**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* |  |  |  |