

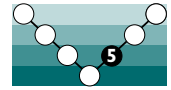


Progress Charting

Show Accomplishments So That All Can See

Feedback on results is essential for teams to stay motivated and focused during execution times. Fundraising projects use thermometer graphics to chart their progress. An engineering manager regularly passes out a graphic workplan with results highlighted in yellow. Factories sometimes have tote boards that click off whenever products pass inspection. Virtual teams might check in on web conferences and review a set of progress slides. The key in this practice is to visualize progress in whatever fashion your situation allows.

Implementation



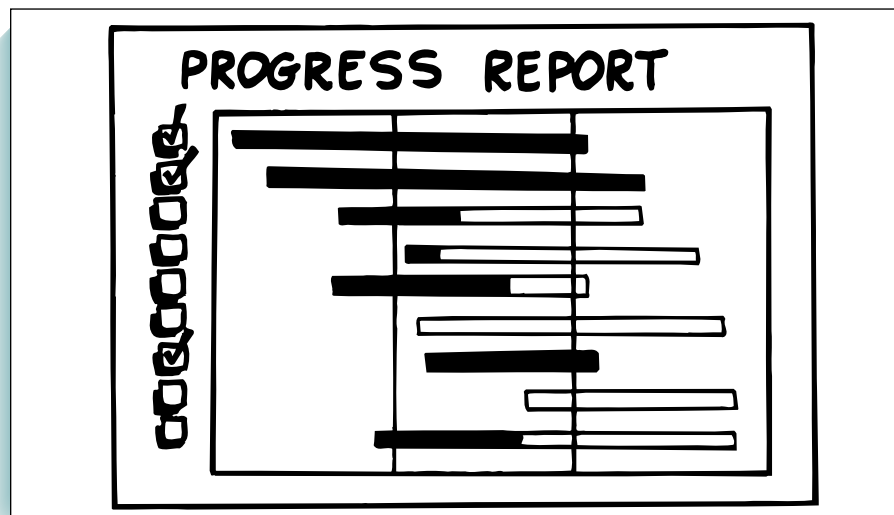
Timing
Ongoing

Tips

Get the team involved in making the progress report.

Keep it simple.

Link acknowledgements and celebrations to progress.



Steps

1. Decide which measures are the most important indicators of progress.
2. Plan a way to easily take these measures and assign responsibility.
3. Create a poster or display in a prominent place at work.
4. Assign a person to regularly log the measures on the display.
5. Reference the progress report in project review meetings.