

Action Planning Tracking Format

RA: To update the plan			EA: We are building momentum		
Context	Objective	Reflective	Interpretive	Decisional	Reflection
<p>We built this plan several weeks ago and are here to see how we are doing on it.</p> <p>Many things have happened since we first met and we need to consider how they affect our plan.</p> <p>(Put the tracking chart in front of the group during the tracking session)</p>	<p>What did we plan to happen this week? (Read the cards from the board)</p> <p>Which of these has been accomplished?</p> <p>What else has happened?</p> <p>What else has been accomplished? (Get reports from individuals or sub-groups)</p> <p>How has our situation changed?</p> <p>What is our new position?</p>	<p>What have been some high points of the past week/month?</p> <p>Where have been some breakthroughs?</p> <p>What obstacles have we faced in trying to implement our plan?</p> <p>How have they been overcome?</p>	<p>What are the signs that our plan is on target?</p> <p>Where do we need to remaneuver to achieve our goal? (reallocate resources)</p> <p>How do we need to readjust our strategy?</p> <p>(Add or subtract cards, move cards, reword cards so that the board represents the updated and winning plan)</p>	<p>Where to we need to push next week?</p> <p>What needs to be our emphasis?</p> <p>What new assignments need to be made to make sure we win next week? (Again, readjust cards to reflect any new decisions made)</p> <p>What are you looking forward to?</p> <p>What name would you give to our push this next week? (The week of _____.)</p>	<p>What have we done in this session?</p> <p>Where were you excited? Pleased? Concerned? Uncomfortable?</p> <p>Why is it important that we track our plan?</p>