Please Note: This tool is intended to help you and your team communicate with your coach and stakeholders about your progress toward your project goals. It is intended to identify and celebrate successes and also to identify challenges that require further effort and problem solving. We ask that you spend ~ 30 minutes updating it each month in preparation for a call with your coach and communicating with your stakeholders.

A. TEAM AIM STATEMENT  *(To be developed in conjunction with your site visit and will be included each month as a reminder)*

B. MEASURABLE OBJECTIVES/MEASURES  *(To be developed in follow-up to your site visit and will be included each month as a reminder; you can add graphs or data summaries as data are available)*
C. LEARNING/ACCOMPLISHMENTS
1. What was your team’s biggest “aha” moment this month?

2. What accomplishment are you most proud of this month?

D. ISSUES/CONCERNS
1. What barriers are you facing?

2. What issue(s) would you most like to discuss with your coach?

Please make sure your Project Planning Tool worksheet is updated to reflect the same time period as this Monthly Communication Tool.