

## About this Tool

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This tool will help you to identify:

- What you are trying to achieve.
- How you will achieve it.
- How you will know you've made a difference.
- How you will use what you learn to continuously adapt and improve your practice.

### Context

This Tool can be used in these phases of the Collaborative Change Cycle:

- The Readiness Runway
- Building the Foundations for Change
- Creating a Shared Vision for Change
- Scaling Up for Systems Change
- Achieving Transformation

And is relevant to building these enabling capabilities:

- Collaboration
- Community
- Innovation
- Leadership
- Measurement

# How to plan and measure outcomes

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We want to work out what to do, and how to measure progress

### Effort Level

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Variable – Depending on Group Size

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## How to use this tool

The following table sets out a simple set of questions to help you identify what to do and what to measure when planning a project.

You can step through these questions individually or as a group.

If you are working through them individually, you can record your answers in the Simple Project Summary Template.

When working through the questions as a group, take notes as you go, and then use the Simple Project Summary Template to write up the collective outcomes of the session.

## Outcomes Based Planning Questions

Basic steps	Questions to work out what to do	Questions to work out what to measure
1. <b>What is our goal?</b>	What do we want to change overall and why?	What is/are our big picture goal/s? How will we know when we have achieved these goals?
2. <b>What group(s) do we want to work with or support?</b>	Who do we want things to change for?	How will we identify who is in that group(s)? What information will we need to collect to identify them?
3. <b>What is the change we want to achieve?</b>	What is happening now? What do we want to be happening instead?	How do we know? What evidence do we have? How will we know if we have achieved desired change? What information or evidence will we need to collect to show things have changed?
4. <b>How does that link to our initiative?</b>	How will that change contribute to our initiative's objectives?	How will we be able to demonstrate this link? Will we need to rely on existing research or is there local evidence that we can collect?

Basic steps	Questions to work out what to do	Questions to work out what to measure
<p><b>5. What do we need to do to create that change and how will we do it?</b></p>	<p>What are we proposing to do?            What steps do we need to take to make it happen?            Who needs to do what?            How will we coordinate things to make sure they happen?            What resources do we need?</p>	<p>What are the milestones or implementation targets that we will need to meet?            How will we know if things are being done well?</p>
<p><b>6. How will we know we are on track?</b></p>	<p>What do we need to measure?            How will we collect, store and manage data?            Who needs to do what?            How will we coordinate things to make sure they happen?            What resources do we need?</p>	<p>How will we monitor whether we are on track to meet our milestones and targets?            What information or data do we need?            How will we capture the data?            How will we monitor if things are being done well?            What information or data do we need?            How will we capture the data?            How will we store and manage data?            Who will be able to access it?            How will we maintain security and privacy of the data?</p>
<p><b>7. How will we learn and adapt as we go?</b></p>	<p>How will we develop a learning culture?</p>	<p>How will we reflect on what is happening as we go?            How will we make sure we use what we learn to inform and adapt our work?</p>
<p><b>8. How will we report on or share what we do?</b></p>	<p>Who do we need to share our work with?            How will we communicate with them?</p>	<p>How will we report on what we are doing and delivering? To whom?            How often? In what format?</p>

## Simple Project Summary

Project Title:

Who is involved:

Target start date:

Anticipated end date:

<b>1. What is our goal?</b>	
<b>2. What group(s) do we want to work with or support?</b>	
<b>3. What is the change we want to achieve? (What is happening now? What do we want to be happening instead?)</b>	

<b>4. How does that link to our initiative's goals?</b>	
<b>5. What will we do to make that change happen?</b>	
<b>6. How will we resource and do it?</b>	
<b>7. How will we know we are on track?</b>	
<b>8. What will we measure to tell that we are delivering things on time, doing them well, and making a difference?</b>	

<b>9. How will we measure those things?'</b>	
<b>10. How we make sure that we can learn and adapt as we go?</b>	
<b>11. How will we report on and/or share what we do?</b>	

(1) Refer to your Measurement and Evaluation plan for more detail.