



Impact Analysis Report Template

IMPACT ANALYSIS REPORT			
Project Number		Project Title	
		Project Manager	
Brief Description			
Partners			
Prepared by		Date	

1. Executive Summary
<p><i>Describe the key information for decision making:</i></p> <ul style="list-style-type: none"> • <i>Scope of impact analysis.</i> • <i>Key findings.</i> • <i>Recommendations.</i>

2. Scope of Impact Analysis
<p><i>Describe clearly the scope and the purpose of the evaluation</i></p> <ul style="list-style-type: none"> • .

3. Impacts Achievement					
Impact	Description	KPI	Initial Target	Achieved	Remarks
1					
2					



4. Sustainability			
Main Questions	Initial target	Achieved	Explanations
<i>Turnover</i>			
<i>Staff costs</i>			
<i>Maintenance of equipment</i>			
<i>Supplies</i>			

5. Findings
<p><i>The findings of the impact analysis address the following in response to the key questions of the impact analysis.</i></p> <ul style="list-style-type: none">• <i>a.</i>• <i>b.</i>• <i>c.</i>

6. Lessons learned
<p><i>The lessons learned could be analyzed and should specify the following questions:</i></p> <ul style="list-style-type: none">• <i>Which lessons learned were distilled from the impact analysis of the project?</i>• <i>Could these lessons be utilized as best practices in other Regions?</i>

7. Recommendations
<p><i>Make clear recommendations that can be implemented:</i></p> <ul style="list-style-type: none">• <i>Each recommendation must be from a previous evaluation</i>• <i>Priorities will be identified for the implementation of recommendations</i> <ul style="list-style-type: none">•



1.1 Lessons Learned Report Template

Lessons Learned Report			
Project Number		Project Title	
Prepared by		Date	

Phases and Step (select one Phase and one Step)	<input type="checkbox"/> Formulation Phase	<input type="checkbox"/> Implementation Phase	<input type="checkbox"/> Evaluation Phase
	<input type="checkbox"/> Identification	<input type="checkbox"/> Planning	<input type="checkbox"/> Post Implementation Review
	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Executing & Controlling	<input type="checkbox"/> Impact Analysis
	<input type="checkbox"/> Finalization	<input type="checkbox"/> Closing	<input type="checkbox"/> Best Practices

Area	Actions that have been successful	Recommendations	Actions to Avoid for other projects	Recommendations
<i>Scope</i> <i>Time</i> <i>Budget</i> <i>Risk Mngt</i> <i>Communication</i> <i>Procurement</i>	<i>Brief description of the lessons learned, so it can be reused</i>	<i>Provide a recommendation for each lesson learned</i>	<i>Brief description of the lessons learned, so it will be avoided</i>	<i>Suggest possible improvements for each of the negative lessons</i>