Printable Checklist – Track & Report

Remember that tracking and reporting is an iterative process. Please adjust the checklist to meet the specific needs of your program or project.

- ☐ Identify Performance Indicators

    - o Brainstorm indicators

    - o Assess if indicators are relevant, measurable, and accessible

    - o Select set of specific indicators that will meet the needs of your project

- ☐ Set Baseline Year

- ☐ Define Targets

    - o Consider long-term targets

    - o Identify short-term targets

- ☐ Develop a Tracking Plan

- ☐ Collect Data

- ☐ Analyze Data and Evaluate Impacts

- ☐ Report and Adjust

    - o Report Findings

        - ▪ Identify target audience

        - ▪ Develop appropriate reports

    - o Adjust Project Actions

- ☐ Continue to collect and analyze data, evaluate impacts, report findings, and adjust project actions. Revisit earlier steps, including setting targets, as needed.