Recognition Planning Worksheets

n this section, you will find recognition planning worksheets that have been described in chapters 6, 7, 9, and 10 for use in planning individual, team, and organizational recognition programs and activities. These blank worksheets are designed to help you plan and implement effective recognition step by step, as described in earlier chapters. Make copies as needed so that you can use the worksheets in different contexts and for different recognition efforts.



See Chapter 6

with individual recognition.



INDIVIDUAL RECOGNITION **PLANNING WORKSHEET**

WHAT do I want to recognize?
WHO do I want to recognize?
ū
WHEN should the recognition be done?
WHEN SHOULD THE recognition be done.
MULTIPE I II II I I I I I
WHERE should the recognition be done?
HOW should the recognition be done?
WHAT could go wrong?
WHAT response can be expected?

TEAM RECOGNITION PLANNING WORKSHEET



team recognition.

WHAT (team performance) do I want to recognize?
WHO (what team) do I want to recognize?
WHEN should the recognition be done?
WHERE should the recognition be done?
HOW should the recognition be done?
WHAT could go wrong?
WHAT response can be expected?



See Chapters 8-12



to get started with organizational recognition.

ORGANIZATIONAL RECOGNITION **PLANNING WORKSHEET**

Current State
Desired State
Goal



ACTION PLANNING WORKSHEET

ı	Δ	CI	П	O	Ν	P	LΑ	N	

tep No.	Major Activity	Responsibility



SCHEDULE WORKSHEET

SCHEDULE	
Major Milestones	Critical Dates

REQUIRED RESOURCES WORKSHEET

HUMAN RESOURCES REQUIRED **Program Role Personnel**



REQUIRED RESOURCES WORKSHEET (continued)

OTHER RESOURCES REQUIRED					
Resource	Purchase/Develop	Date Required			
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BUDGET WORKSHEET

PROGRAM BUDGET

PROGRAM BUDGET Items	Estimated Cost	Actual Cost
items	Estimated Cost	Actual Cost



POTENTIAL PROBLEMS WORKSHEET

POTENTIAL FAILURE FACTORS

AND PREVENTIVE ACTIONS		
Factor	Probability	Preventive Actions

MEASUREMENT STRATEGY WORKSHEET

Method	Level	Phase(s)	Description



LESSONS LEARNED WORKSHEET

What Lessons Did I Learn from This Recognition Effort?
What Would I Do Differently Next Time?