Questionnaire 1 - Establishing Scope

Initial scoping

1. **What do you want to measure?**

*A specific project, or the impact created by the entire organisation?*

1. **Why do you want to begin this process now?**

*Are there specific motivations driving the work, such as strategic planning or funding requirements?*

1. **Who is this analysis for?**

*Consider primary and secondary audiences.*

1. **What is the timeframe for the analysis?**

*Consider how this will impact on what you are realistically able to measure.*

1. **Who will be responsible for the work?**

*Consider both who will do the research and who will have responsibility for overseeing and managing the project. Will the SROI be carried out in-house or involve an external researcher?*

1. **What resources will be required and are these available?**

*Consider time and funding.*

1. **What are the activities for which you want to determine an impact?**

*For example, if you are looking at a waste management organisation, do you want to measure the impact of a recycling programme or a computer refurbishment operation, or both? Describe the activities.*

1. **Describe the intended participants, or target population.**

*For example, if you are looking at a skills training agency, do you want to track all of the participants, or a smaller segment; for example looking exclusively at subcategories, such as those recovering from mental ill health, or those who are aged between 16 and 24?*

1. **Over what time period will the social returns be measured?**

*For example, will you consider social returns created from the beginning of a project through to its conclusion, or just over one financial year? Or will you follow one intake of participants in the project?*