

Keeping track of projects in the works

**YOUR ALREADY-ESTABLISHED
GOAL(S):**

**LIST THE MEASUREMENTS THAT
RELATE TO THIS GOAL:**

- 1.
- 2.
- 3.

CHECKING IN:

3 MONTHS

6 MONTHS

12 MONTHS

**WHAT PROGRESS HAVE YOU MADE?
LIST SPECIFICS:**

**CHECK IN ON YOUR MEASUREMENTS.
LIST RESULTS HERE:**

- 1.
- 2.
- 3.

**BASED ON THE ABOVE, THIS HAS BEEN/HAS
NOT BEEN A SUCCESS BECAUSE:**

Resource check

WHO IS SPENDING TIME ON
THIS PROJECT?

HAS THERE BEEN TURNOVER?

ARE THE RIGHT PEOPLE INVOLVED?
IS IT TIME TO BRING MORE OR NEW
VOICES TO THE WORKING GROUP?

DO YOU HAVE SUFFICIENT RESOURCES FOR THE NEXT 3 MONTHS?

IF NO, WHAT ADDITIONAL
RESOURCES DO YOU NEED?

Obstacle check

WHAT HAVE BEEN THE BIGGEST
OBSTACLES TO MEETING YOUR GOALS?

WHAT CAN BE DONE TO FIX THIS?

Reality check

**WHAT HAS BEEN HARDER THAN YOU
THOUGHT?**

**WHAT HAS INTERNAL AND
EXTERNAL FEEDBACK BEEN LIKE?**

WHAT NEEDS TO CHANGE?

**ARE THE SCOPE OF YOUR GOAL AND
MEASUREMENTS STILL REALISTIC?**

**WHAT NEEDS TO CHANGE?
TIMELINE, RESOURCES, EXPECTATIONS?**