

# Monitoring overview

## Overall aim

This describes the long term broad change your organisation wants to bring about. Both Overall and Specific Aims are described by words like "to improve" "to enable" "to increase" "to reduce" "to maintain" but the overall aim should be a lot broader than specific aims. Large organisations with several projects might have more than one overall aim each with their own specific aims and outcomes; these would still need to relate to the organisation's purpose as stated in its governing documents.

## Specific aims

These describe the smaller specific changes which happen as part of, or on the way to, achieving your overall aim

## Activities

The services or work needed in order to achieve the specific aims

## Outcomes

The changes, benefits or results that happen as a result of the work that you do

## Outputs

The activities, services or everyday work that is done by an organisation

## Outcome indicators

Measurable evidence which suggests that you are achieving your outcomes

Effective record keeping will usually keep track of  
**Outputs**

Think about which indicators are the most convenient, appropriate and easy to measure in order to demonstrate the progress you are making towards achieving your  
**Outcomes**

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