**Change management (CM) activity tracker**

| CM ACTIVITY | INDICATORS | TARGET | EVALUATION METHOD | DATA COLLECTION | **POSSIBLE CORRECTIVE ACTIONS** |
| --- | --- | --- | --- | --- | --- |
| Responsibility | Frequency |
| Communication activities | * *Total # of visits to workplace modernization intranet main page*
* *Total # of visits to online Manager’s toolkit*
* *Total # of blog posts*
* *Total # of emails to generic inbox*
 | * *# visits to workplace modernization intranet main page*
* *# of visits to online manager toolkit*
* *# of blog posts*
* *# of emails to generic inbox*
 | *Web stats**Formal or informal survey*  | *Communication team, CM team* | *Quarterly**Annually**Monthly* | * *Increase visibility of workplace modernization page by advertising it on the main intranet page*
 |
| Engagement activities | * *Total # of staff who participated in XXX presentations (all staff meetings, sector management briefings, info sessions, etc.)*
* *Total # of staff who participated in XXX engagement events (move captains, pathfinder tours, face-to-face sessions, consultations, etc.)*
 |  | *Consultation**Web stats**Feedback sessions**Formal or informal survey*  |  |  |  |
| Training activities | * *Total # of managers who attended the manager training workshops*
* *Total # of participants in GCdocs training (classroom, group, individual, workflow, drop-ins)*
* *Total # of participants to xxx training*
 |  | *Training evaluation forms* *Observation* |  |  |  |