


How to Create Objectives and Outcomes


On Views, Objectives are the overall goals that an organisation or project aims to achieve. Outcomes are the specific achievements that are attained by individuals, which help to contribute toward the fulfilment of objectives. For example, 'Reducing local unemployment' may be one of the Objectives of an organisation. In this context, 'Person gained employment' could be one of the Outcomes that contributes towards this Objective.

If an account is linked to a Programme, certain Programme Objectives and Programme Outcomes may appear in the account. These are inherited automatically and cannot be edited or added to. However, Administrators can create their own Agency Objectives and Agency Outcomes, which can then be used throughout the account.

To create a new Agency Objective:

- Hover over **My Account** and select **Administration**
- Select **Objectives and Outcomes** from the Tools section on the left-hand side
- Select **Agency Objectives** from the sub-menu on the left-hand side
- Click on the plus  icon
- Enter a **Title** for the Objective
- Select if the Objective helps to contribute towards any of the listed indicator frameworks
- Click **Submit** to create the Objective

To create a new Agency Outcome:

- Hover over **My Account** and select **Administration**
- Select **Objectives and Outcomes** from the Tools section on the left-hand side
- Select **Agency Outcomes** from the sub-menu on the left-hand side
- Click on the plus  icon
- Enter a **Title** for the Objective
- Select if the Objective helps to contribute towards any of the listed Objectives
- Click **Submit**
- Select **Add to Live Outcomes** and then click **Submit** to create the Outcome*

* This step only needs to be completed if your account is linked to a Programme