**Project Impact Assessment Template**

Purpose of this template:

A completed project impact assessment plan must be included with a Back to Work Growing Workforce Participation Fund (GWPF) application. It will be assessed as part of the overall application.

The project impact assessment will assist the Back to Work (BTW) team in understanding:

* What the project is trying to achieve
* How the project will support economic and social outcomes
* What success looks like and how it’ll be achieved and measured
* What impact the project will achieve regionally, within the industry and the Target Groups

Project objectives

* Please provide the key objectives of the project. This can be the same information provided in the project plan template or the application.
* Ensure the responses links to the Target Groups and Target Locations.

What is success

Below are evaluation questions to consider when determining what success looks like for the project. Please consider what success looks like for each evaluation question in your project.

Below is a table of examples. Please delete the examples prior to attaching the Project Impact Assessment to the application form.

|  |  |
| --- | --- |
| What are the evaluation questions applicants are attempting to answer through the project. | What would success look like? |
| *Example: What are the economic impacts?* | *Example: Information from employers on business productivity improvements.* |
| *Example: What are the social impacts?* | *Example: Survey of supported employees to demonstrate improved social outcomes.* |
| *Example: What are the community impacts?* | *Example: Show the number of potential jobs supported in a location that otherwise would not exist.* |
| *Example: What are the industry impacts?* | *Example: Better employment retention rates observed throughout the industry.* |
| *Example: Will innovations and learnings be shared across the industry?* | *Example: Results and learnings presented to industry members.* |
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|  |  |

Indicators and supporting data

The Back to Work team wants to ensure that projects have measurable outcomes. This will assist the Back to Work team in further understanding how outcomes will be measured. The Back to Work team recognises that measures and indicators may change over the projects implementation.

In the table below, please identify the relevant supporting data used to support the evaluation questions. Data may need to be collected throughout the project for the evaluation to be effectively completed, so it is important to plan the data collection before the project starts.

It is possible to have more than one indicator per evaluation question. For each indicator supporting data will be needed identified.

Please keep in mind the following data principles:

* Data must be relevant to the project and the objectives
* The data source should be referenced when used in the evaluation
* Data integrity should be upheld
* Data collection should be timely

Below is a table of examples. Please delete the examples prior to attaching the Project Impact Assessment to the application form.

|  |  |  |
| --- | --- | --- |
| Evaluation question | Indicator | Intended data source |
| *Example: What are the community impacts?* | *Example: Number of Aboriginal and Torres Strait Islander people that attended industry/employer events* | *Example: Attendance numbers and outcomes collected and recorded through participant survey* |
|  |  |  |
|  |  |  |

Project Impact Assessment budget

Please indicate if the project will be evaluated. If so, please complete the table below.

|  |  |
| --- | --- |
| Budget | Responses |
| Budget for evaluation |  |
| Budget for full project |  |
| Will an independent evaluator be engaged? |  |