

US EPA ARCHIVE DOCUMENT

Printable Checklist – Track & Report

Remember that tracking and reporting is an iterative process. Please adjust the checklist to meet the specific needs of your program or project.

- ☐ Identify Performance Indicators
 - Brainstorm indicators
 - Assess if indicators are relevant, measurable, and accessible
 - Select set of specific indicators that will meet the needs of your project
- ☐ Set Baseline Year
- ☐ Define Targets
 - Consider long-term targets
 - Identify short-term targets
- ☐ Develop a Tracking Plan
- ☐ Collect Data
- ☐ Analyze Data and Evaluate Impacts
- ☐ Report and Adjust
 - Report Findings
 - Identify target audience
 - Develop appropriate reports
 - Adjust Project Actions
- ☐ Continue to collect and analyze data, evaluate impacts, report findings, and adjust project actions. Revisit earlier steps, including setting targets, as needed.