**SAMPLE GRID FOR TRACKING COALITION INFRASTRUCTURE**

*This form was designed to complete on a periodic basis (e.g., monthly or quarterly) to measure change over time*

Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample Milestones for Coalition Infrastructure** | **Date Achieved** | **How the Achievement was Measured or Documented** | **Comments** |
| Agreement of 85% or more of the coalition membership that the “right people are at the table” for successful  |  | Members Survey |  |
| Significant representation of community members/impacted individuals as coalition members |  | Membership and attendance rosters |  |
| Significant representation of community members/impacted individuals as coalition leaders/decision-makers |  | Leadership roster/Meeting minutes |  |
| Representatives from targeted sectors/groups agree to participate and follow through with membership and attendance |  | Membership roster with sectors/groups identified |  |
| Adoption of a coalition-wide Common Agenda |  | Agenda statement/Meeting minutes |  |
| Agreement on evaluation strategies and process |  | Evaluation statement/Meeting minutes  |  |
| Plans for Mutually Reinforcing Activities (enacted by member organizations to enact the shared agenda) |  | Activity Plan |  |
| Implementation of Mutually Reinforcing Activities |  | Reports/documentation provided by coalition members |  |
| Agreement of 85% or more of the coalition membership that coalition communications are consistent and effective |  | Members Survey |  |
| Agreement of 85% or more of the coalition membership that members have established trust and mutual respect for one another |  | Members Survey |  |
| Members begin sharing evaluative data with one another (progress toward Shared Measurement) |  | Meeting minutes/Data reports from member organizations |  |
| Agreement of 85% or more of the coalition membership on a comprehensive plan for action (covering 1 year or more, with goals/objectives, those responsible for implementation, reporting mechanisms) |  | Members Survey |  |
| Two-thirds or more of active coalition members attend meetings and key activities |  | Attendance monitoring |  |
| Membership/attendance increases over the course of 6 months to 1 year |  | Membership and attendance monitoring |  |