IMPACT MAP CHECKLIST

IF THIS IS A ROLE LEVEL IMPACT MAP:

☐ All major roles that will participate in the training are represented on the map

FOR ALL IMPACT MAPS:

The organization’s goals that my results will support

☐ There is at least one Organization Goal defined
☐ Each Organization Goal is clearly defined
☐ Each Organization Goal is important and current
☐ Higher level (University, School, Division or Other) Goals are included if needed for clarity

What results I will get

☐ There is at least one Result for each role participant
☐ Results are phrased as “outcomes” (not capabilities or activities)
☐ Each Result is defined as a single and specific outcome (e.g. “A completed development plan for each employee”)
☐ Each Result is clearly defined
☐ Each Result contributes to at least one Organization Goal
☐ The contribution of each Result to an Organization Goal is clear and logical
☐ Each Result represents a logically expected outcome of the How I will apply these new skills back on the job to which it is linked

How I will apply these new skills back on the job

☐ There is at least one Behavior (How I will apply these new skills back on the job) for each role participant
☐ Behaviors (How I will apply these new skills back on the job) are phrased as clear actions or behaviors (not capabilities)
☐ Each Behavior (How I will apply these new skills back on the job) is defined as a single and specific action (e.g. “Conduct a development planning meeting with each employee”)
☐ Each Behavior (How I will apply these new skills back on the job) is clearly and behaviorally defined (e.g., when, where, who)
Each Behavior (How I will apply these new skills back on the job) contributes to at least one Result.

The contribution of each Behavior (How I will apply these new skills back on the job) to a Result is clear and logical.

Each Behavior (How I will apply these new skills back on the job) represents a logically expected application of the Key Skills and Knowledge to which it is linked.

**What I will learn**

There is at least one Skill (What I will learn) for each role participant.

Skills (What I will learn) are phrased as clear capabilities or learning outcomes (not actions/results).

Each Skill (What I will learn) is defined as a single and specific learning outcome (e.g. “Ability to conduct a complete and effective development planning discussion” or “Knowledge of the six key elements of a planning meeting”).

Each Skill (What I will learn) is clearly and specifically defined.

Each Skill (What I will learn) contributes to at least one Behavior (How I will apply these new skills back on the job).

The contribution of each Skill (What I will learn) to a Behavior (How I will apply these new skills back on the job) is clear and logical.

Each Skill (What I will learn) represents a logically expected outcome of the training.