WikiVOIS Protocols
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There are a number of steps that need to be fulfilled in order to obtain a completed entry.

The main function of these instructions is to provide detailed guidelines as to how to upload an entry.

Stakeholders

The stakeholder should be as specific as possible to the associated outcome to prevent duplication. Duplication can result in a stakeholder that is too broad, which could reduce the effectiveness of the SROI analysis. To avoid duplication it is recommended that a stakeholder is made as specific as possible e.g. ‘Young LGBT people’ is linked to an outcome which specifically deals with this group. ‘Young people’ could be used as the stakeholder group but this is too broad.

To add a stakeholder, select the ‘Add a stakeholder’ link on the left hand corner of the WikiVOIS homepage.

![Image of WikiVOIS homepage with 'Add a stakeholder' link highlighted]
You can then create a stakeholder entry by adding it to the ‘Stakeholder Name- Create or Edit’ box:

1. Insert the stakeholder name here and press ‘Create’.

Once happy with your stakeholder page, select the ‘Save Page’ icon.
Outcomes

An outcome describes a change that stakeholders from a specific group have experienced as a result of an activity or organisation. Outcomes can be intended (i.e., an objective of the activity) or unintended, positive or negative. A clearly defined outcome heading makes for a more useful entry. Outcome headings should state the change that has taken place instead of merely the subject of that change. For example, rather than ‘confidence’, the outcome heading would be ‘change in confidence’.

The outcome description should directly correlate to the outcome heading. The addition of an outcome description is not essential but is beneficial to the effectiveness and understanding of the entry.

A chain of events refers to a series of changes that are experienced by a stakeholder group where one change leads to the next. For example, ‘change in confidence’ might lead to a stakeholder leaving their house more. This in turn might lead to them participating in more social activities and becoming less isolated. If the outcome is likely to be part of a chain of events, this should be indicated so that links to related outcomes can be added over time once more information is obtained.

Outcomes can be created in two ways; the first is by adding an outcome entry from a completed stakeholder page and the second is by selecting the ‘Add an Outcome’ option located on the homepage.

There are two ways to add outcomes:

1. Adding an outcome entry from a completed stakeholder page
2. Adding an outcome via the ‘Add an outcome’ option

After adding the outcome name, this screen will be seen:

This is where you can select different types of stakeholders by selecting the tick boxes next to the stakeholder titles.
An Outcome can be linked to more than one Outcome Domain e.g. the Outcome ‘Access to public transport’ is associated with three Outcome Domains, which are ‘Local and National Outcomes’, ‘Well-Being (Change In)’ and ‘Access Resources (change to)’. If unsure as to which Outcome Domains an Outcome should be connected with, look back at selected Stakeholders for context.

Entering an Outcome Description improves the validity of the entry. It helps for greater understanding and a more reliable entry. A longer description is not required, however it is highly recommended.

Outcome Description
A longer description of the Outcome is required.

Outcomes are generally part of a chain, one thing leads to another. The method is to leave outcomes undefined as to whether they are leading, intermediate or final since this will vary. This field allows you to set out the chain or sequence of events in which the specific outcome occurs.
After clicking ‘Save’ the finished outcome page will appear:
Indicators

An indicator is a measure that indicates whether an outcome has been achieved. Indicators should state what it is that is being measured without reference to scale or unit of measurement, such as ‘number of’ or ‘level of’. For example, instead of ‘level of emissions of greenhouse gases’, a more suitable indicator would be ‘emissions of greenhouse gases’.

There is no limit to the number of indicators that can be used for an outcome. More than one indicator can be used for each outcome. The indicator must use credible data or measurement tools that are relevant to stakeholders. Existing data and measurement tools can be used for both evaluative and forecast analyses.
There are two ways to add indicators:

1. **Adding an indicator entry from a completed outcome page**

2. **Adding an indicator via the ‘Add an indicator’ option**
Each of these options will then direct you to this page:

This is where you can link an indicator to more than one outcome by selecting the tick boxes next to the outcome titles. A description can then be added regarding the indicator and any information relating to it i.e. the measurement tool/data being used.

Entering an Indicator Description improves the validity of the entry. It helps for greater understanding and a more reliable entry. It may be useful to add more information on some indicators, for example URL links to examples or references. A longer description is not required, however it is highly recommended.

**Description Of Indicator**

It may be useful to add more information on some indicators, for example URL links to examples or to references.

An Indicator can be described in one of two ways; as subjective or objective. Subjective is based on stakeholders self-reporting i.e. through surveys or interviews. Objective is based upon observed behaviour. It is important to decipher the indicator type.
The context describes where the specific calculation was used and by whom.

**Context**

Enter more detail describing where the specific calculation was used and by whom.

An Indicator might require more information on how data is collected in relation to the use of specific tools to provide the calculation.

**Measurement Method**

An indicator may require more information on how data is collected in practice especially in relation to the use of specific tools.

Additional information can be added relating to the Indicator here.

**Relevant Information**

Additional information can be added relating to the Indicator here.
Enter the source for which the Indicator is calculated providing a URL link where possible. Recording the source of the Indicator reinforces its legitimacy and is a point of reference for future users of the entry.

**Data Source**

Enter the source for which the Indicator is calculated providing a URL link where possible.

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Once all of the relevant information has been added and the entry has been saved, the finished entry will look similar to this

<table>
<thead>
<tr>
<th>Description of Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator Type</strong></td>
</tr>
<tr>
<td>Subjective</td>
</tr>
<tr>
<td><strong>Content</strong></td>
</tr>
<tr>
<td><em>N/A</em></td>
</tr>
<tr>
<td><strong>Measurement Method</strong></td>
</tr>
<tr>
<td><em>Consider using scales such as the Alcohol Dependence Scale <a href="http://medicine.yale.edu/medicine/facilities/Alcohol_Dependence_Scale_Tom76-4303.pdf">http://medicine.yale.edu/medicine/facilities/Alcohol_Dependence_Scale_Tom76-4303.pdf</a> or the Alcohol Stati to capture wider outcomes relating to Alcohol Dependence <a href="http://www.outcomestar.org.uk/alcohol-stat/">http://www.outcomestar.org.uk/alcohol-stat/</a>]</em></td>
</tr>
<tr>
<td><strong>Relevant Information</strong></td>
</tr>
<tr>
<td><em>None identified as yet</em></td>
</tr>
<tr>
<td><strong>Data Source</strong></td>
</tr>
<tr>
<td><em>Moray Women’s Aid, report not published</em></td>
</tr>
</tbody>
</table>
**Valuations**

Valuation assigns a monetary value to outcomes that do not necessarily have a market price. Valuation entries should state clearly how the author has valued an outcome and refer to any sources used. The more detail given, the more useful the entry will be.

There are two ways to add indicators:

1. **Adding an valuation entry from a completed outcome page**

2. **Adding a valuation via the ‘Add a valuation’ option**
Each of these options will then direct you to this page:

This is where you can link a valuation to more than one outcome by selecting from the drop down menu.

Financial proxies are used to estimate the social value of non-traded goods to different stakeholders. Two different stakeholders will have different perceptions of the value. By estimating this value, we arrive at an estimate of the total social value.

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**Description of financial proxy**

Enter information relating to the purpose of the Valuation and the desired audience.

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**Valuation Context**

Enter information relating to the purpose of the Valuation and the desired audience.
The value should refer to the value of the outcome per person or per incident.

**Value**

*The amount in currency*

The ‘**Valuation Technique**’ refers to the way in which the valuation is to be calculated. There are a variety of options that can be selected in relation to the valuation.

- **Revealed preference** techniques reveal values from the prices of related market-traded goods and the way in which people spend their money.
- **Stated preference - contingent valuation** is a direct question to how stakeholders value things in relation to others. This approach assesses people’s willingness to pay.
- **Subjective wellbeing** assesses the impact of non-market goods on people’s life satisfaction as reported in surveys.
- **Cost or income** refers to the valuation.
- **Potential cost saving** is similar to cost or income but deals with the amount of money that could be saved from a particular method or action.

Enter the source for the Valuation providing a URL link where possible. Recording the source of the Valuation reinforces its legitimacy and is a point of reference for future users of the entry.

**Valuation Source**

Enter the source for the Valuation providing a URL link where possible.
Additional information can be added relating to the valuation here.

**Relevant Info**

Additional information relating to the Valuation here.

Enter the source for the valuation providing a URL link where possible. Recording the source of the indicator reinforces its legitimacy and is a point of reference for future users of the entry.

**Report Source**

A link to a report where the Valuation was used.

The ‘Country’ refers to where the article/publication was published.

This is a simple drop down menu with a range of options available.
The ‘Date (year)’ is the year in which the article/publication was published.

Enter the source for the Valuation providing a URL link where possible. Recording the source of the Valuation reinforces its legitimacy and is a point of reference for future users of the entry.

**Completed Entry**

This is an example of a completed entry after these guidelines have been followed:

*With these guidelines a full WikiVOIS entry can be achieved with the correct practices adhered to.*