ACCOUNTABILITY CHART

GOAL/STRATEGIC OBJECTIVE WITH TASKS	PERSON RESPONSIBLE	START DATE	COMPLETION DATE*	PROGRESS INDICATOR†	REASON FOR ANY DISCREPANCY	COMPLETE
1 **GOAL**						
1.1 TASK						
1.2 TASK						
1.3 TASK						
2 **GOAL**						
2.1 TASK						
2.2 TASK						

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* Even if a project is technically "ongoing," set a specific date at which you will measure your success

† Use "Green" for on target, "Yellow" for running slightly behind target and "Red" for requires immediate discussion