

Chris Laband
Impact Partner
Chris@impact-partner.org
www.impact-partner.org



Impact Partner Session Register Usage Guide

The "Early-Step" Evidence Tool

Note: This tool is specifically designed as a professional starting point for small community organisations. It is perfect for evidencing a single project or pilot.

If your organisation manages multiple complex projects or already has an advanced data collection system in place, you may require a more robust, multi-user platform.

If you are interested in developing a bespoke Monitoring and Evaluation system, please contact: Chris@impact-partner.org

Chris Laband
Impact Partner
Chris@impact-partner.org
www.impact-partner.org



Setting Up Your Project 3
Using the Register 4
Using the Outcomes Register 5
Reporting to Funders: The "Impact Partner" Method 6
Terms and cheat sheet: 7
What next? 8

Chris Laband
Impact Partner
Chris@impact-partner.org
www.impact-partner.org



Setting Up Your Project

- **Define Your Outcomes:** Go to the '**Outcomes log**' tab. In the green cells, type the two main goals of your project (e.g., *“Sense of Confidence”* or *“Social Connection”*).
- **Automated Questioning:** The sheet will automatically generate a specific survey question: *“How much do you agree: ‘This project has improved my [Outcome]?’”*

Why Retrospective?

We use "Reflective" questions asked at the end of the project. This reduces the burden on staff and participants by only requiring one meaningful data collection point rather than "before and after" surveys.

Chris Laband
Impact Partner
Chris@impact-partner.org
www.impact-partner.org



Using the Register

- **For all new participants:** Fill in necessary data
 - Note, do not type in “Age”, this will be calculated by the spreadsheet, based on date of birth
- **The Dropdown System:** In the '**Participant register**', use the dropdowns to track the journey:
 - **Attended:** Standard attendance.
 - **Outcome collected:** Use this when the final reflective question has been answered.
 - **Non-Attend:** Useful for seeing the "gap" between reach and engagement.
 - **Left project:** Critical for reporting on **Retention**. Funders value honesty about why people leave early.
- **The Quote Bank:** Record powerful "Aha!" moments in the '**Outcomes log**' as they happen.

Chris Laband
Impact Partner
Chris@impact-partner.org
www.impact-partner.org



Using the Outcomes Register

- **Ask the questions:** Toward the end of the project, ask a sample of your group the autogenerated outcome questions.
- **Record responses:** Select their response from the drop-down list in the relevant table.
 - Strongly Disagree
 - Disagree
 - Neutral
 - Agree
 - Strongly Agree
- **These responses** will be anonymously collated and ready for reporting on the “**Analysis**” page.
- **The Quote Bank:** Record powerful "Aha!" moments in the '**Outcomes log**' as they happen.



Reporting to Funders: The "Impact Partner" Method

When writing your grant report, use the '**Analysis**' tab to follow this 4-step evidence structure for **each** outcome:

Step 1: Title

- State the Outcome clearly (e.g., *Outcome 1: Improved Sense of Confidence*).

Step 2: Describe the Activity (Outputs)

- Explain what you did and who attended. Use the **Attendance Information** table in the Analysis tab.
- *Example:* "We delivered 12 workshops to 15 unique participants, with a 90% retention rate."

Step 3: Evidence the Outcome (Quant Data)

- Use the **Outcomes table** in the Analysis tab to pull your percentages.
- *Example:* "85% of participants agreed or strongly agreed that the project improved their confidence."

Step 4: Humanise the Data (Quotes)

- Back up your numbers with a quote from your **Quote Bank**.
- *Example:* As one participant noted: "*Thanks to this group, I feel like myself again*"

Chris Laband
Impact Partner
Chris@impact-partner.org
www.impact-partner.org



Terms and cheat sheet:

Stuck on choosing an Outcome? Think about the *change* you want to see by the end of the project.

- **Output (What you do):** We ran a 10-week gardening club.
- **Outcome (What changed):** Participants feel less isolated and have improved physical stamina.
- **Need help defining your impact?** I offer 1-to-1 "Outcome Mapping" sessions to get your project ready for major funding bids.

Chris Laband
Impact Partner
Chris@impact-partner.org
www.impact-partner.org



What next?

*To truly show the impact of your work, you need a bespoke monitoring system that speaks the language of both **data and narrative**.*

We specialise in creating affordable, streamlined impact systems that eliminate guesswork, effortlessly combine powerful numbers with human stories and simplify your reporting process.

Stop wasting time translating data—start securing funding.

Book a free discovery call with Chris today:

www.impact-partner.org/book-your-meeting

