**Template**

Measuring the benefits of change

Change: <Insert change title> Date: <Insert date>

Use this template to plan how you will measure the impact of your activities.

1. Output measures.

You will need to record the **output measures**, or project milestones, including standards, timings, locations (where relevant), benefit realisation and costing ie what you are doing.

| Output measure | Baseline | Target | How we’ll measure it | Frequency | Responsibility | Audience |
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2. Outcome measures.

You will need to record the **outcome measures**, or a set of agreed key performance indicators ie the results and ultimate impacts of your actions.

| Output measure | Baseline | Target | How we’ll measure it | Frequency | Responsibility | Audience |
| --- | --- | --- | --- | --- | --- | --- |
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3. Control measures.

You will need to record the **control measures**, which may have been identified on your risk register. Your control measures are things that you do not want to change.

| Output measure | Baseline | Target | How we’ll measure it | Frequency | Responsibility | Audience |
| --- | --- | --- | --- | --- | --- | --- |
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**Adapted with permission from material attributed to:** The Office for the Public Sector, the Government of South Australia, Change Management Resources 2014, Sourced on 3 February 2016, http://publicsector.sa.gov.au/culture/change-management-toolkit/