



# TEMPLATE YLS INITIATIVES PROGRESS TOOL

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## Directions to save + use this tool.

Use this template to record progress updates.

- This is an editable PDF, please download it and save the file to a place you can easily find using the "Save As" feature. (File > Save As).
- Rename the file as follows: "DATE\_YLS\_InitiativeProgress"
- When you record your notes, make sure you save the file each time with the new date title.

# Initiative Overview

**Initiative Name:**

**Initiative Objectives:**

**What Success Looks Like (at the end of 2021):**

**Initiative Goals:**

**Project Plan and Milestones:**

**Key Roles:**

DATE:

**Progress +  
Updates**

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**Goal #1  
Progress + Updates**

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**Goal #2  
Progress + Updates**

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**Goal #3  
Progress + Updates**

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**Leadership  
Development**

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**Key Challenges &  
Lessons Learned**

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**Request for Guidance  
& Resources from  
Steering Committee**

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**Next Steps**

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**Feedback from  
Steering Committee**

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**Next Action Steps**

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**Other Notes**

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