This resource has been developed to help you set out the relationship between resources, activities, and outcomes.

It is both a tool for planning – to help you see if the chosen activities will lead to your desired outcomes – and for evaluation – making it easier to see what evaluation questions you should be asking at what stage of your project.

Your action plan is a living document, and can be reviewed regularly to see if it is still an accurate representation of your plan or if it needs to be adapted. There are many different ways to represent these relationships. Below is one example of a template, and an example of a completed template.

## Domain

|  |
| --- |
| **GOALS AND OBJECTIVES**Specific – Measurable – Achievable – Relevant – Time specific (SMART)What will be different as a result of your activities? Specify the timeline for each outcome. This will depend on your plan. Will the short-term outcomes logically lead to medium-term outcomes? Is the connection between medium and long-term outcomes supported by theory or evidence? |
| SHORT-TERM OUTCOMESShort-term outcomes are the changes you expect to see on completion of your plan. These are the easiest to measure, and the timeframe will usually be the length of your plan (1 year). Short-term outcomes are most often changes in skills or knowledge. | MEDIUM-TERM OUTCOMESMedium-term outcomes are what you would expect to follow on from the short-term outcomes. | LONG-TERM OUTCOMESLong-term outcomes should fit with your goal. They usually take a long time to be seen, and will be influenced by factors outside of your control. |

## Activities

|  |  |  |
| --- | --- | --- |
| **ACTIVITIES**What will the university do? Who is involved and what is their role? (Immediate to 1 year) | **INPUTS**What resources do you have? Consider people, funding, time, knowledge and evidence. | **INDICATORS**How will the goals be demonstrated? How will progress be tracked? It is good to try to measure both short and medium-term outcomes. |
| OUTPUTSWhat will have been done? What has been delivered? | ASSUMPTIONS AND EXTERNAL FACTORSConsider the beliefs you have about your plan, the people involved and how it will work, as well as the environment in which your plan is being delivered. Unexamined assumptions are a big risk to success. |