

Quick Wins Tracker

Quick wins are small, achievable improvements that build momentum during change or transformation. They provide visible proof that progress is happening, helping to increase confidence, engagement, and motivation across teams. This tracker helps record, monitor, and celebrate these early successes.

1. Purpose of This Tool

- ☐ Identify and track short-term actions that deliver immediate value.
- ☐ Maintain energy and engagement throughout a change initiative.
- ☐ Demonstrate early success to build trust and sponsorship.
- ☐ Ensure quick wins align with long-term strategic goals.
- ☐ Reinforce a culture of progress and accountability.

Tip: A well-chosen quick win is achievable within weeks and visible to many.

2. Change Overview

Field	Details
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Change Initiative	
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Sponsor	
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Change Manager	
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Date Created	
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Review Frequency	Weekly / Fortnightly
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- ☐ Record project details and update this tracker regularly.

Tip: Keep it visible to all stakeholders to sustain enthusiasm.

3. Quick Win Identification Criteria

Criteria	Description
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Speed	Can be implemented quickly (typically within 30 days).
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Visibility	Has noticeable impact on employees or customers.
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Simplicity	Requires minimal resources or approvals.
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Value	Delivers measurable improvement or saves time.
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Alignment	Supports overall change goals and objectives.
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☐ Use these criteria to decide which ideas qualify as quick wins.

Tip: Focus on impact and visibility, not just ease of completion.

4. Quick Wins Log

ID	Quick Win Description	Owner	Department	Target Completion Date	Actual Completion Date	Status (Not Started / In Progress / Complete)	Impact (H/M/L)	Notes
1								
2								
3								

☐ Track all quick wins in one central view.

Tip: Keep each description short, clear, and action-oriented.

Notes

5. Progress Summary

Metric	Count
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Total Quick Wins Identified	
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Completed	
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In Progress	
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Not Started	
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% Completed	
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☐ Review progress during weekly team meetings or change reviews.

Tip: Convert this into a visual dashboard for leadership updates.

6. Impact Assessment

Quick Win	Measured Benefit	Data Source	Financial / Time Value	Owner	Verified By
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☐ Quantify outcomes to validate the value of each quick win.

Tip: Highlight tangible results - such as hours saved, process steps removed, or morale improved.

7. Communication and Recognition Plan

Quick Win	Communication Method	Audience	Recognition Action	Date Shared
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☐ Publicise wins to maintain visibility and morale.

Tip: Recognition amplifies motivation - celebrate small victories loudly.

8. Lessons Learned

Quick Win What Worked Well What Could Improve Future Opportunity

- ☐ Capture insights to refine future quick win identification and delivery.

Tip: Quick wins can uncover long-term improvement ideas - record them all.

9. Risks and Dependencies

Quick Win Risk / Dependency Impact (H/M/L) Mitigation Action Owner

- ☐ Monitor dependencies that could delay or reduce impact.

Tip: Avoid overloading key individuals with multiple quick wins at once.

10. Reporting and Review Summary

Review Date Key Highlights Lessons Learned Next Focus Area

- ☐ Summarise findings and share them during governance or steering meetings.

Tip: Visible reporting builds trust with sponsors and reinforces credibility.

11. Recognition Wall (Optional Section)

Team / Individual Quick Win Achieved Recognition Type Date

- ☐ Use this section to celebrate individuals or teams delivering early wins.

Tip: Recognition does not always require budget - acknowledgement and gratitude go far.

How to Use This Tracker

Use this tracker throughout a change initiative to identify and monitor quick wins. Review it weekly to maintain focus, motivation, and progress. Combine it with the Change Readiness Checklist and Transformation Dashboard for a complete change execution toolkit.