## Worksheet 7-4: Template for progress-tracking table

This table provides a sample template for implementation planning and tracking that you can adapt as needed:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Activity | Who is responsible?(leader, team) | When will it be done? (Timeline) | What is the indicator of success?  | Budget (or other required resources) | Anticipated risks | Current Status/Date |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |