

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.