

Implementation Tracking

Use this form to track your vision, priorities, and action items, including what has been accomplished and what steps need to be taken. This worksheet can also be used when evaluating your efforts in your plan (quarterly, annually, etc.). Don't forget, the whole plan does not have to be accomplished in one year. Some items may be more long term or rely on other items being completed.

Vision Statement

Priority #1

Measures of Success (Key Performance Indicators)

Action Items	Complete	In Progress	Not Started
1.			
2.			
3.			

Priority #2

Measures of Success (Key Performance Indicators)

Action Items	Complete	In Progress	Not Started
1.			
2.			
3.			

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Priority #3

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Measures of Success (Key Performance Indicators)

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Action Items	Complete	In Progress	Not Started
1.			
2.			
3.			

Priority #4

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Measures of Success (Key Performance Indicators)

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Action Items	Complete	In Progress	Not Started
1.			
2.			
3.			

Implementation Tracking

How did we celebrate our successes so far?

Emerging Trends of Note

New Challenges

New Opportunities

New Assets (e.g., businesses)

New Funding Opportunities (e.g., political changes to budgeting, grants)

Changes in Personnel Involved

Changes in Priorities or Objectives

Today's date: _____ Next progress review date: _____