

Introduction Intended vs. Actual Outcomes Findings & Recommendations Closeout Checklist Executive Summary

Intended vs. Actual Outcomes

Why is this tool important?

This results-oriented reflection promotes accountability, supports continuous improvement, and ensures that projects deliver meaningful results. It helps assess the effectiveness of an initiative, identify gaps, and inform future planning. By understanding where expectations aligned or diverged from reality, institutions can make more informed decisions, improve strategies, and better demonstrate the value of their initiatives to stakeholders.



If there is a difference in intended vs. actual outcomes, describe what you think happened. For each Intended outcome, consider the following factors that might have impacted the change in outcome:

- Project scope
- Budget

• Sustainability plan

- Project approach
- Milestones

Resources

• Timeline

Key stakeholders



Projects are dynamic and often evolve throughout their lifespan. By reflecting on the differences between intended and actual outcomes, including both successes and challenges, you can gain valuable insights for future planning. This reflection helps refine future initiatives regarding anticipated changes like budgeting and timing, feedback loops, stakeholder involvement, and communication needs.

Template

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Project Title

Intended Outcome	Actual outcome	What factor(s) impacted the change in outcome?	Describe what changed	
		Select		
		✓ Project Scope		
		✓ Project Approach		
		Timeline		
		Budget		
		Milestones		
		Key stakeholders		
		Sustainability Plan		
		Resources		
		Other		