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| Situation | What is the context or reason for this change? | Aims | What will ‘success’ look like? |

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| Inputs and activities | Outputs | Change mechanism | Outcomes | Impacts |
| **Inputs**  What financial outlay, staffing and other resources will be required? | What tangible results, products, lessons, inspections or improvements will be produced? | What actions will be needed to achieve the change(s)? Are you removing frictions, changing behaviour etc.? | **Short term**  What will be the benefits and wider outcomes, both leading and lagging? | What are the impacts and how do they fit with departmental and governmental priorities? |
| **Activities** What will be delivered, such as training or guidance? |  |  | **Long term**  What will be the sustainable and lasting changes, and what metrics will be used  to measure these? |  |

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| **Evidence assessment** | What is the strength of the existing evidence base for this change? |

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| **Assumptions** | What is being assumed  as part of the plan? | **Possible unintended consequences** | Are there any other outcomes that might result from this project? |