

Outcome journal template

The purpose of this form is to record significant observations of your boundary partners soon after they occur. By recording observations as you go you will not only help document the outcomes of the project but you will also learn systematically about your engagement with boundary partners.

A significant observation is one which:

- is something you have seen or heard that demonstrates that the boundary partner is changing their behaviour, activities, policies or relationships;
- relates to the project's theory of change - it either supports or challenges it;
- you can plausibly claim direct or indirect contribution.

You fill in this template for each significant observation. Usually this will be after an activity with the boundary partner - a field visit, a training, a tele conference for example. You are encouraged to practice **active observation** with your boundary partners. This means asking them specific questions to find out how they have used previous training, or to clarify something you have seen.

Whenever you are working with your boundary partners you should remind yourself of the progress markers and outcome challenge - this will tune your observations to relevant changes. But remember that the progress markers are only your best guess and you may find that things change in a different, unexpected way; so be alert to that possibility.

As well as recording observations of your own, it is also recommended to meet with other practitioners who work with the same boundary partner and discuss/compare your observations. This may yield alternative explanations or perspectives on what's happening, which can enrich the analysis.

The outcome journal and activity journal can sometimes overlap and can document the same information. The key difference is that the activity journal focusses on what you have done, and offers a space for reflecting on possible effects of those actions, and the outcome journal focusses on what your boundary partners are doing, and offers a space for reflecting on what may have had an effect on those actions.

Date of entry	
Your name	
Names of any other contributors	
Country	
Project	
<p>Boundary partner(s)</p> <p>Be as specific as possible, e.g. write the name of the person who was observed, their dept. and their organisation. You can include more than one if necessary.</p>	
<p>Relevant progress marker(s)</p> <p>If the observation relates to a progress marker of the above boundary partner then write it out here. You can include more than one if necessary. If it is unexpected change then indicate this by writing 'unexpected'.</p>	
<p>Description of observed change</p> <p>Be as specific as possible. Note down the following:</p> <ul style="list-style-type: none"> - What did you observe that demonstrates a change in the stakeholder above? - When did this happen? - Where did this happen? 	
<p>Significance of change</p> <p>Why is this observation of change noteworthy? How does it relate to the program vision and/or theory of change?</p>	
<p>Contributing factors</p> <p>What do you think has contributed to this change? What, specifically, has the program done that might have contributed to this change?</p>	
<p>Sources of evidence</p> <p>Include links to any additional documentation or sources if relevant, e.g. news stories, speeches, meeting notes.</p>	