Keep Going Planner

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| **Primary tool users:** | Transformation Leads and County Commissioners |
| **Others who may find it helpful:** | District Commissioners and Group Scout Leaders |
| **Related step of the change process:** | Step 4: Keep Going |
| **Time to complete:** | 2-3 hours, depending on the number of changes being tracked and measured  |

**The purpose of this tool**

After completing the Stage 3: Activity Tracker, the ‘Keep Going Plan’ can be used to help you map changes in your area and how they will be sustained. The ‘Measuring Success’ tool can be used to help you assess aspects of your change.

**By working through these tools, you’ll be able to answer the following questions so that you’re ready to support others implement the changes locally.**

* What is being changed?
* How will we make sure changes stick?
* What does success look like for our change?
* How do we know if our change has landed successfully?

**How to use this tool**

For the ‘Keep Going Plan’ tool, list items that will change because of the overall change you are implementing. Compare what the ‘old’ and ‘new’ look like and list ways in which these changes will be sustained. This will help to visualise the aspects of your change and how they will be maintained.

For the ’Measuring Success’ tool, think about how you will know the difference is being made?

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| **Keep Going Plan** |
| **What are we going from?** | **What are we going to?** | **How will this be sustained?** |
| *‘Old’ role titles e.g. Assistant Section Leader, Occasional Helper, Group Scout Leader etc.* | *‘New’ role titles e.g. Team Member, Non Member – Needs Disclosure, Lead Volunteer*  | *Using the new role titles in communications, at local events, renaming meetings…* |
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**Once you’ve implemented your Keep Going Plan, all your hard work can be measured with the table below**

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| **Measuring Success** |
| **What are we going to?** | **How we’ll know it’s happening** *(What measure you are using)* | **Tracking Progress***(RAG)* |
| *A new volunteer joining journey including holding welcome conversations and more streamlined processes* | *Volunteers moving through their joining journey more efficiently**Volunteers understanding the joining journey more easily and requiring less follow ups*  | *Green – fully adopted* |
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