COLLECT THE INGREDIENTS

Must-have's indicate what you should have at a minimum in your first year of writing your reoprt, and "nice-to-have's" and "love-to-have's" suggest what you can build on in coming years.

	Set the context:
	Must-have:
	☐ Who we are, partners
	Like to have:
	☐ Relevant environmental factors
	Case for poverty reduction
	Public statements supporting action on poverty
	Love to have:
	☐ Vignettes offering insight/empathy into poverty
	- Vighettes offering insignt/empatry into poverty
✓	Framework and Approach (Module 1)
	Must-have:
	 Definitions, domains, multi-level framework
	Like to have:
	☐ Key indicators
	Love to have:
	☐ Threshold(s)
	.,
✓	Progress & Impact (Module 3)
	Must-have:
	Outputs: The number of people directly or indirectly affected by your contributions to:
	niche/programmatic interventions, systems changes, and shifts in awareness and will.
	Nice to have:
	Nice to have: Outcomes: Explain how people's lives have been affected (ex. improved access to
	Nice to have:
	Nice to have: Outcomes: Explain how people's lives have been affected (ex. improved access to transportation)
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GROUP EXERCISE

Purpose: Gather all of the ingredients that will be included in your impact report this year.

1. Refer to the intredient checklist. Which ingredients will you prioritize gathering this year and which will you make a plan for gathering and communicating in the future?

2. What steps need to be taken to gather the remaining ingredients for the milestones you are reporting on this year?