

What information would you need, to know that your project is progressing towards the goals you have set?

**Speaker:** What is the tracking system one should use?

**Audience:** Tally – used for accounting purpose. This records financial transactions on a daily basis.

**Speaker:** Good. Any other examples?

**Audience:** Production Schedule – Tracking anticipated sales and required production to meet the demand.

**Speaker:** These are registers helping you to track your status daily / weekly / monthly / quarterly / bi-annually / annually

For example – Malnutrition. How could we ascertain the number of malnourished babies addressed by Sneha, number of malnourished babies declining, how many mothers approached etc.? To answer these questions, on a weekly basis the team at Sneha interacts with the community workers that work in the field to track the number of babies addressed or benefited.

Collating such data can be cumbersome for larger organizations with pan India presence. However, it is essential to gather them as it would help an organization to arrive at a feasible and an achievable target.

Based on this, the goals can be further divided and tracked regularly. There will be minor shifts in actual performance and targets laid down – which is acceptable! Important is to continue tracking and documenting the performance.