

# Step 3. Resource Documents

Progress monitoring Planning tool

| Strategies, Tasks, and Action Steps | Person Responsible | Q1 | Q2 | Q3 | Q4 |
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Monitoring Reflections to Inform Continuous Improvement

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| Strategy and sub-strategy: |  |
| Type of outcome examined: |  |
| Date: |  |
| Did your team do what was planned for this strategy? |  |
| Did the data we collected help us to know if the strategy was implemented well? |  |
| Describe any additional data you need to help you understand this more or make better decisions. |  |
| How much progress have you made toward your goals? |  |
| Do you need to make any adjustments at this time? |  |
| Was this strategy successful? | Yes ☐ Somewhat ☐ No☐  Explain why: |
| If yes:  How will we sustain this strategy? What factors   need to be in place? |  |
| If no: Why wasn’t the strategy implemented? (Barriers to implementation?) |  |
| If it was implemented but did not lead to the expected outcome, was the strategy implemented with fidelity? Why not? |  |