Specify the timeline for each outcome. This will depend on your program.

Outcomes answer the question: What is different as a result of our activities? Outcomes should link to objectives

Problem statement

What is the underlying issue that you are trying to address? Who is affected by it? What are the root causes of the issue?

The problem statement should be targeted and specific, but not simply state the need for your program

Inputs

What resources do you have? Consider people, funding, time, knowledge, networks, places and spaces, equipment, partner organsisations and community groups

Outputs: Activities

Describe and count the activities that are part of your program. What will have been done when you have finished delivering the program?

Be careful not to confuse outputs (what is delivered) with outcomes (what changes are caused)

Outputs: Participation

Who is the target group for your program? What are the demographics of this target group? Who else is involved and what is their role?

Is there evidence to suggest that the activities will lead to the outcomes?

Short-term outcomes

What will be different if your activities are completed? These outcomes would usually be expected on completion of a program, and often include changes in skills, knowledge, attitudes, awareness or motivation

Medium-term outcomes

What changes will happen as a result of your program? Medium term outcomes may take some time to see, such as changes in behaviour, practice or systems, or the application of skills and knowledge

Will the short term outcomes logically lead to the medium term outcomes?

Long-term outcomes

This should link to your goal and resolve the issue in your problem statement. It is likely to take a long time to see these outcomes, and they will usually be influenced by a range of factors outside of your program

Is the connection between long and medium-term outcomes supported by theory or evidence?

Assumptions: What unexamined beliefs do you have about how or why the program will work? This could include assumptions around the participants, engagement, activities, etc.

External Factors: What is outside your control but will impact your program? Programs are situated in political, social, cultural and geographic environments that influence program delivery and outcomes