

Transformation Dashboard

A transformation dashboard provides a clear, visual overview of progress across strategic change initiatives. It helps leaders monitor milestones, risks, adoption, and impact in one place, ensuring informed decisions and timely course correction.

1. Purpose of This Tool

- ☐ Track progress across key transformation initiatives.
- ☐ Provide visibility for leadership and stakeholders.
- ☐ Identify risks, delays, and dependencies early.
- ☐ Support data-driven decision-making.
- ☐ Reinforce accountability and ownership across teams.

Tip: Simplicity and accuracy are vital - the best dashboards are clear at a glance.

2. Transformation Overview

Field	Details
Programme Name	
Sponsor	
Programme Lead	
Reporting Period	
Review Frequency	Weekly / Monthly
Last Updated	

- ☐ Keep this dashboard current and accessible to all key stakeholders.

Tip: A single source of truth avoids conflicting progress stories.

3. Strategic Objectives

Objective Success Measure Target Date Status (Green/Amber/Red) Comments

☐ Use this table to align transformation progress with high-level business goals.

Tip: Limit to five or six objectives to maintain focus.

4. Programme Summary View

Initiative Owner Start Date End Date % Complete Current Status Last Update

☐ Use consistent progress metrics such as milestones achieved or deliverables completed.

Tip: Update this section weekly to support leadership reporting.

5. Key Performance Indicators (KPIs)

Category KPI Target Current Variance Trend

Delivery

Adoption

Financial

Engagement

☐ Select a small set of KPIs directly tied to transformation success.

Tip: Use colour coding or arrows in Word to show trends visually.

6. Milestone Tracker

Milestone Owner Target Date Actual Date Status Notes

☐ Track progress toward major deliverables and highlight upcoming deadlines.

Tip: Review milestones in governance meetings to stay aligned.

7. Risk and Issue Summary

ID	Description	Type (Risk/Issue)	Impact (H/M/L)	Likelihood (H/M/L)	Mitigation / Resolution	Owner	Status
----	-------------	----------------------	-------------------	-----------------------	----------------------------	-------	--------

☐ Capture and track key risks that could affect transformation outcomes.

Tip: Prioritise issues with high impact and high likelihood first.

8. Resource and Budget Overview

Resource Area	Budget Allocated	Spent to Date	Remaining	Status	Notes
---------------	------------------	---------------	-----------	--------	-------

Technology

Training

Change Management

External Consultants

☐ Monitor financial health to avoid overspend and re-forecast when necessary.

Tip: Combine financial updates with outcome metrics for a full performance picture.

9. Adoption and Engagement Metrics

Measure	Description	Current Value	Target	Trend
User Adoption	% of users adopting new systems or behaviours.			
Communication Reach	% of employees receiving key updates.			
Feedback Participation	% of staff providing input or feedback.			
Sentiment Score	Average employee sentiment on the change.			

☐ Use these indicators to monitor how well the change is landing with people.

Tip: Combine quantitative data with qualitative feedback for better insight.

10. Dependency Tracker

Dependency Description Owner Due Date Status Mitigation

☐ Track interdependencies across teams or systems to prevent bottlenecks.

Tip: Regularly review dependencies to anticipate delays.

11. Change Readiness Snapshot

Area	Readiness Score (1–5)	Comments
------	-----------------------	----------

Leadership Alignment		
----------------------	--	--

Employee Understanding		
------------------------	--	--

Training Preparedness		
-----------------------	--	--

Technology Readiness		
----------------------	--	--

Communication Effectiveness		
-----------------------------	--	--

☐ Include a readiness summary to identify where additional support is needed.

Tip: This snapshot ties progress to real organisational capability.

12. Overall Programme Health

Dimension	Status (Green/Amber/Red)	Summary	Comment
-----------	--------------------------	---------	---------

Delivery			
----------	--	--	--

Adoption			
----------	--	--	--

Budget			
--------	--	--	--

Risk			
------	--	--	--

Readiness			
-----------	--	--	--

☐ Use this summary to communicate programme health at a glance.

Tip: Green means sustainable progress; amber signals attention; red requires action.

13. Leadership Actions

Action Owner Deadline Status

- ☐ Highlight critical actions required from leadership or governance bodies.

Tip: Keeping leadership accountable maintains transformation momentum.

14. Review and Next Steps

Review Date Key Insights Next Priorities Owner

- ☐ Summarise findings and outline upcoming focus areas.

Tip: End each review with clarity on next actions and responsibilities.

How to Use This Dashboard

Use this dashboard to monitor and communicate transformation progress. Update it regularly and review it during governance meetings or leadership briefings. Combine it with the Quick Wins Tracker and Adoption Metrics Tracker for a full transformation performance toolkit.

Notes