

## Accountability: Tracking Progress Toward Completing Blueprint Objectives

*This worksheet was created by The Denver Foundation's Inclusiveness Project  
([www.nonprofitinclusiveness.org](http://www.nonprofitinclusiveness.org)) to support organizations doing inclusiveness work.*

*Users are encouraged to customize the worksheet to meet the needs of their respective organizations.*

**Instructions:** Decide how you will track progress made toward accomplishing the objectives and tasks outlined in the inclusiveness blueprint — who will be accountable for reviewing part or all of the progress made toward the inclusiveness blueprint and how often they will review it. Record your decisions.

<i>Accountability Method</i>	<i>Parties Involved</i>	<i>Frequency</i>
<i>EXAMPLE</i>  <i>Verbal progress reports at staff meetings.</i>	<i>By department</i>	<i>1<sup>st</sup> staff meeting of every month</i>

Accountability Method	Parties Involved	Frequency


**Name of Organization** \_\_\_\_\_

**Date Exercise Completed** \_\_\_\_\_