

Outcome Description - Describes details of selected outcome based on available info. Queries or request for missing info included as comments			
Check that the outcome statement includes content answering the below questions. Tick those that are included. Any missing info will require a follow-up to source.			
Why	What	When	Where
Significance/Relevance - Statement clarifying relevance/significance to programme's intended outcomes			
Contribution - Available evidence linking direct contribution and/or the strategic goals of Project team to this outcome			
Source - Source from which outcome was identified (e.g. video, document, blog, audio, etc)			
Key Contact Details			