

Checklists for measuring outcomes

Outcomes checklist

- Are the outcomes related to the purpose of your program or plan?
- Is it within your control to influence the outcomes?
- Are your outcomes realistic and attainable?
- Have you moved beyond satisfaction in your outcomes?
- Is there a logical sequence among your short-term, intermediate and long-term outcomes?
- Are there any “leaps” in your outcomes (i.e. gaps in progression of impacts)?

Indicators checklist

- Do your indicators make sense in relation to the outcomes they will measure?
- Are the indicators directly related to the outcome? Do they *define* the outcome?
- Are your indicators specific?
- Are your indicators measurable or observable? Can they be seen, heard or read?
- Is it feasible to collect data on the indicators? Is it within your resources to do so?

Data collection checklist

- When will change occur – immediately, gradually or over long period of time?
- Are there milestones that can be measured along the way to the outcome you are trying to achieve?
- What is frequency of contact with those with which you are working – once, weekly, monthly or some other interval?
- When will data be available?
- Are there any groups that might serve as a comparison group?
- Do you have baseline data you can use as a standard?
- Are you accountable for short-term outcomes or longer-term impacts?