THE COMMON FOUNDATIONS
Blank use case

This worksheet can be used by organizations to walk through the **Common Foundations version 2.0**, confirming their alignment with all five practices and sub-practices.

This activity will mirror the online **self-assessment**, which asks only "yes" or "no" for each essential practice. Organizations that wish to record the reasoning behind their answers for their own purposes can use this worksheet to do so. It can also be used to reflect on the self-assessment questions before completing the online version.

1.0 Describe your intended change

Essential Practice	How the organization is doing this practice
1.1 Describe the change you want to achieve.	
1.2 Identify the positive results most central to that change.	
1.3 State the main activities you will undertake.	
1.4 Describe the process of change.	

2.0 Use indicators

Essential Practice	How the organization is doing this practice
2.1 Think of how you will know that progress and change have happened	
2.2 Identify indicators that show progress and change.	
2.3 Refine indicators so they are time-specifc and can be observed or measured.	

3.0 Collect useful information

Essential Practice	
3.1 Decide what data you need to collect in order to interpret the change.	

Essential Practice	How the organization is doing this practice
3.2 Select data-collection methods that will give you the evidence you need.	
3.3 Have a clear plan for data collection.	
3.4 Collect data in a routine and consistent way.	
3.5 Act ethically in collecting data.	

4.0 Gauge performance and impact

Essential Practice	How the organization is doing this practice
4.1 Put a system in place to store and manage data.	

Essential Practice	How the organization is doing this practice
4.2 Assemble, organize and review your information.	
4.3 Analyze data.	
4.4 Review differences and draw conclusions.	
4.5 Base conclusions about impact on reasonable assumptions.	

5.0 Communicate and use results

Essential Practice	How the organization is doing this practice
5.1 Use your impact data, or revise it.	
5.2 Report on performance and impact regularly.	
5.3 Choose reporting methods and communication styles targeted to the needs of different groups of people affected by your work.	
5.4 Produce as balanced an account as possible of your impact.	

If you have feedback or questions about this worksheet, please get in touch:

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