|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Impact** | **Outcomes** | **Outcome indicator/targets** | **Methods of data collection** | **When/by whom** | **How to report and use** |
| **Increased employment in Bexley Borough**Add your impact here. As you can see, a number of outcomes can sit under this. | Improved technical skills from shared knowledge | 1. 70% of those supported by our group gained online qualification in Radio Software Level 1.
2. 80% of participants noted increased technical skills from shared knowledge.
3. Case studies demonstrate improved ability to liaise with the council.
 | 1. Log of those who started/completed and passed the training.
2. End of term survey.
3. Staff/volunteer observations, quotes from survey.

Add your impact here. As you can see, a number of outcomes can sit under this.Add your impact here. As you can see, a number of outcomes can sit under this.‘Indicator’ 1 will relate to ‘Method of Data Collection’ 1 and ‘When and by Whom’ 1. (And so on) | 1. Quarterly, Project lead
2. Quarterly, Project Lead
3. Updated on database by Key Worker following each 1-2-1 session.
 | * Staff meeting feedback
* Headlines in Newsletter to supporters (NB Confidentiality)
* AGM
* Snippets on social Media
 |
| Other outcomes here |  |  |  |  |

You can also do a similar table for your Outputs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Impact** | **Output** | **Output indicator/targets** | **Methods of data collection** | **When/by whom** | **How to report and use** |
| **Increased employment in Bexley Borough** | Radio station sessionsAdd your impact here. As you can see, a number of outputs can sit under this. (You could also add and outcomes column if space allows) | 1. 10 sessions of 1 hour
 | 1. Register
 | 1. Each session, Project lead. Checked by Line manager each quarter.
 | * Staff meeting feedback
* Headlines in Newsletter to supporters

(NB Confidentiality)* AGM
* Snippets on social Media
 |
| 60 studio slots made available | 1. Take up of 50 studio session slots

**Options**Adapt these tables to suit the needs of your organisation and what your stakeholders (eg funders) need. You may find it easier to work in Excel and then you can use Excel to log the results of this data collection.  | 1. Register
 | 1. Each session, Project lead. Checked by Line manager each quarter.
 | * Staff meeting feedback
* Headlines in Newsletter to supporters (NB Confidentiality)
* AGM
* Snippets on social Media
 |
| Other outputs here |  |  |  |  |