

Activity Log (Quantitative)

A note on this document:

- The following is a document that can be used on projects with multiple partners, where partners may be undertaking or running workshops or events on behalf of the project. A copy of this spread sheet should be provided to partners, or otherwise completed, so you will need to consider prior to such events how to capture this data. Names used here are all fake.
- Please be as accurate as possible with numbers related to your events, this will help you achieve your goals.
- Please make sure to circulate a sign-up sheet at all your workshops. Sign-up sheets usually include the following info: Name & contact info of participant, Age, Occupation or Organization, How she/he heard about the workshop + a question on whether you can contact them after the workshop for a brief evaluation.

Partner organization / Country	Workshop date [day/month/year]	Workshop location	Workshop topic / description	Link to the online call (page, form etc.)	Trainer name & contact info	# of participants	Participants age range	Gender (M = x ; F = x)	M	F	%F	List locations where participants are from	Workshop sign-up sheet (Yes - No)	If not, please explain why	Filled the Qualitative Assessment Form Part I	Filled the Qualitative Assessment Form Part II	
Partner name goes here	WORKSHOP SERIES ROUND 2																
	26/10/2013	London	Investigative journalism training		John Smith smithy@gmail.com 07746 688966	14	18-25	M=8 ; F=6	8	6	43%	Hampstead, Brixton, Wimbledon	Yes		No	No	
	28/09/2013	Oxford	Investigative journalism training		William Jones 07889 566233 smithson@gmail.com	14	18-28	M=8 F=6	8	6	45%	Oxford, Bracknell, Reading	Yes				
	12/10/2013	Brighton	Investigative journalism training		William Jones 07889 566233 smithson@gmail.com	11	18-25	M=1 F=10	1	10	93%	Shoreham, Brighton, Hove, Eastbourne	Yes				
	Total number of trainees this round						39				22						
	WORKSHOP SERIES ROUND 1																
	20/04/2013	Brighton	Social Media Reporting		Susan McKie Suzie sue@gmail.com	17	26 is the average (19 - 39)	M=9, F=8	9	8	47.06%	Brighton, Crawley, Horsham, Eastbourne	Yes		YES (April 20 - May 25, 2013)	No	
	11/5/2013	Oxford	Social Media Reporting		John Richards 07747 566988 Richards@gmail.com	12	22 is the average (18-35)	M=4, F=8	4	8	66.67%	Oxford, Bracknell, Bicester, Reading	Yes				
	25/05/2013	Reading	Social Media Reporting		Susan McKie Suzie sue@gmail.com	6	23 is the average (20-28)	M=4, F=2	4	2	33.33%	Reading, Bracknell, Polston	Yes				
	Total number of trainees this round						35			48.57%	51.42%						