I want to look ahead by defining the outcomes from my work.

**EVIDENCE PLANNING**

Inspired by

**LEVEL OF INVOLVEMENT**

REQUIRES SOME DIALOGUE with colleagues/peers. Plan for some time to interact and fill out in collaboration over a day maybe.
What is it & why should I do it?

Why do you do what you do? The Evidence Planning tool is a quick way to help articulate and improve what you are trying to accomplish. It gives you an easy way to define and share what it is that you're trying to do, and the assumptions and evidence upon which this is based. By making you think more broadly about your work's effect on target beneficiaries, society, other activities and organisations, Evidence Planning helps you construct an evidence-based case for the impact you want to have.

The Evidence Planning tool provides a structured way to project the effects of your activities onto the future. This will help you reflect on what you may want to change or retain. This tool also helps to highlight at an early stage any potential problems or easy to make mistakes.

How to use it

Start by filling out the key focus for your work or organisation in the middle of the worksheet. Then use the questions in the four quadrants to reflect on what your key focus enhances, replaces or even limits. Think of changes that your work would make in the sector, on other public and private bodies, as well as the effect it would have on the society. This offers you a mirror to consider the impact your work may have.

Look at the key aspects from diverse points of view. While filling out the four quadrants think of:
- The wider world. (Think as big as possible.)
- Your particular field or area of interest. (e.g. How it might impact current practices)
- Your beneficiaries (What benefits will it bring them?)
- Yourself (What impact could it have on your work/life?)
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**Key focus of your project or organisation**

- **Enhance**: What does it bring new value to?
- **Replace**: What does it make less desirable?
- **Re-use**: What does it build upon?
- **Limit**: What could be the negative effect when pushed to extremes?