**Impact Report**

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| **Project Name** |  |
| **Main Contact for Project & Contact Details** |  |
| **Department or School** |  |
| **Student Lifecycle Stage** | *e.g., Access, Continuation, Student Success, etc.* |
| **Theory of Change** | Please select the status of your Theory of Change |
| **Evaluation Plan** | Please indicate the status of your Evaluation Plan |

## Executive Summary

*Key points from each section of the report, e.g., introduction, methodology, main findings, conclusions, and recommendations (max. 500 words).*

## Introduction / Background

*Summary of the problem, aim, rationale and assumptions behind the activities / intervention. You could use your Theory of Change for input. You should include the Theory of Change in the appendix.*

## Description of the Activity / Intervention

*Please provide a brief description of your activity/intervention. You may wish to include the target audience, the numbers involved, nature of the activity, timeframes and frequency of the activity/intervention, materials or resources produced.*

## Evaluation Methodology

*Summary of Evaluation Plan: evaluation methods (e.g., monitoring, surveys, interviews, observations, etc.), timeframes of evaluation, data analysis methods, participant recruitment, sample size/response rates, and (if applicable) ethical approval obtained.*

## Results

*Summarise your evaluation findings. Where possible, include evidence (e.g., percentage change, differences in demographic groups, graphs, charts, tables, etc.), provide an indication of impact (positive, negative, mixed, too early to say, no impact), and discuss the* [*claims you can make about the effect of your intervention*](https://ljmu.sharepoint.com/:b:/t/LJMUAPPTeamTeam/EV9FL7qbpilMrI7Mncl1TloBl6Q5UIYUy1P2unDJTMVw5g?e=nk4Bth).

## Discussion & Conclusion

*Summarise the key conclusions drawn from the evaluation, reflecting upon the overall impact(s) aimed for as described in your Theory of Change. Interpret your findings and discuss any (positive or negative) unintended or unexpected outcomes, any challenges encountered, and any limitations in the data or evaluation process that might have implications for the findings and the strength of the conclusions that can be drawn. Suggest recommendations based on your findings, such as proposed changes to the activities/intervention, implementation, future evaluations, or other lessons learned.*

## **References**

*Include any relevant citations of reports, articles, data sources references in the report here.*

## **Appendices**

*Include any supporting documents here, such as your Theory of Change, data collection instruments, detailed data tables, etc., or links to any other resources you are happy to share (websites, blogs, conference presentations, etc.*