

# REFLECTIVE IMPACT LOG

The aim of a reflective impact log is for people delivering a project, programme or initiative to capture evidence and develop their thinking about the impact of a project on an ongoing basis. This is a template that can be adapted to different kinds of projects, programmes or initiatives.

- A reflective impact log should not replace other forms of evidence gathering, e.g. event feedback forms.
- It can be used to summarise a range of information from different sources.
- It can be used on a regular basis to track progress as an initiative develops and it is good practice to build regular reflection into the planning and delivery process.
- It is best to answer every question (you may want to do this over several sessions) and to keep your responses to the questions concise (no more than three pages in total).
- Include specific examples and evidence to strengthen your account.
- If you have an outcome map use it to aid reflection. It can be helpful to embed prompts from your outcome map or risks and assumptions into the log.

<b>Project</b>	<b>Date completed</b>
<b>Contributors to this log</b>	

## ABOUT THE PROJECT

**What are the intended outcomes or impacts for this project?** (Refer to your outcome map, if you have one)

**How are things going?**

**Are you getting the engagement you planned for?**

**How are people reacting to this project? Are you getting the reaction you hoped for? How do you know?**

Are there any learning points for the future?

## UNDERSTANDING IMPACT

**What difference do you know this project is making?** (Think about knowledge, attitudes, skills, behaviour and practice) **How do you know this?** (Refer to your outcome map, if you have one)

**What difference do you anticipate this project will make and how?** (Think about impact on individual participants, their organisations, the wider system)

How might you capture evidence about this impact in future?

## OTHER REFLECTIONS

