

OUTCOMES PLANNING & MONITORING AND EVALUATION FRAMEWORK

1. PLANNING FRAMEWORK

AIMS	OUTCOMES	OBJECTIVES	OUTPUTS
<p>The changes or benefits that you are trying to achieve.</p> <p><i>Use the following change verbs to describe the aims: Enable, Improve, Increase, Reduce, Maintain ...</i></p>	<p>Are the changes or benefits that actually happen as a result of your work.</p> <p>There may be several outcomes to achieve one aim.</p>	<p>What you DO in order to achieve your aims. They are sometimes called activities.</p> <p><i>Use the following action verbs to describe objectives: Provide, Offer, Support, Run, Set up</i></p>	<p>Describe the more detailed activities or products that you actually deliver.</p>

2. MONITORING AND REPORTING FRAMEWORK

Monitoring involves collecting information to help you to see progress and answer questions about whether your service or project has been successful. Therefore for each of the aims and objectives outlined in our plans, we need to ask the following questions:

'What changes (outcomes) do we want to see in our users, and what signs or clues (outcome indicators) will show us that the change we hoped for has happened?'

So for each aim/ outcome identified in the planning framework above complete the following grid:

AIM	OUTCOME	OUTCOME INDICATOR	DATA COLLECTION METHOD	WHO REPORTS PROGRESS, WHEN, AND WHERE TO
		The things to monitor to show whether you are achieving the planned changes (outcomes). They show progress towards meeting your aims. They are clues/ signs to show that you are reaching your targets.	The different ways to get the information and data to prove that you have achieved your outcomes and outputs. E.g. Questionnaires, evaluation forms, case records, attendance registers.	Who will collect the data (named staff), how often and where/ who will you report to (e.g. supervision, OMT, trustees etc).

And for each objective/ outputs complete the following grid:

Objective	Output	Indicator	Data collection method	Who reports progress, when, and where to
		<p>The things to monitor to show whether you are achieving the planned objectives (activities) They are clues/ signs to show that you are reaching your targets.</p> <p>They show progress towards meeting your objectives in terms of:</p> <ul style="list-style-type: none"> • Quantity (number of services/products). • Take-up (number of people using service or product) • Access (type of people using your service) 		