

Define, Track, and Communicate Progress

Objective: Brainstorm methods to track and communicate progress over time.

Activity Instructions:

1. **Use the Activity Worksheet to document your notes.**
 - a) Use the prompt questions on the Activity Worksheet to guide a reflection on how you can define, track, and communicate progress.
2. **Record any next steps or actions you can take after this activity.**

Activity Worksheet: Define, Track, and Communicate Progress

1) Define what progress means to you.

Short-term:

Mid-term:

Long-term:

a) Identify indicators that will signify progress.

2) Identify metrics for tracking progress.

a) How do your guiding principles shape the metrics you track?

b) What quantitative and qualitative progress data points can you track?

Quantitative:

Qualitative:

c) List the essential inputs (e.g. resources, time, access) required to measure progress:

3) Identify key milestones to track.

4) Who will be responsible for tracking milestones or metrics? What tools will you use?

Responsible Person(s):

Tools:

5) When do you think is the right time to reevaluate progress?

6) Communicating progress.

a) Which stakeholders need to see the results of your progress tracking?

b) What efforts can you make to ensure transparency with stakeholders?

c) What methods will you use to communicate progress and outcomes?

d) How can you ensure that the information shared is accessible and understandable for your community?

e) How will you build trust with communities? How will you keep them engaged?

7) Record any next steps or actions you can take after this activity.