

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.



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Project:

Date completed:

Contributors to this log:

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