



E- ITERATE

Step 16: Review

What does it entail

Review of the existing quarterly plan drawn from the Action Plan#1, based on actions taken, outcomes achieved and status of deliverables.

Who does it involve

Task force and the DP leadership.

How do we do it

The Delivery Report becomes the mainstay of the review process. The review is meant to bring together all stakeholders to think through the quarterly plan of Action Plan#1 and look into the actions taken and the status on all deliverables. The review could focus all discussions on understanding what has worked well for each deliverable that can then be taken across the organisation. Thereafter, it could focus on challenges the Task Force faced in achieving the set of outcomes.

The background features a light beige illustration of three stylized human figures standing in a circle. Each figure has a circular head and a rounded, open-bottom body. The figure on the left is slightly behind the other two. The figure in the center is the most prominent. The figure on the right is also slightly behind the central one. The overall style is minimalist and modern.

Process Outcomes

A filled in review document complete with actions taken and descriptions of what worked and what did not work.

Timeline

One working day at the beginning of the second quarterly cycle

Tools

Review Template