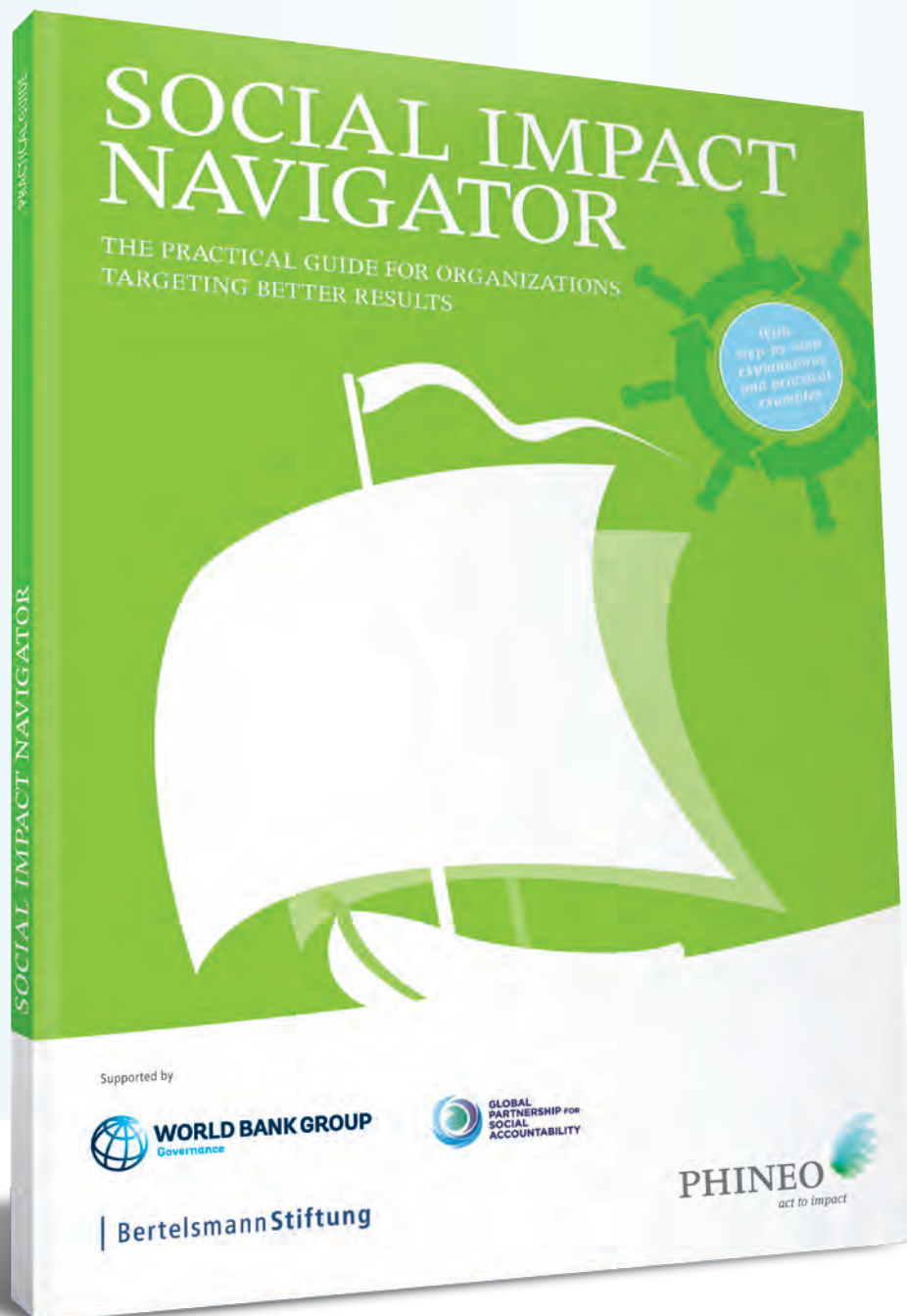


TEMPLATES FOR SOCIAL IMPACT NAVIGATOR



Date: 2016/05/19

Check for updates of this file: www.social-impact-navigator.org



Download "Social Impact Navigator" as PDF (english language version, approx. 17 MB):
http://www.phineo.org/downloads/PHINEO_SocialImpactNavigator_EN.pdf



Checklist: Criteria for good reports

Our reports are...	Explanation	Yes	No	Comment
RELEVANT AND USEFUL	Reports should serve a specific purpose. The information should therefore be prepared with reference to the needs of the various stakeholders.			
TIMELY	Reports should be prepared early enough for their intended uses. Results that are communicated too late or too irregularly are of little use.			
COMPLETE	Reports should include sufficient information. However, it is also important to avoid drowning readers in a flood of information.			
ACCURATE	Evidence should be included to support the results. This can range from anecdotal evidence and feedback from individuals to the results demonstrated by an external evaluation.			
SIMPLE AND USER-FRIENDLY	Reports should be adapted to their target public. The language and format must be clear, precise and easy to understand.			
CONSISTENT	It's important to use a uniform format and structure (e.g., in annual reports), thus enabling comparison over time.			
COST EFFICIENT	The amount of resources used for the reporting should be reasonably related to the expected benefits.			
TRANSPARENT	The report documents should be made available to the stakeholders and be posted on the organization's website for other interested parties.			



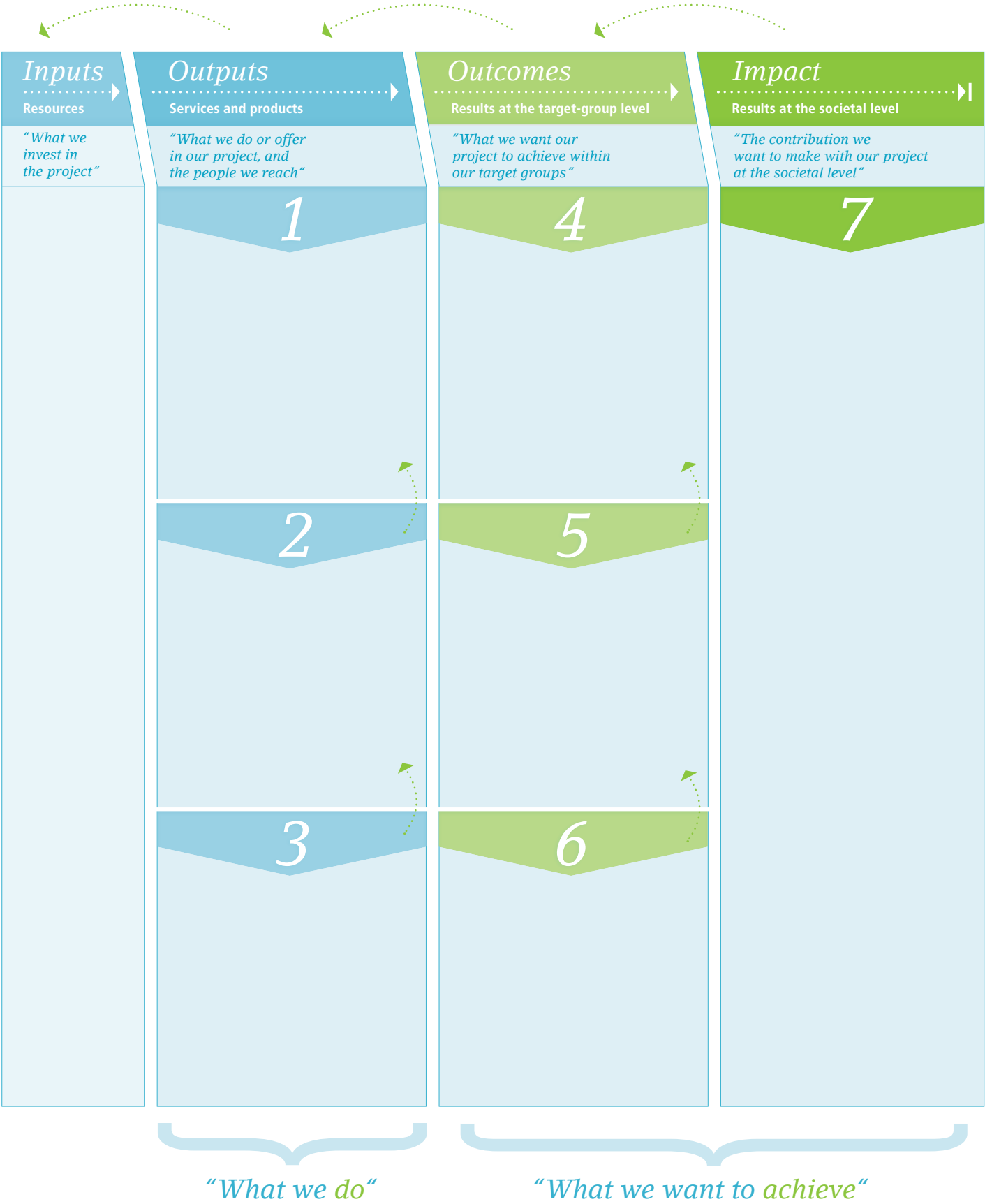
Use this checklist to keep track of the key needs-assessment and context-analysis questions you've answered:

	Yes	No	Comment
Was the problem defined clearly?			
Are the causes of the problem entirely clear?			
Are the effects of the problem clear?			
Are the scope and size of the problem clear?			
Is the target group clear?			
Has the target group's situation been fully understood?			
Have the needs of the target group been fully understood?			
Have the problem and the target group's needs been understood well enough to provide a basis for the project's development?			
Have the lessons learned from other programs been utilized?			
Were gaps in existing support programs identified?			



Checklist for the formulation of project objectives:

	Yes	No	Comment
Rather than simply describing the project's activities, the plan identifies the effects these activities are intended to produce for the target-group.			
The formulation of the project objective clearly indicates who is to benefit from the desired outcomes and impact.			
The objective describes a desired future state.			
The project objective has been formulated in such a way that it is possible to imagine the specific change.			
The project objective has been formulated in a positive manner.			
A time frame for achieving the objective has been specified.			
It is possible to ascertain whether or not the objective has been achieved.			
Achieving the objective represents a positive challenge for the project team. That is, we will have to work hard, but success is a realistic outcome.			
The project's stakeholders were involved in formulating the objectives, and the objectives are accepted and supported by all participants.			
Our project's objectives and approach are consistent with our vision and mission.			
Our project's objectives motivate us in our work.			



The best way to set up your logic model:
Begin at the end! Start from point 7 in this table and go backward to point 1 in order to produce your own logic model.





Logic model quality checklist

	Yes	No	Comment
Does the organization have sufficient input resources to implement the activities necessary to achieve the desired outcomes and impacts (or is it foreseeable that the necessary input resources will become available in the course of the project)?			
Have all outputs necessary for the success of the project been included?			
Are the outputs, outcomes and impacts clearly differentiated?			
Are the individual outcome levels (4 – 6) differentiated?			
Have the various elements of the logic model been connected with logical links?			
Are the project objectives at the outcome and impact levels formulated in terms of changes?			
Were the relevant stakeholders involved in producing the logic model or asked to provide feedback?			

Basis for the target value							
Target value							
Baseline data							
Indicator							
Objective							
Level	Output	Output	Outcome	Outcome	Outcome	Impact	Quality



Checklist for developing indicators

	Yes	No	Comment
Each objective or evaluation question is assigned at least one indicator.			
The indicators meet the SMART criteria.			
Each different aspect of an objective is covered by an indicator.			
There aren't multiple indicators measuring the same thing.			
Target values are (where possible and appropriate) assigned to the indicators.			
Stakeholders were involved in the development of the indicators.			

Questions	Indicator	Data sources	Is data already available?	Data-collection instrument	When and how often will data be collected?	Who collects the data?	Feasibility: yes /no?
List the questions for your social impact analysis here.	Enter indicators here that can help to answer the questions.	In this field, enter sources that can provide the information necessary to answer your questions.	In many cases, information is already available from registration forms, participant lists, etc.	Enter the data-collection instruments you propose using.	At what points in time will the collection of the necessary data fit the project's schedule? When will the data have to be presented?	Who is capable and authorized to collect the data and has sufficient time resources?	Can the planned data collection be completed with the time and funds available, and is the process ethically valid?



Checklist: Is your organization a learning organization?

	Yes	No	Comment
In our organization we take time to reflect on our work and its results (using the findings of the social impact analysis as a basis), and discuss this subject. Openly.			
We use the findings of the social impact analysis to learn lessons.			
We accept that we'll make mistakes, but we use this as an opportunity to learn lessons.			
The organization's management supports learning and learning processes, and provides incentives for learning.			
Learning processes are an integral part of our work procedures.			
Responsibilities for learning and knowledge management have been clearly allocated.			
There are specific processes for recording results and sharing knowledge.			
We have sufficient resources for the learning process.			
We use available opportunities to exchange experiences with and learn from other organizations.			

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