ACTION WORK PLAN

TASK	TIMELINE					WHAT BEST PRACTICE(S)	WHICH PEER CAN I REACH OUT TO FOR HELP/ADVICE?
	WEEK BY OCTOBER 18, 2019	**MONTH** BY NOVEMBER 18, 2019	**QUARTER** BY JANUARY 18, 2020	**6 MONTHS** BY APRIL 18, 2020	**YEAR** BY OCTOBER 18, 2020		
IMPACT MATRIX WHY DO YOU NEED IMPACT DATA?	What:	What:	What:	What:	What:	☐ Identify what you need and why ☐ The role of relationships in evaluation ☐ Streamline existing processes ☐ Create a culture of evaluation and learning ☐ Make an individual responsible while ensuring full staff buy-in ☐ Meet clients where they are at ☐ Build client enthusiasm and set expectations ☐ Document your process ☐ Use your data ☐ Stay flexible and responsive	
	Who:	Who:	Who:	Who:	Who:		

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TOOLS HOW WILL YOU COLLECT DATA?	What: Who:	What: Who:	What: Who:	What: Who:	What: Who:	☐ Identify what you need and why ☐ The role of relationships in evaluation ☐ Streamline existing processes ☐ Create a culture of evaluation and learning ☐ Make an individual responsible while ensuring full staff buy-in ☐ Meet clients where they are at ☐ Build client enthusiasm and set expectations ☐ Document your process ☐ Use your data ☐ Stay flexible and responsive	

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TRACKING SYSTEM HOW WILL YOU STORE DATA?	What:	What:	What:	What:	What:	☐ Identify what you need and why ☐ The role of relationships in evaluation ☐ Streamline existing processes ☐ Create a culture of evaluation and learning ☐ Make an individual responsible while ensuring full staff buy-in ☐ Meet clients where they are at ☐ Build client enthusiasm and set expectations ☐ Document your process ☐ Use your data ☐ Stay flexible and responsive	
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OUTCOMES HOW WILL YOU USE THE DATA TO TELL YOUR STORY, PART I?	What:	What:	What:	What:	What:	☐ Identify what you need and why ☐ The role of relationships in evaluation ☐ Streamline existing processes ☐ Create a culture of evaluation and learning ☐ Make an individual responsible while ensuring full staff buy-in ☐ Meet clients where they are at ☐ Build client enthusiasm and set expectations ☐ Document your process ☐ Use your data ☐ Stay flexible and responsive	
	Who:	Who:	Who:	Who:	Who:		

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REPORTING HOW WILL YOU USE THE DATA TO TELL YOUR STORY, PART II?	What:	What:	What:	What:	What:	☐ Identify what you need and why ☐ The role of relationships in evaluation ☐ Streamline existing processes ☐ Create a culture of evaluation and learning ☐ Make an individual responsible while ensuring full staff buy-in ☐ Meet clients where they are at ☐ Build client enthusiasm and set expectations ☐ Document your process ☐ Use your data ☐ Stay flexible and responsive	
	Who:	Who:	Who:	Who:	Who:		