

### Definition of Key Terms

Key areas of reporting include inputs, activities, outputs, outcomes and impact. The diagram indicates how each of these is linked to the others, and the definitions are listed below.



- **Input:** Resources that are required to undertake the activities, for example money, people, information or time.
- **Activities:** The actions, tasks and work a project or organisation carries out to create its outputs and outcomes, and achieve its vision. Can also be called processes or interventions.
- **Outputs:** Products, services or facilities that result from an organisation's or project's activities. For example, workshops, leaflets, case work sessions or a brokerage service.
- **Outcomes:** The changes, benefits, learning or other effects that result from what the project or organisation **makes, offers or provides**.
- **Impact:** Longer-term effects of a project or organisation's work that people achieve for themselves. This can include effects on people who are direct users of a project or organisation's work, effects on those who are not direct users, or effects on a wider field such as government policy.