Activity Tracker

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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 3: Deliver the change |
| **Time to complete:** | 1 hour to set, ongoing use once set up |

**The purpose of this tool**

Once you have completed Step 2: Change Plan, this tool can be used to track the activities listed in your change plan as you deliver your change. Staying on top of the activities required to locally implement your change enables you to ensure that your change lands smoothly.

**By completing the tool you’ll be able to answer the following questions so that you’re ready to support others implement the changes locally.**

* What activities need to be completed to deliver this change?
* What activities to each impacted group need to attend?

**How to use this tool**

* List the activities that need to take place to implement your change e.g. training sessions. You can then track completion of activities. You may find it easier to add a ‘complete’ column on to your Step 2: Change Plan.

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| **Activity**  *(Activities taking place to deliver your change)* | **Description**  *(A description of the activity taking place to deliver your change)* | **Impacted Group**  *(e.g., County, District, Group)* | **Complete** *(Yes/No)* | **Comments** |
| *Email Survey* | *Send survey to all District Commissioners to understand how changes are landing locally* | *District Commissioners* | *No* | *Will gather feedback and share findings at next meeting, sharing joint challenges* |
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