**Widening Participation (WP) Impact Evaluation Plan Template**

Brief description of the WP focused activity/initiative (what will you be doing?):

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| **Rationale and Aims\* for the initiative/activity** | **Target group(s)** | **Data collection and data analysis** | **Measurable outcomes** | **Responsibility and timeline** | **Purpose of the evaluation** |
| * Why are you running this WP initiative/activity? Is there a particular issue(s) that you are trying to address? * What do you hope to achieve by running this initiative? (please be as specific as possible) * What do you think/hope will happen as a result of the intervention/activity?   \*Aims can be short, medium and/or long-term. | * Identify key student/staff group (s) * How many students/staff do you anticipate will be involved? * Will you be using a comparison, or control group (s)? (for example a group of students who will not/did not take part in the intervention/activity)   If so, please provide more detail below: | * What method(s) of data collection do you intend to use?   Some examples are: questionnaires (paper, online, telephone), live polling during sessions, interviews, focus groups, observations, diaries, a combination of methods, or other data collection methods of your choice.   * How many times will you gather data and when? (Tick all that apply below)   Before the activity  During the activity  After the activity  Please provide more detail below:  How will you analyse your data?  (For example: quantitative analysis: descriptive/inferential statistics.  Qualitative: thematic, grounded theory, narrative analysis) | * How will you know if the intervention has worked (or not)? What does success look like? * What data do you need to evidence this? | * Who will be involved in the evaluation and how? * Who will gather and/or analyse the data. * Approximate timeline for the activity and its evaluation. | * Why are you doing the evaluation? * How will you use the results/findings?   (some examples: planning, learning, developing the activity, for a funding application, reporting to senior managers, accountability to St Mary’s, funding or regulatory bodies like the OfS).   * Who will see/use the output(s)?   (For example: only those involved in the scheme, St Mary’s students, working groups, committees, senior managers, external dissemination\*\*)   * Does the evaluation need to be completed within a certain timescale in order to be useful for these purposes? |
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