



Change Record

Project Name: _____

Which aspect of your project is this change related to?

- reaching people / referral systems
- working with volunteers
- keeping participants engaged
- evaluation
- _____

*In order to provide the best and most effective services, it's important to find out **what does and doesn't work**. Just by running your project **you will be learning lots** about this without even realising! This template may help you **record** what **adjustments** you have made to how you run your project (even small changes can be significant), **why**, and what **difference** this has made. Consider sharing what you learn with your funders and other similar projects*

<p>1. What did you originally plan to do?</p>	<p>2. What didn't work about the original plan? Why?</p>
<p>3. What did you decide to try instead?</p>	<p>4. What difference do you hope this change will make? / has this change made? How will / do you know?</p>