

## Impact Planning Template

This Table is designed to help you write your Impact Summary and Pathways to Impact. The instructions for using this template are designed to be used in combination with the toolkit.

Step 1: Impact goal (Case for support)

Step 2: Who will benefit?

- List your beneficiaries in column 1 (one beneficiary per line).
- If you have lots of beneficiaries it might be helpful to prioritise them: are they of primary, secondary or tertiary importance.

Step 3: How might they benefit?

- For each beneficiary, list the desired impact in column 2.

Steps 3: Activities

- For each beneficiary, note down in column 3 whether you need to inform, consult or collaborate with them.
- List, in column 4, the activity you plan to use to engage with each beneficiary.

Step 4: Monitoring, Evaluation and Resources

- If you need any extra help with the activity (for example, an event organiser), detail it in column 5.
- For each activity, list the associated cost in column 6.
- Record at what point in in the research project the activity will be carried out in column 7.
- Don't forget to say how you will monitor and measure the success of your activity in column 8.
- Repeat as appropriate for each beneficiary/activity.

For examples of Impact Summaries and Pathways to Impact see our [Wiki](#).

