

Milestone Tracking Plan

December 28, 2001

In order for the Career Zone to be an effective resource for transformation, the management team must establish a longer-term strategic focus for the Career Zone. The Milestone Tracking Plan helps the Career Zone management team to focus and prioritize their goals and better prepare for potential changes that could affect the Career Zone's long-term growth and sustainability. The tools included in this deliverable should also be used to track progress over the next year and make adjustments based on the changing environment.

This deliverable outlines the steps required to conduct a Milestone Tracking session. The outcome of the session will be an agreed list of milestones, critical success factors, and potential obstacles for the Career Zone in 2002. The session should be attended by the management team and facilitated by an experienced neutral facilitator not on the Career Zone team.

Milestone Tracking Session Agenda

The management team should use the Milestone Tracking Session Agenda to create the 1-Year Milestone Chart, brainstorm Critical Success Factors, and agree on Potential Obstacles.

1-Year Milestone Timeline

The 1-Year Milestone Chart provides internal and external stakeholders a high level overview of the Career Zone's major tasks for the next year. It should be used to evaluate and track progress of Career Zone milestones during 2002. This document is a template for the Career Zone Management Team to insert their 2002 milestones for the Career Zone after conducting the Milestone Tracking session. The template allows the team to review and update milestones at each management team session.

Suggested Milestones

The Suggested Milestones is a list of implementation items the management team should consider tracking in 2002. The list should be considered as a starting point for brainstorming a list of items to be placed on the *1-Year Milestone and Timeline Chart* during the strategy session.

Critical Success Factors & Potential Obstacles

Critical Success Factors and Potential Obstacles will help the management team set priorities for success. They differentiate between factors under the Management Team's control (Critical Success Factors) and those that are not, but could still impact the Career Zone's success (Potential Obstacles). Using the list of suggested topics included in this document, the facilitator will assist the group come up with a list of 3-5 critical success factors most vital to the Career Zone's success. The facilitator will then assist the group come up with a list of possible obstacles facing the Career Zone.