

Template for baseline monitoring

In order to secure funding from trusts, you need to be able to show:

- what impact your project has had - this will (hopefully) show that there is a real need for your project and that it has had a successful/positive outcome) - or,
- If it's a new project, how you propose to monitor the impact to show how we have made a difference.

Each project will require you to monitor slightly different things. The template form below takes a 6-weekly exercise class as an example to show what sort of things should be monitored. Of course, you will need to adapt it for the project you are running. If you need guidance on this, please contact the trust team at MSNC and we will be happy to help you.

Activity/project name:	MS Society weekly yoga class, Hull
Proposed activity	Pilot yoga class running weekly for 6 weeks
Proposed start date:	Proposed end date:
Actual start date (if different):	Actual end date (if different):
Reason why actual start/end dates might differ from proposed dates	
Anticipated number of weekly attendees	

Actual number of attendees who came each week	
What was the attendees' physical/mental well being/ability like before the classes?	You could ask each attendee to rate this on a 1-5 scale – one score for physical ability and one score for psychological wellbeing
What was it like after the 6 weeks?	Repeat the scoring as above so you can measure the difference. Most helpful if you can compare the same person's score before and after.
Did the project run on budget?	
If not, why not?	
Qualitative feedback from attendees	This could take the form of quotes, or you could ask them to fill in a brief feedback form ticking boxes as to whether they feel the classes have benefitted them and how (eg I couldn't touch my toes before, and now I can so my muscles have become much less stiff as a result of the classes), and whether they would do them again in the future. What difference the classes have made to them and how they would feel if the classes were to stop.
Lessons learnt from running the project	Things that went really well and things that could be improved
What happens now?	Based on the feedback, will you seek to continue the classes /expand the classes/roll them out into other areas/increase the length of the session or the number of weeks the session runs for, discontinue the classes?