

# ACCOUNTABILITY AND CHANGE TOOL (ACT)

*We know most of our projects depend on internal and external factors that may or may not be within our control. This tool will help our team figure out what things went well, highlight our areas of growth, help us share responsibility, and take concrete steps to make necessary changes in the future to improve our projects. We all play an integral role in the successes of our projects and we are all accountable to our partners and to each other for things that need to improve.*

*Let's debrief each project, hold each other accountable, and help each other grow. Time to ACT the best way we can.*

**Project Name:**

**What we agreed success looks-like for this project:**

**Team Lead:**

**Team Member:**

**Team Member:**

**Team Member:**

**Resource/Support(s):**

Things that went well:

- 1.
- 2.
- 3.
- 4.

Things that could improve/areas of growth:

(assign accountability and change steps for each area of growth on page 2)

- 1.
- 2.
- 3.
- 4.

TEAM LEAD	TEAM MEMBER	TEAM MEMBER	TEAM MEMBER	RESOURCE(S)
Accountable for:  1. 2. 3. 4.	Accountable for:  1. 2. 3. 4.	Accountable for:  1. 2. 3. 4.	Accountable for:  1. 2. 3. 4.	Accountable for:  1. 2. 3. 4.
My internal/external challenges were:  1. 2. 3. 4.	My internal/external challenges were:  1. 2. 3. 4.	My internal/external challenges were:  1. 2. 3. 4.	My internal/external challenges were:  1. 2. 3. 4.	My internal/external challenges were:  1. 2. 3. 4.
What I will do differently:  1. 2. 3. 4.	What I will do differently:  1. 2. 3. 4.	What I will do differently:  1. 2. 3. 4.	What I will do differently:  1. 2. 3. 4.	What I will do differently:  1. 2. 3. 4.