*Name of project/team: Date:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Inputs*** | ***Activities*** | ***Outputs*** | ***Outcomes*** | ***Impact\**** |
| *Be as specific as possible, e.g. how much time, how many volunteers, which skills were used, etc.* | *Be as detailed as possible, e.g. how much time was spent on each activity, did activities need to be completed in any particular order or by any particular project member/partner, etc.* | *List your projects outputs here* | *List your projects outcomes here* | *List your projects impact here* |
| ***Evidence/data and analysis of outputs*** | ***Evidence/data and analysis of outcomes*** | ***Evidence/data and analysis of impact\**** |
| *Provide any data or evidence you have of the above outputs having been achieved, and provide any comment or analysis on this, e.g. had you originally planned to achieve this? Have you achieved what you originally had wanted to?* | *Provide any data or evidence you have of the above outcomes having been achieved, and provide any comment or analysis on this, e.g. had you originally planned to achieve this? Have you achieved what you originally had wanted to?* | *Provide any data or evidence you have of the above impact having been achieved, and provide any comment or analysis on this, e.g. had you originally planned to achieve this? Have you achieved what you originally had wanted to?* |

The Chain of Impact is a model that you can use to break down and understand what impact your project has or has not achieved. This will help you evaluate the different stages of your project, and can be used to identify specific areas where your project went well or not so well. We will ask you to complete and upload this document as part of the Project & Impact Evaluation stage of your workflow on MyCareerZone.

As you work through the individual sections, be as detailed as you can and include every way you can to capture data to quantify exactly what was contributed or achieved. You can refer back to the original project plan you completed to reflect back on what you planned to do, and whether this actually occurred at each stage throughout your project. Below is an explanation of what is meant by each section of the Chain of Impact:

1. **Inputs**: The financial, human, and material resources needed to create and execute your project. E.g. people, time, money, equipment, specialist skills, knowledge, experience. Be as specific as possible, so state how many hours, how much money, who is involved, etc.
2. **Activities**: The actions you, your project team, and any project partners take to achieve your aims and objectives. These actions are what secure the inputs for your project, and then convert them into outputs. E.g. recruiting a project team, securing funding within the University, conducting market research amongst students, collating research and presenting in reports, planning, organising, promoting and executing one or more events, producing resources, etc. The list is endless here; even filling out this evaluation questionnaire counts as evaluating your project! Be as specific as possible, and also consider listing estimates of how much time was spent on each.
3. **Outputs**: This is what your project actually produces, and could be a new resource or service, or even a change in how an existing resource or service is delivered or used. Essentially, this is the “change” your Change Agent project ***directly*** produces. Your outputs could be one or more events, you could have produced one or more resources for fellow students, or you could have changed a process, e.g. the way that feedback is provided for assessments in your discipline.
4. **Outcomes**: These are the effects of your outputs having been produced or put into place, and are often based around the changes in the environment, or in people’s perceptions, behaviours, or attitudes, that your project has. Whereas the outputs of your project are the ***direct*** changes your team produces, the outcomes are more ***indirect*** and are often realised more gradually rather than instantly. Subsequently, you need to think very carefully and creatively how you will capture and prove what your project’s outcomes were, and how they were definitively a result of the changes you created. For example, if one of your outputs was to hold a module fair, the outcomes would be what changes attending that module fair had on people’s behaviour, perceptions, knowledge, etc.
5. **Impact\***: The impact of your project is the ultimate goal behind what you are doing. The outputs are what you directly produce, the outcomes are the effect of these outputs being in place or being used, and then the impact of this is what is changed over time. Using the example of a module fair once more, the outcomes achieved in attending a module fair are the change in students’ behaviour and knowledge, meaning they are more informed about module choices. The impact of this is that students would be more likely to pick the right modules first time, fewer students who attended the fair change modules during the term, and therefore students are happier with their degree experience. When you plan your project early on in developing your idea, this is where you should start, and work backwards to break down the outcomes and outputs needed to effect this change, and then the activities and inputs you need as a team to start these changes.

\*As the “Impact” section might well refer to the long term impact of your project, you will likely not know what this yet. Don’t worry about this for now - if you have completed the chain in order, you will know what your project’s outputs and outcomes are, which will then provide a basis to estimate what impact your project will have in the longer term. You might want to provide some hypothetical analysis of how you will measure this, e.g. if you believe your project could have a positive correlation with students’ final degree classifications, then state how you would collect that data and how you would ensure you reach an accurate conclusion.