Impact report checklist

Use the following checklist to review the content of your impact report. This is focused on one programme, but you can use a similar structure to report on your organisation’s impact.

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| **Overview** | **Check…** |
|  | * Does it address the questions your readers will want to know? * Will everyone be able to understand it? * Are the key points clear? |
| **Section** | **Check…** |
| **Title page** | * Name of your organisation * Name of your project * Date the report was published * Period covered by the evaluation * Report author/name of the evaluator |
| **Glossary** | * An explanation of any technical words or abbreviations used in the report |
| **Executive Summary** | * What was evaluated and why * Key findings * Lessons learned * Recommendations * Maximum 2 pages |
| **Introduction** | **Purpose**   * Rationale behind your programme or project - what problem(s) you are addressing and why * Overall aims, including who you aim to work with * Existing evidence base * Context in which you work   **Activities**   * What activities or services did you provide - what did the programme or project look like? * What resources were required (funding, staff/volunteers)? |
| **Methodology** | * Purpose of the evaluation - what you wanted to find out * Who conducted the evaluation * How they did it * Who took part and how they were selected * Strengths and limitations of this approach * How you analysed the information * How much confidence you have in the findings |
| **Evaluation findings** | * Relate findings back to your aims * Have you addressed the key evaluation question(s) you set out in the methodology? * To what extent did your involvement contribute to the difference? How can you tell?   **Depending on your aims you might include:**   * Users and engagement: number of people who engaged and number who completed the activities * Feedback: what users (and staff/volunteers if relevant) thought of it * Outcomes: what difference did it make? |
| **Learning and recommendations** | * What can you conclude from your evaluation findings? * What worked well and what didn’t go to plan, and why? * What, if any, changes will you make in future? |
| **Conclusion** | * Did the project or programme meet your aims and objectives? * What are the wider implications of your findings? * Did your evaluation approach work, is there anything you would do differently next time? * Recommendations (for yourself or others) |