Qualitative Progress Marker Checklist

Outcome Mapping Observation Tool for Facilitators

Purpose of this tool

A printable observation checklist based on Outcome Mapping principles. Use this during or after facilitation sessions to note behavioural changes in your Boundary Partners. Simple enough to complete in 10 minutes. Powerful enough to reveal patterns over time.

How to use this document

This template is designed to be filled in directly — on screen or printed. Fields marked with a dotted underline are for your input. Sections in blue boxes are guidance or instructions. You can adapt the language to fit your local context.

How to use this checklist

Complete one checklist per Boundary Partner group after each significant session or activity. Over time, compare your entries to track the direction and depth of change. The goal is not to score — it is to notice.

Boundary Partners are the people your project works with most directly — those who need to change in some way for your project's purpose to be fulfilled.

Session Details

Date of session / observation	
Activity or session observed	
Boundary Partner group this checklist refers to	
Number of people observed	
Facilitator completing this checklist	

Progress Markers Observation

For each marker below, tick what you observed. Add a specific example in the notes column — this is the most important part.

Level	✓	Progress Marker (observable behaviour)	Notes – specific moment or example
EXPECT	□	Attended the session / activity	
	□	Asked at least one question	
	□	Made eye contact or physical gestures suggesting engagement	
	□	Responded to prompts from the facilitator	
LIKE	□	Shared a personal opinion or experience unprompted	
	□	Supported or built on another participant's contribution	
	□	Raised a concern or challenge constructively	
	□	Showed curiosity beyond the immediate activity	
LOVE	□	Took initiative outside the session without prompting	
	□	Invited someone else into the process or space	
	□	Made a connection between this work and their own life or community role	
	□	Named a commitment to a next step independently	
ADD	□	*Your own marker (add one specific to your context):*	

Facilitator's Pattern Notes

After completing the checklist, step back and ask these questions.

What pattern do I notice compared to last session?

Was there a moment that surprised me — something I didn't expect to see?

What might my facilitation have contributed to enabling this change?

What external factors (outside my facilitation) may have played a role?

Over time: compare your checklists

After three or more sessions, lay your checklists side by side. Look for: Which markers appear consistently? Which have moved from Expect to Like to Love? Which have never appeared? These patterns are your Outcome Mapping evidence of real change — far more honest than attendance numbers.

This publication was co-funded by the European Union. Its contents are the sole responsibility of the author and do not necessarily reflect the views of the European Union.