Template
Measuring the benefits of change
Change: <Insert change title>   Date: <Insert date>

Use this template to plan how you will measure the impact of your activities.

1. Output measures.

You will need to record the **output measures**, or project milestones, including standards, timings, locations (where relevant), benefit realisation and costing ie what you are doing.

Output measure	Baseline	Target	How we'll measure it	Frequency	Responsibility	Audience

2. Outcome measures.

You will need to record the **outcome measures**, or a set of agreed key performance indicators ie the results and ultimate impacts of your actions.

Output measure	Baseline	Target	How we'll measure it	Frequency	Responsibility	Audience

3. Control measures.

You will need to record the **control measures**, which may have been identified on your risk register. Your control measures are things that you do not want to change.

Output measure	Baseline	Target	How we'll measure it	Frequency	Responsibility	Audience

Reference: South Australia Change Management Resources, 2014