an audit with some general project information and reasoning for the audit process.

The Instruction section is used to provide background to the project and the information entered here appears in the electronic audit.

The Audit Name can be added here. The audit name appears at the top of the audit as a title. It is used for reference purposes.

The Thank you message appears at the end of the audit.

The first Section and Category of the new audit can be added here. These Section and Category areas are detailed later however the Category function is used for grouping questions by similar type, as an example “skills questions” whereas the Section function is used to separate groups of questions in the Audit, as an example in a pasture management audit they might be grouped by “plant physiology” and “animal requirements”.



5 Adding an audit

The first audit is created when the dialogue box above is completed. To add additional audits to the project simply click on the Audits tab followed by the Add tab. A dialogue box will then ask you to name this second audit and will automatically store it in the open project.

6 Copying an audit

In many instances with an auditing process we are looking for a change in knowledge, skills and attitude. For this reason it is useful to be able to quickly copy the initial workshop audit as a reference. This is done by clicking on the name of the audit you want to copy and then clicking on the Copy button.

A dialogue box will appear and to make a copy of the audit click Save. A copy of the initial audit will be saved and the filename will be “Copy of ...”. The file name can be changed by opening it and clicking on the Edit button.

7 Adding categories

Categories are used to classify questions with a common theme for later analysis and reporting. An audit associated with pasture management might have two categories called plant nutrition and animal requirements.

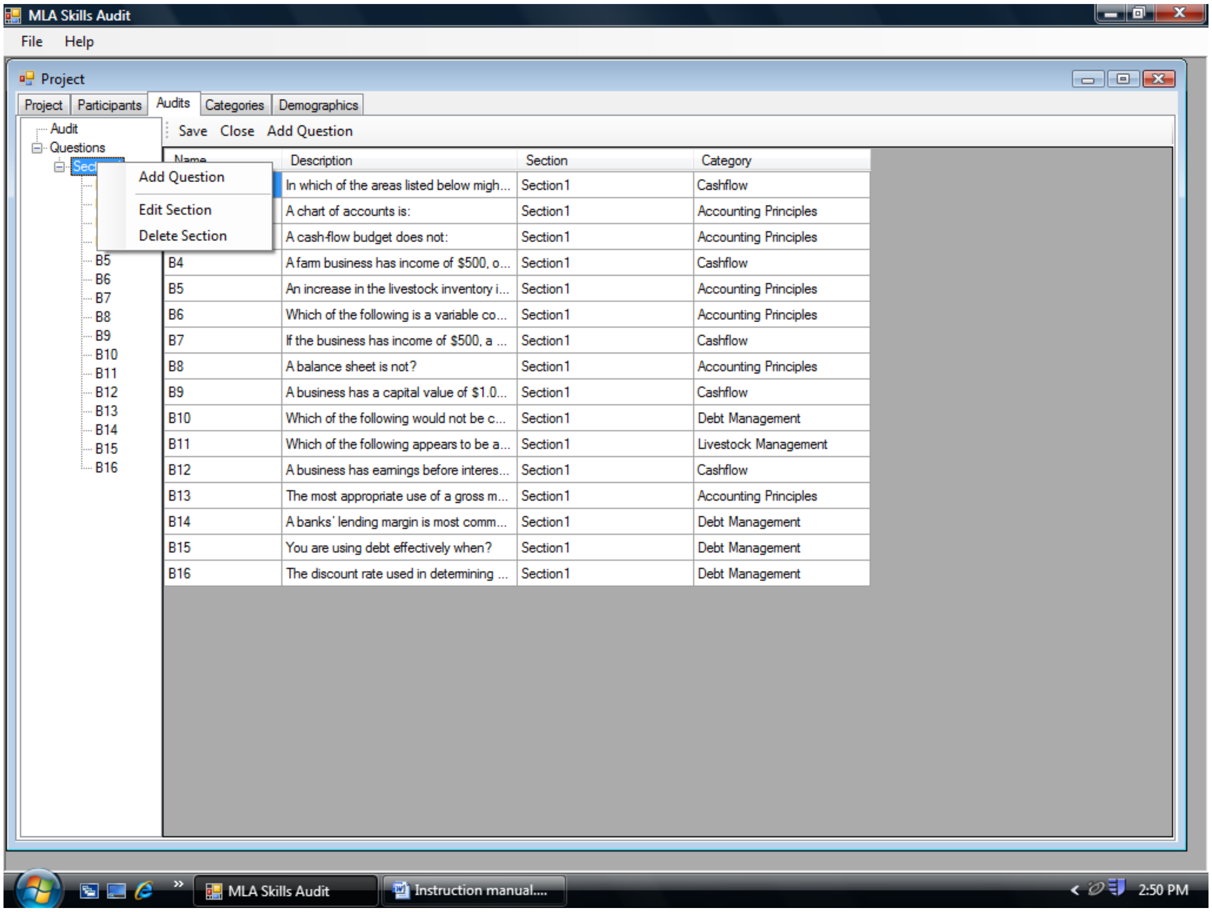
To add a category simply open the audit that you want to add a category too and click the Categories tab, then click the Add tab. A dialogue button will appear and the title of the category can be added and saved.

8 Adding a section

Questions can be added in separate sections. When the audit is open and the question topic is visible right click on the Question title. A drop box will appear which says Add section, click on this and then fill in the details in the dialogue box.

9 Adding questions

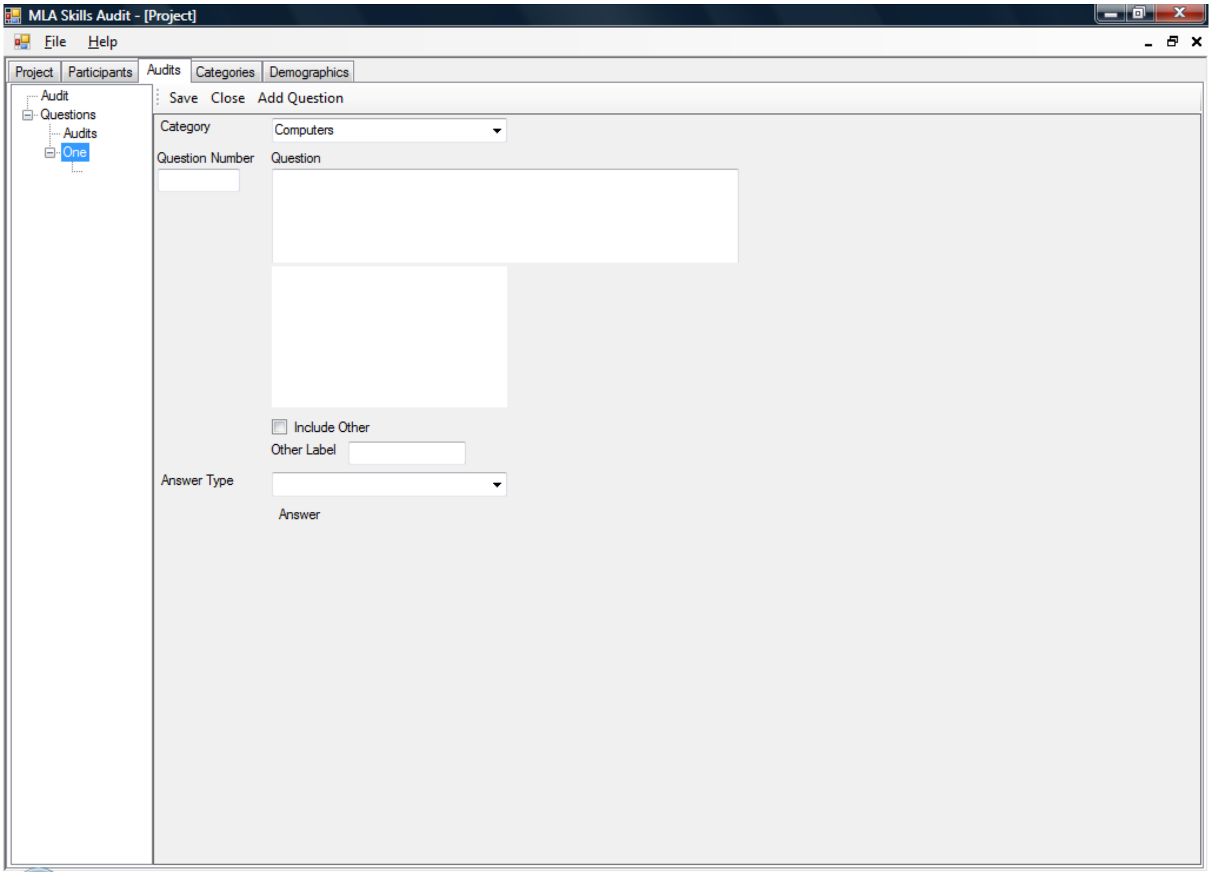
A question is created by right clicking on the Section you want to add the question to and then clicking on Add Question.



A dialogue box similar to the one above will then appear which will contain a number of cells which can be added to. It is possible to allocate the question to a Category, give the question a number and insert a picture or movie which can be used as part of the question.

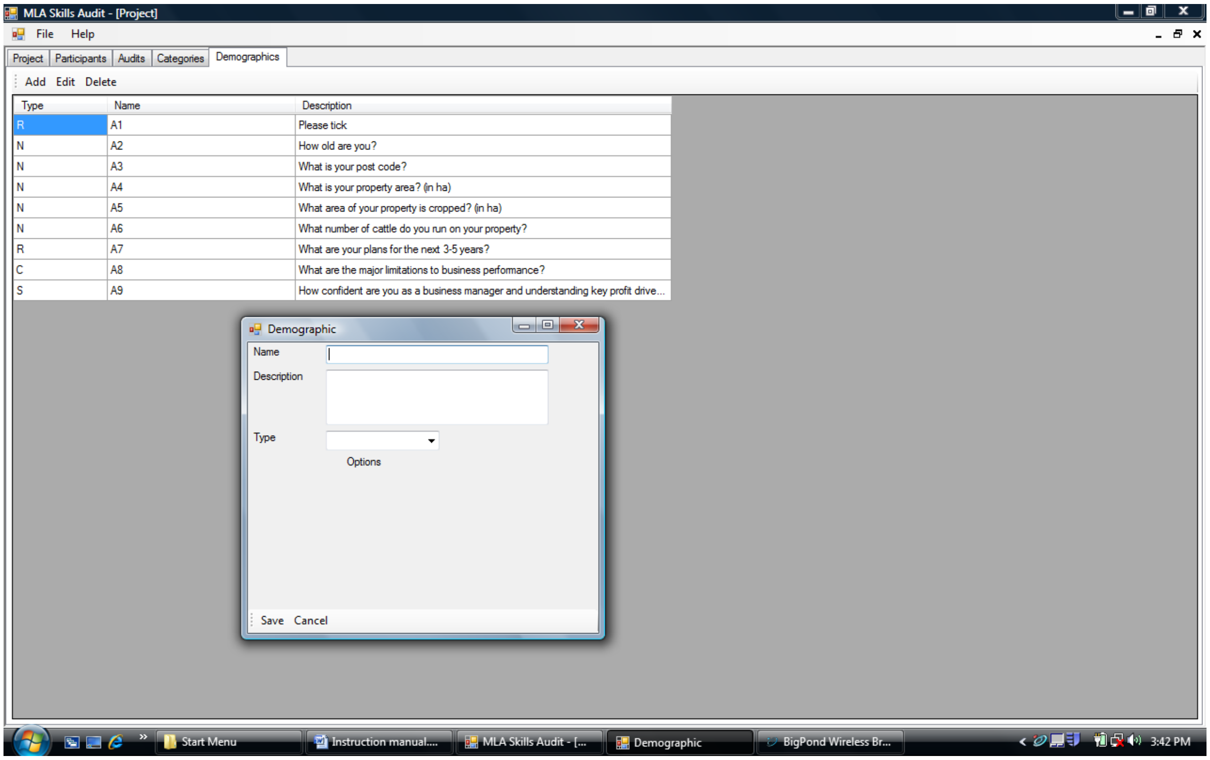
The answer and its format are also added in this section. A drop box is provided for the answer type. Only one answer type can be used for each question. The answer types are summarised by the initials R C S N. A radio button (R) can only have one correct answer and as such will only allow one answer to be ticked. A check box (C) can be used where there are multiple correct answers, a scale (S) and numbers (N) are also available as options for answers.

Once the answer type has been assigned to the question it is possible to write the answers. This is done by right clicking on Answer and then clicking Add Answer. A dialogue box appears and an answer is typed into the Description section. This will appear in the audit as a possible answer. If it is the correct answer the Correct Answer box should be ticked. When you have completed all the answers the correct answer will be highlighted. It is important that where there is only one answer that you have only one ticked.



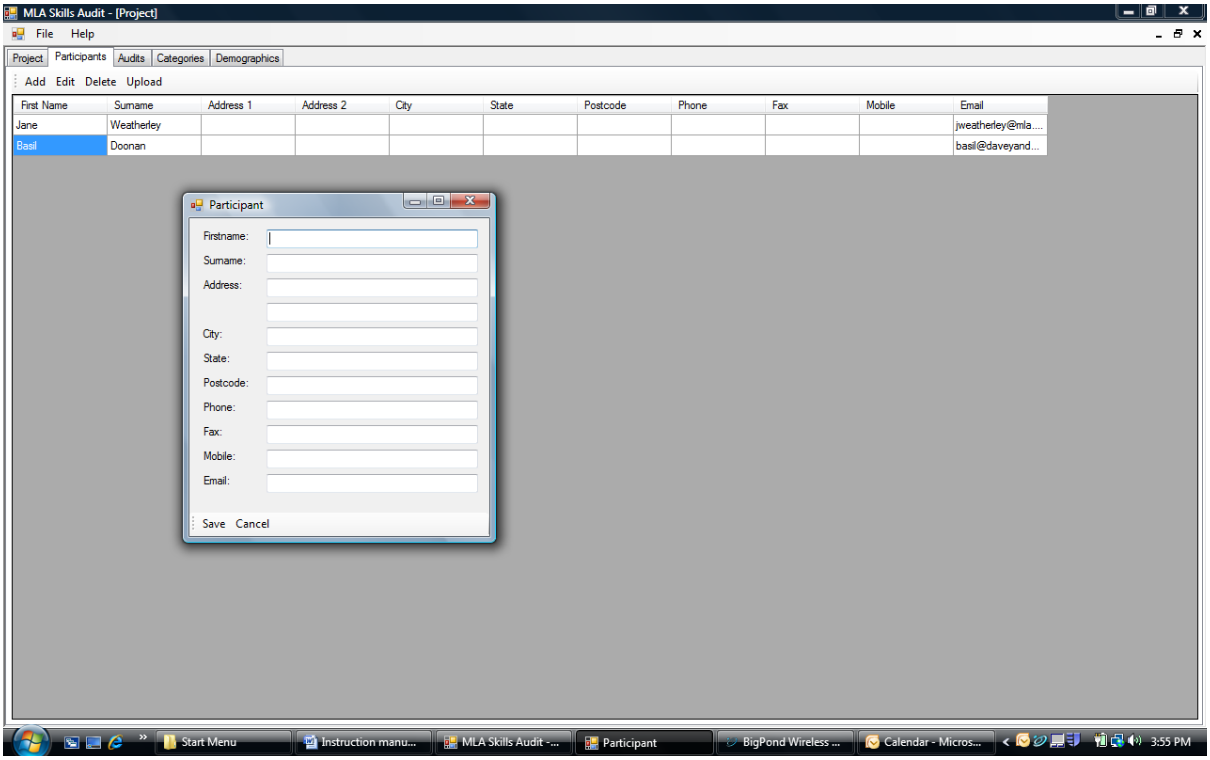
10 Adding demographics

The demographics section is kept separate for the purpose of analysis. To add demographics click on the Demographics tab and then the Add tab. A dialogue box appears which is similar to that for adding questions. The information you are requesting, the demographic question, is added to the Description section. The options that can be provided are again added like questions. The next step is adding the option type the same as for adding questions. The same options appear and once added it is possible to add the option by right clicking on the Options tab and then clicking Add Option.



11 Entering participants

In an open audit, click on the Participants tab and then click on the Add tab. A dialogue box will open and information about each participant can be included. For the electronic version to operate at least the name section must be completed and the email address added. The participant's information is uploaded by clicking on the Upload button. This means that the hotlink to the audit and code required to complete the audit can now be sent to the participants via email.



12 Uploading projects

Once the audit has been created the project can be uploaded onto the server. This is done by opening the appropriate project and then clicking on the Upload Project tab. Uploading the project stores it on the server and allows other functions such as data storage and invites to be accommodated.

13 Previewing the audit

In order to preview the audit click on the Audit tab, click on the name of the audit you want to preview and then click on the Preview tab. You cannot edit the audit in this mode.

14 Printing hard copies

Where it is not possible to have participants fill in the audit electronically a hard copy may be required. Participants can fill this out and the information can then be entered manually into the data base by completing an audit on their behalf. To print a hard copy click on the Audit tab of the audit you want to print, then the Print Preview button followed by the Quick Print icon.

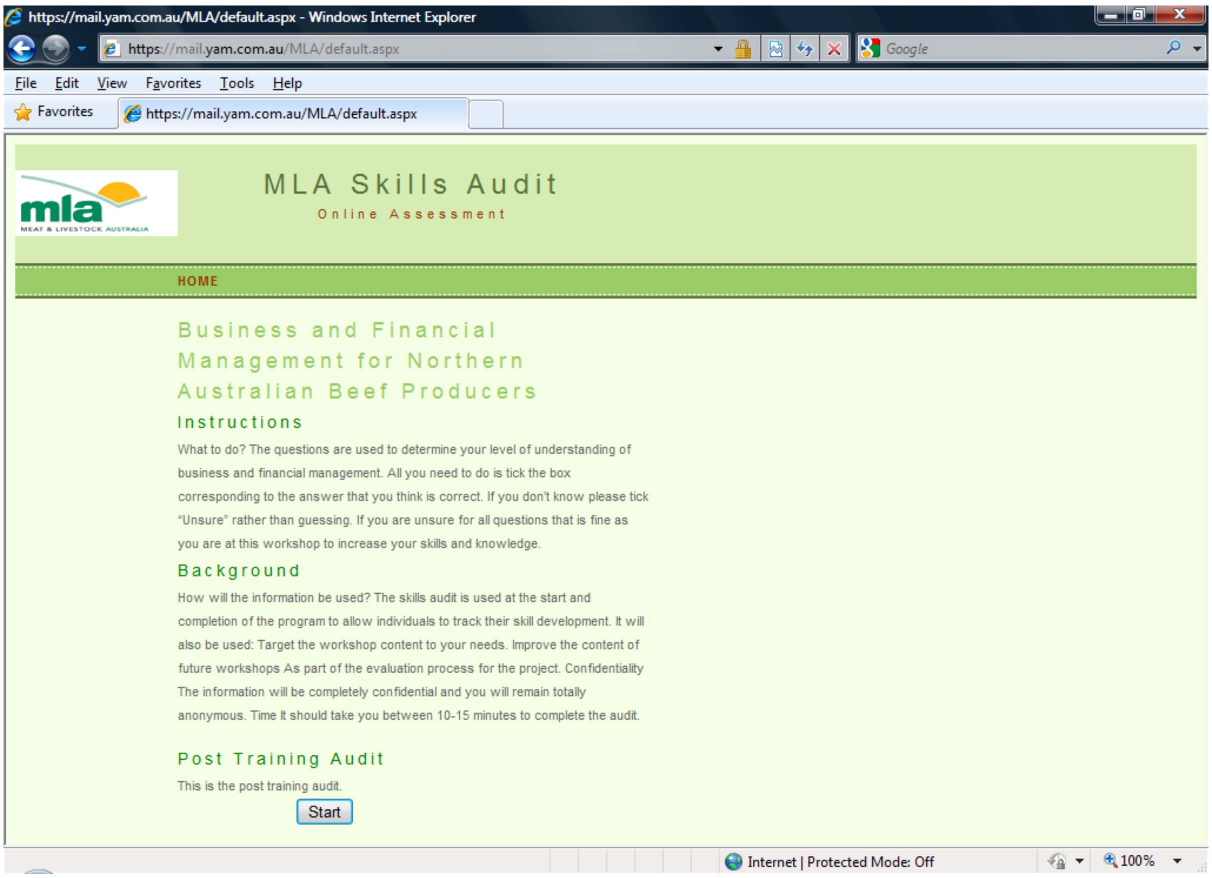
15 Sending invites

To send the invites click on the Audit tab followed by clicking on the audit that you want to send out invites for. Next click on the Send Invitations tab and invitations will be sent to the participants that have been listed for that particular audit. An invite consists of a hotlink to the website containing the audit and a code to enter which then matches the data collected through the audit process with the participant details in the database.

16 Completing the audit

Once the participants email address and code has been entered, a title page will come up on the screen similar to that below. By clicking on the Start button the audit will commence by first asking the demographics questions and then the audit questions. There is one question per page which must be completed before the participant can move to the next. The participant moves to the next question by clicking on the Next button after answering the question.

It is possible to have a number of participants use the same email address. This can be particularly useful when there are a number of people from the one business being evaluated. While the email address can be the same the names must be different so that they can be individually identified.

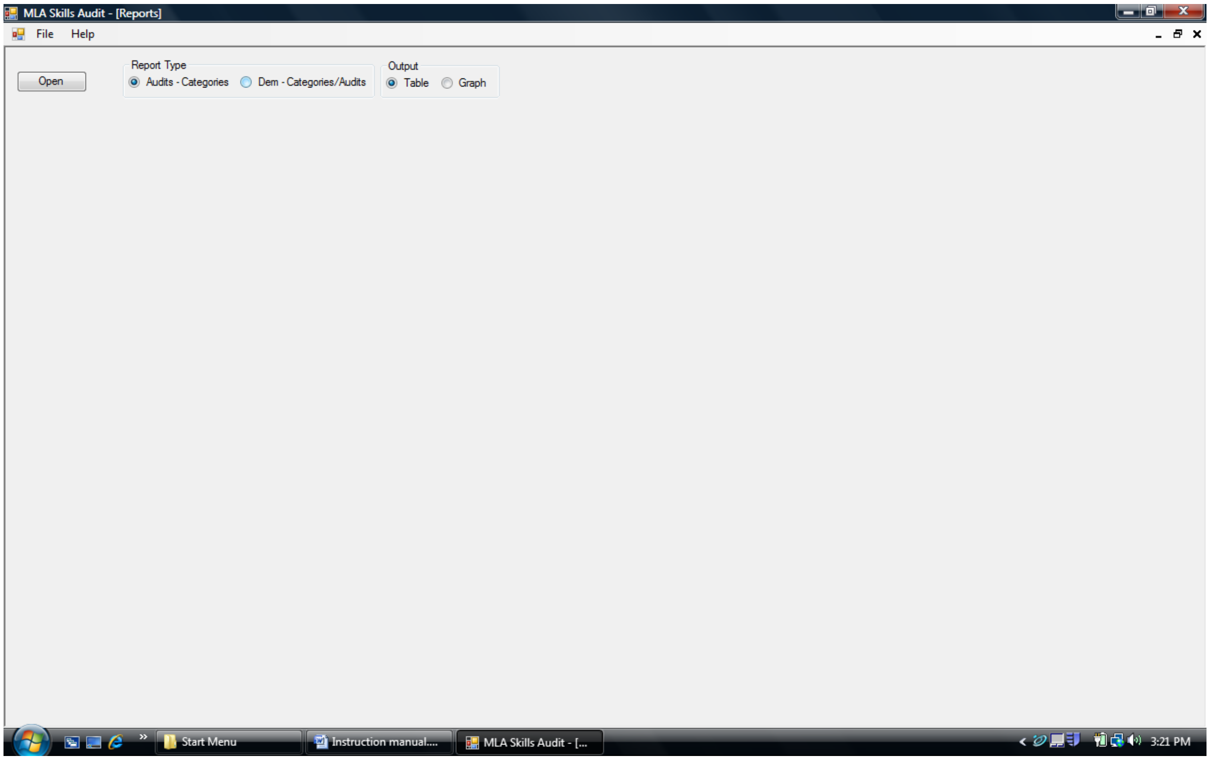


17 Downloading data

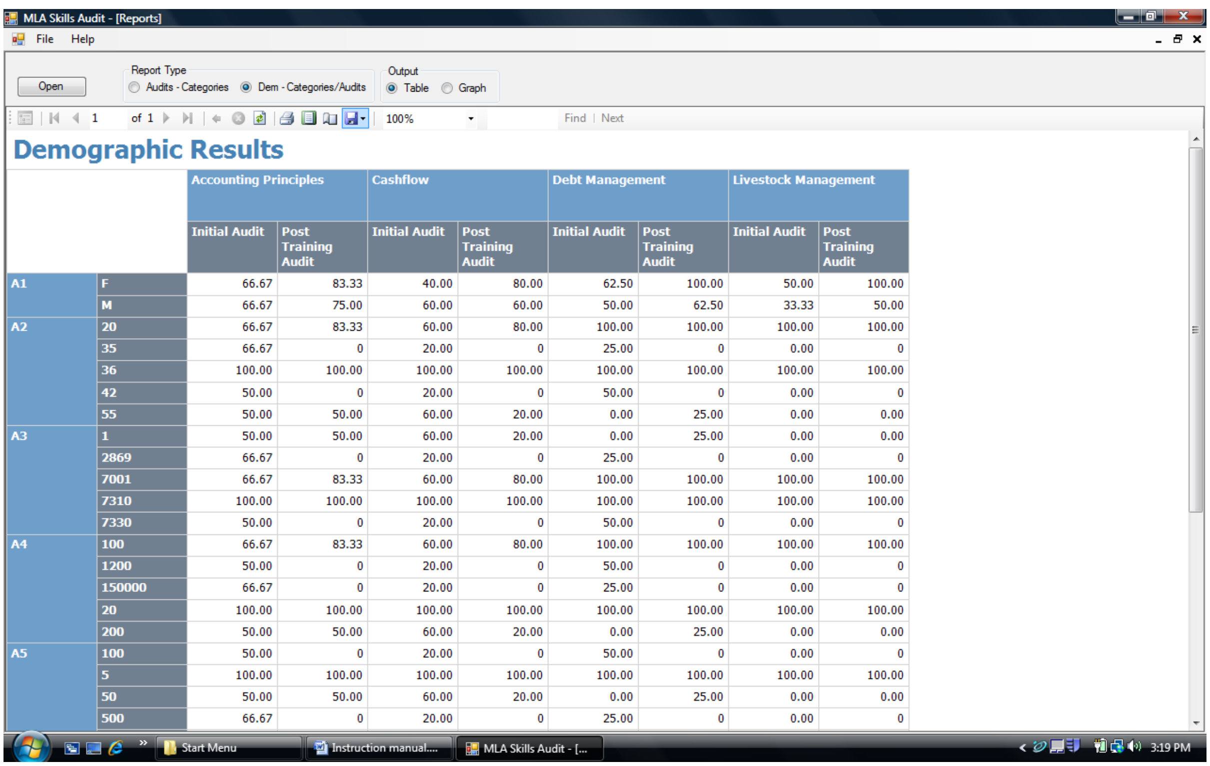
To download the data associated with a particular project first click on the Fill tab and then Open. Next double click on the project that you want to download data for and then click on the Download Results tab. The data will then automatically download to the server.

18 View results and Report

The results of the audit can be viewed in a simple report which brings together the results from the pre and post training audits. The results are viewed by clicking on the Projects tab and then on the View Results tab. This generates the screen below and offers the choice of reporting the audit or demographics in either table or graphical format.

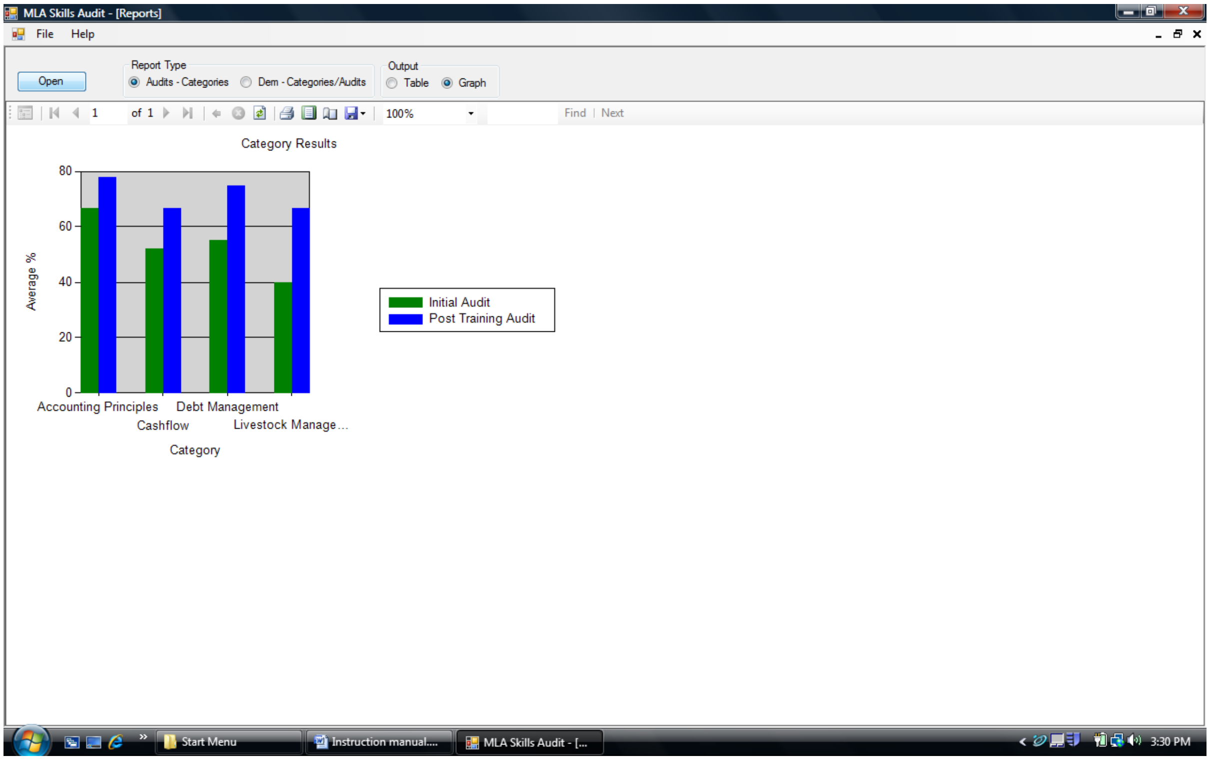


The screen below is an example of the tabulated and graphical data that can be presented.



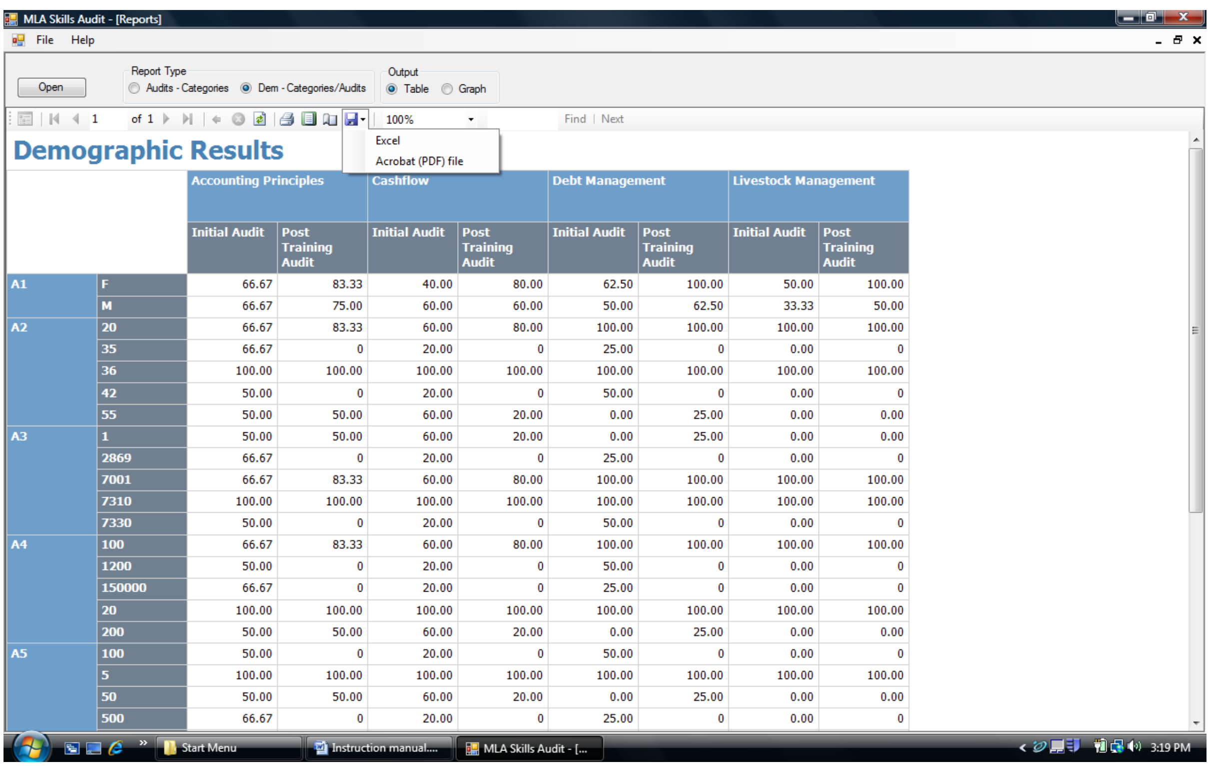
Demographic Results

		Accounting Principles		Cashflow		Debt Management		Livestock Management	
		Initial Audit	Post Training Audit	Initial Audit	Post Training Audit	Initial Audit	Post Training Audit	Initial Audit	Post Training Audit
A1	F	66.67	83.33	40.00	80.00	62.50	100.00	50.00	100.00
	M	66.67	75.00	60.00	60.00	50.00	62.50	33.33	50.00
A2	20	66.67	83.33	60.00	80.00	100.00	100.00	100.00	100.00
	35	66.67	0	20.00	0	25.00	0	0.00	0
	36	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	42	50.00	0	20.00	0	50.00	0	0.00	0
	55	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
A3	1	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
	2869	66.67	0	20.00	0	25.00	0	0.00	0
	7001	66.67	83.33	60.00	80.00	100.00	100.00	100.00	100.00
	7310	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	7330	50.00	0	20.00	0	50.00	0	0.00	0
A4	100	66.67	83.33	60.00	80.00	100.00	100.00	100.00	100.00
	1200	50.00	0	20.00	0	50.00	0	0.00	0
	150000	66.67	0	20.00	0	25.00	0	0.00	0
	20	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	200	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
A5	100	50.00	0	20.00	0	50.00	0	0.00	0
	5	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	50	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
	500	66.67	0	20.00	0	25.00	0	0.00	0



19 Downloading data to Excel

From the report screens described above it is possible to download the data to either Microsoft Excel or Adobe PDF. This is achieved by clicking on the “disc” icon to view the drop down box and then clicking either Excel or Acrobat (PDF) file.



		Accounting Principles		Cashflow		Debt Management		Livestock Management	
		Initial Audit	Post Training Audit	Initial Audit	Post Training Audit	Initial Audit	Post Training Audit	Initial Audit	Post Training Audit
A1	F	66.67	83.33	40.00	80.00	62.50	100.00	50.00	100.00
	M	66.67	75.00	60.00	60.00	50.00	62.50	33.33	50.00
A2	20	66.67	83.33	60.00	80.00	100.00	100.00	100.00	100.00
	35	66.67	0	20.00	0	25.00	0	0.00	0
	36	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	42	50.00	0	20.00	0	50.00	0	0.00	0
	55	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
A3	1	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
	2869	66.67	0	20.00	0	25.00	0	0.00	0
	7001	66.67	83.33	60.00	80.00	100.00	100.00	100.00	100.00
	7310	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	7330	50.00	0	20.00	0	50.00	0	0.00	0
A4	100	66.67	83.33	60.00	80.00	100.00	100.00	100.00	100.00
	1200	50.00	0	20.00	0	50.00	0	0.00	0
	150000	66.67	0	20.00	0	25.00	0	0.00	0
	20	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	200	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
A5	100	50.00	0	20.00	0	50.00	0	0.00	0
	5	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	50	50.00	50.00	60.00	20.00	0.00	25.00	0.00	0.00
	500	66.67	0	20.00	0	25.00	0	0.00	0

20 Saving and closing

The program offers the opportunity to save manually but in reality saving takes place as changes are made. To correct a change you can right click to go Back one step.

To close the program down simply click on the cross in the uppermost right hand side of the screen and the program closes.