Outputs are the direct products of your activities. Counting them helps quantify your outcomes and impact. Examples include the running of events or the number of people undertaking a training course.

Outcomes are the changes, benefits, learning or other effects that occur as a result of your activities and outputs. Short-term outcomes should occur within 1-3 years and longer-term outcomes in 4-6 years. Examples include people improving their communication skills or organisations improving their training provision.

Impact is the fundamental change that happens as a result of an activity. It will generally occur in the long term, often after the activity has finished.

Indicators are measures that allow progress towards a goal to be tracked. For example, a project seeking to improve the quality of their training may measure student satisfaction or student employment as potential indicators.