



Objective	Activity Title	Activity Description	Activity Date(s)	Measure	Goal	Status ^	Results‡	% Of Goal Achieved‡	Contact *	Comments
<b>4. Grow/Sustain Means</b>	a. Certification	Certification Exams	Refer to Publicity	Offer 4 Sessions	4	C	4	100%	Judy	Certification Names posted in Variant
	b. Recertification	Recertification Applications	Refer to Publicity	On Time Submission	100%	C		100%	Judy	Re-certification Names posted in Variant
	c. Education	Offer Refresher Course	6/16	Course Offered	1	C	1	100%	Gil	Joint training conference with SME, ASTD and ACHE.
	d. Unpaid Dues	Follow up with unpaid members to encourage renewal	On-going	# Of unpaid member contacts monthly	100%	C	100%	100%	Jeremy	Email and phone calls were made to all unpaid members
<b>5. Increase Workforce Engagement</b>	a. Board/Leadership Meetings	Hold Board/Leadership Team Meetings	Refer to Publicity	# Of Meetings Held	3	C	4	133%	Bob	Meetings have focused on Business Plan, Budget and Events
	b. Complete Nominations process on time	Confirm nominations, voting, ballot count, and reporting per ASQ guidelines	4/11	Completion of process per ASQ guidelines	Yes	C	Yes	100%	Jay	Nomination process plan mid April – Elections end of April 2011
	c. Complete reporting requirements on time	Per ASQ guidelines, all reports completed and distributed on time	As required	On-time completion of all dates	5	C	5	100%	Bob	All reports completed and distributed on time
	d. Grow committee members	Add members other than Chairs to committees	On-going	Addition of members on established committees	2	C	2	100%	Charlotte	Grow Leadership workforce

Columns with **bold** headings are required. ^ - This can be used for tracking progress. A common legend to use: **A**-(ahead of schedule), **B**-(behind schedule), **O**-(on schedule), **C**-(complete), **H**-(on hold), **D**-(dropped)

‡ - These columns must be filled in when plan is submitted for the Total Quality Award.

\* - Person responsible to Lead this activity