## Team XYZ Scorebook Task List (sample)

### (adapted from pages 81-82, SV Manual)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task/Milestone | Due Day/Time | Jan | Walt | Gail | Bob | Adrianne | Pablo | Cecelia |
| Review and revise SVI Worksheets | Sun / | ✔ | ✔ |  |  |  |  |  |
| Print or share questions for Monday interviews | Sun / 7 pm |  |  |  |  |  |  |  |
| SVIs 1st draft / open for feedback | Mon / |  |  |  |  |  |  |  |
| Feedback provided for all SVIs |  |  |  |  |  |  |  |  |
| Finalize SVI Worksheets |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Wed / |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Item WS 1st draft open for feedback |  |  |  |  |  |  |  |  |
| Item WS provide feedback |  |  |  |  |  |  |  |  |
| Revise Item Worksheets | Thurs / |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Discuss Key Themes and Key Factors | Fri/ |  |  |  |  |  |  |  |
| Revise Key Themes and Key Factors |  |  |  |  |  |  |  |  |
| Finalize Summary of Sites Visited |  |  |  |  |  |  |  |  |
| Identify most appropriate Process and Results band |  |  |  |  |  |  |  |  |
| Upload to Team Files: HRO Interview and Summary of Sites Visited |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Complete Signature Page |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |