MIRADI USER GUIDE 3: DEFINE OUTCOMES AND INDICATORS

BEFORE YOU START: This guide provides a general overview of using Miradi Adaptive Management Software to develop outcomes and indicators for USAID Biodiversity Programming. It is a companion to **Biodiversity How-To Guide 3: Define Outcomes and Indicators for Monitoring, Evaluation and Learning in Biodiversity Programming,** which contains more detailed instructions for completing the steps outlined here.

- Step 1 - Revisit the (Sub) Purpose
- Step 2 - Determine Key Results for Establishing Outcome Statements
- Step 3 - Write Outcome Statements for the Key Results
- Step 4 - Define Indicators Based on the Results Chain
- Step 5 - Review Indicators and Add Others Needed by Audiences

Step 1 - Revisit the (Sub) Purpose

A. Double click on the focal interest or program scope box **to review purpose and/or sub-purpose, if necessary**
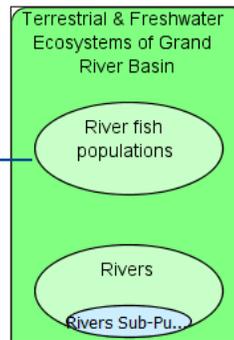
B. Click on the **(Sub) Purposes tab**

C. Use the Name field for a **short summary** of the (sub) purpose

D. The ID field can be used to help **organize information into tables** and other planning and reporting formats

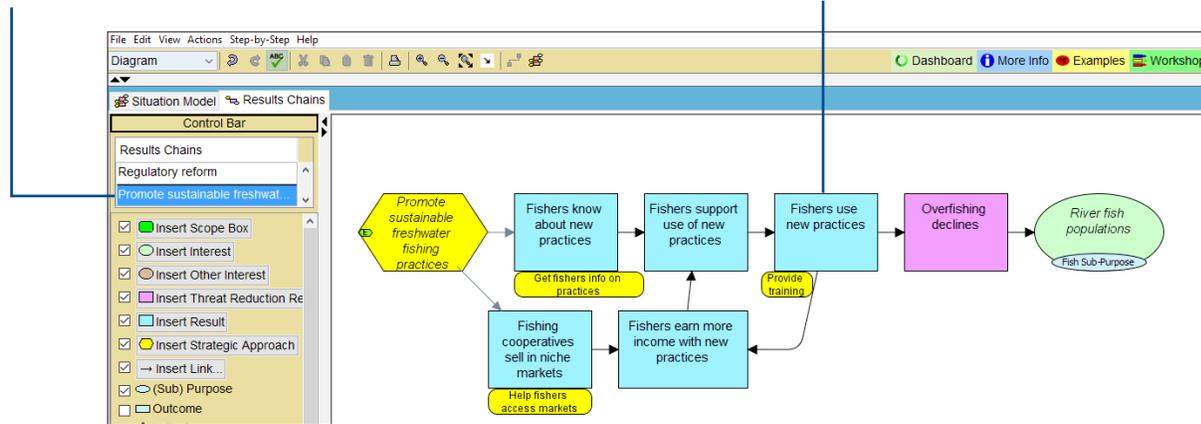E. Use the Details field to write the **full text of the statement**
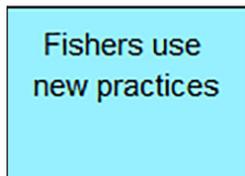
Step 2 - Determine Key Results for Establishing Outcome Statements

A. Select a results chain to work on

B. Select key results for outcome statements
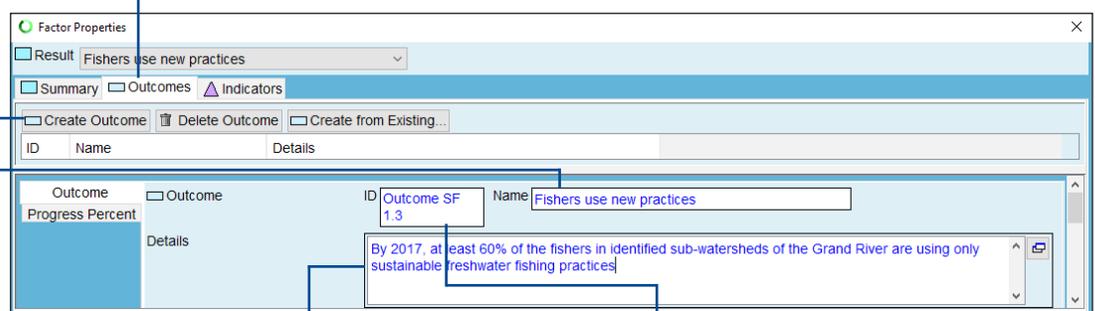

Step 3 - Write Outcome Statements for the Key Results

A. Double click on a result to **add/edit an outcome statement**
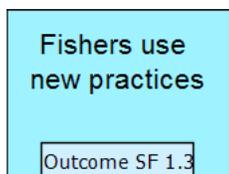
B. Click on the **Outcomes tab**

C. Click on **create an outcome**

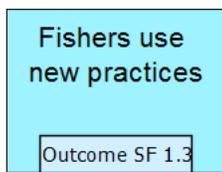**D.** Use the Name field for the **title of the Outcome** (often the same as the result)

E. Use the Details field to write the **full text of the statement**

F. Systematic use of the ID field can help you **organize information in tables** or other planning and reporting formats

G. Miradi will **create an outcome label** using the ID you assigned. If nothing is assigned, the label will say "Outcome"

Step 4 - Define Indicators Based on the Results Chain

Fishers use new practices

Outcome SF 1.3

A. **Double click on a result** to open its properties box

B. Click on the **Indicators tab**

C. Click on **Create an indicator**

D. Use the Name field for the **title of the Indicator**

E. Use the Details field to write the **full text of the indicator**

F. Systematic use of the ID field can help you **organize information into tables** and other planning or reporting formats

G. Miradi will **create a purple triangle label** to signify an indicator attached to the result

Fishers use new practices

Outcome SF 1.3
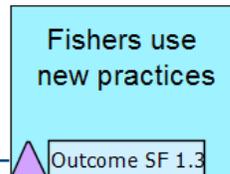
Step 5 - Review Indicators and Add Others Needed by Audiences

After you have developed custom indicators for your key results (step 4), if you need to include additional indicators (e.g., any "required as applicable" USG foreign assistance standard indicators), you can create more indicators following the process in the previous step. Note that all indicators need to be "attached" to a component item (e.g., result, focal interest, or strategic approach) in a Miradi diagram. You do not need an outcome statement or (sub) purpose statement to add an indicator. If needed, a result may have more than one indicator.

Additional Feature - Exporting Data from Miradi Files

Quick Tip

Beyond the diagrams, Miradi enables users to view outcomes and indicators (and other data from a Miradi file) in table format using **Strategic Plan View.** Information in any table can be exported to RTF (which can then be opened in Word) or Excel using the <File/Export Current Page As> menu command.

A. Switch to the **Strategic Plan View**

B. Click on Customize Table and use the menu to **select rows and columns to display**

C. Row order is determined by alpha-numerical sort – systematic use of ID fields can help users organize information in tables

D. Information for each row can be **edited in table or in lower panel**