## Impact Thinking Worksheet

We created this worksheet to help you plan and evidence social value in projects, programmes and contracts. It draws on outcome-focused methods such as SROI and Theory of Change to ensure that your activities link clearly to meaningful benefits for people, communities, and the environment.

**Should you complete the whole worksheet?**

Not always. Use the full worksheet when you are designing a new programme or preparing a significant funding bid or contract, as it will help map everything from resources through to long-term impact. If you are working on a smaller piece of work or a report, you may only need to complete the sections on stakeholders, outcomes, and impact.

**Who should complete it?**

Ideally, it should not be filled out by one person in isolation. Involve colleagues, delivery partners, or community representatives in the process. Their input ensures the outcomes reflect what truly matters to stakeholders and avoids making assumptions. A single lead can draft answers, but collaboration strengthens the quality and credibility of the responses.

**When should it be used?**

* At the start of a new project or service, to clarify the intended outcomes and social value.
* During the development of a tender response, to demonstrate a clear plan for creating and measuring social value.
* Midway through delivery, as a checkpoint to reflect on whether activities are leading to the expected outcomes.
* At the end of a project, as a framework for reporting and evaluation.

**Key point**

Use it as a flexible thinking aid rather than a form that must always be fully completed. The value lies in the conversations it prompts and the clarity it provides around how your work delivers social value.

## 1. Purpose & Vision

What problem or challenge am I trying to address?

Click or tap here to enter text.

Why does this matter to me, my organisation, or my community?

Click or tap here to enter text.

What long-term change would I ideally like to see?

Click or tap here to enter text.

## 2. Stakeholders

Who will benefit directly from this work?

Click or tap here to enter text.

Who else might be indirectly affected (positively or negatively)?

Click or tap here to enter text.

Who needs to be involved or consulted for the initiative to succeed?

Click or tap here to enter text.

## 3. Inputs (Resources)

What resources (time, skills, money, technology, partnerships) do I have available?

Click or tap here to enter text.

What additional resources might I need?

Click or tap here to enter text.

Where are the potential constraints or risks?

Click or tap here to enter text.

## 4. Activities

What key actions or interventions will I take?

Click or tap here to enter text.

How will these activities contribute to solving the problem?

Click or tap here to enter text.

What makes these activities unique or valuable compared to alternatives?

Click or tap here to enter text.

## 5. Outputs (Tangible Results)

What immediate, countable results will come from the activities?

Click or tap here to enter text.

How will I track these outputs consistently?

Click or tap here to enter text.

## 6. Outcomes (Short & Medium Term Change)

What changes in knowledge, behaviour, or conditions do I expect to see?

Click or tap here to enter text.

How will these outcomes improve the situation for stakeholders?

Click or tap here to enter text.

What indicators or evidence will demonstrate progress?

Click or tap here to enter text.

## 7. Impact (Long-Term Transformation)

What is the ultimate positive change this work contributes to?

Click or tap here to enter text.

How does this align with wider social, environmental, or economic goals?

Click or tap here to enter text.

What unintended consequences (positive or negative) could occur?

Click or tap here to enter text.

## 8. Measurement & Learning

What data will I collect to evidence progress?

Click or tap here to enter text.

How will I reflect on and adapt based on what I learn?

Click or tap here to enter text.

How will I communicate results to stakeholders?

Click or tap here to enter text.

## 9. Sustainability

How will the benefits be maintained over time?

Click or tap here to enter text.

What partnerships, funding, or systems are needed for long-term impact?

Click or tap here to enter text.

How do I ensure continuous improvement?

Click or tap here to enter text.

## 10. Personal Reflection

What motivates me to pursue this impact?

Click or tap here to enter text.

What strengths do I bring to this work?

Click or tap here to enter text.

Where might I need support, and how will I seek it?

Click or tap here to enter text.