



TOOL | KEY MILESTONE REPORT

One of the core challenges of Collective Impact is ensuring that all partners are informed about the multiple ways they can be engaged and contribute to the progress that is being made across the different activities.

Some partners may be engaged via the strategic leadership team, some may be engaged in supporting working groups, others may contribute to the CI initiative's mutually reinforcing activities as part of a sub-group.

Continuous communication is a critical condition of Collective Impact. Its aim is to maximize engagement across the collective efforts and ensure that all partners understand how their individual efforts are contributing to the collective results.

DESCRIPTION

The Key Milestone report should provide a high-level account of the process and progress the collective impact initiative has made since its inception. The goal of this document is to: provide current and new members with an overview of the key framework, decisions and progress that has been made. The Key Milestone report worksheet is a living document that should be revised as the Collective Impact initiative evolves over time.

HOW-TO

Step 1. Use the attached worksheet with your Collective Impact partners and fill in the sheet. It is best to update the sheet on a regular basis. (Monthly)

DEBRIEF

Debrief questions can include:

- How are the Collective Impact efforts going?
- Is there anything that needs to be changed?
- Are there any gaps in the information?



Key Milestones Worksheet

Areas to consider when mapping your Progress	Description of Activities	Date Accomplished
An overview of the initiative – why it was initiated?		
The research which informs this collective impact effort		
The key strategies in the collective impact process: engagement of partners, early awareness and what the initiative is seeking to achieve, key decision points, etc.		
Significant Achievements, Pressures or Opportunities		
On-going Implementation strategies		
What is your common agenda?		
Other items relevant to the Collective Impact initiative		