

# Bureau of Development Services Racial Equity Implementation Plan Progress Tracking and Reporting Overview

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Development Review Advisory Committee Meeting | March 21, 2024



**Bureau of  
Development  
Services** FROM CONCEPT  
TO CONSTRUCTION

# BDS Equity and Policy Development Team

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- As part of the BDS Racial Equity Implementation Plan, the Equity and Policy Development Team is **providing *cross-divisional* support to tracking *Bureau-wide* progress**
  - Track divisional work incl. progress and milestones, obstacles, etc.
  - Provide support and coaching to divisions
  - Report on how divisional work amounts to Bureau progress
    - Focus is on evaluating *Bureau-wide progress*

# Quarterly Progress Tracking Form

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- Series of question for division managers to report on progress
- Goal is to collect and synthesize reports on a quarterly basis to turn into Bureau reports
  - Director/senior manager updates (quarterly)
  - Bureau-wide updates (bi-annually)

smartsheet

## Racial Equity Implementation Plan Progress Reporting Form

Bureau of Development Services

Name \*

Division \*

Select or enter value ▾

1. What is the status of the implementation of your strategy? \*

Provide an overall snapshot of how things are going.

2. What milestones or goals have been achieved during this period (and since the last update)? \*

Track the progress and accomplishments you have made with your strategy implementation.

3. What challenges or obstacles have you encountered? \*

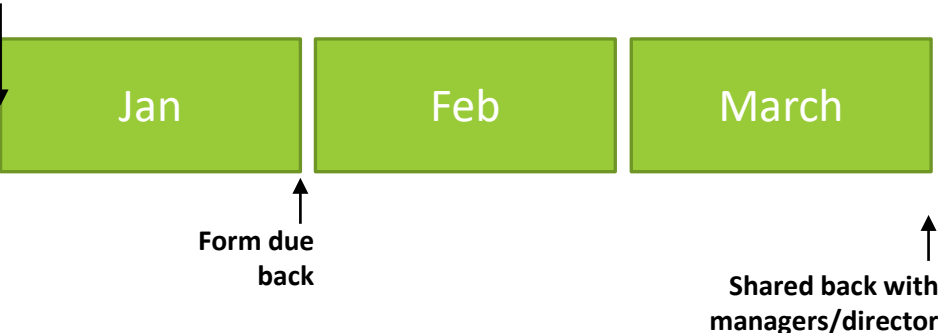
Describe challenges to identity support and needs.

# Progress Tracking Form

Send an email to prompt senior managers at the beginning of each quarter, reporting due end of the first month of each quarter, reviewed/shared back with senior managers and director at the last month of the quarter.

## For example: January-March 2024

Send reporting form to managers



smartsheet

### Racial Equity Implementation Plan Progress Reporting Form

Bureau of Development Services

Name \*

Division \*

Select or enter value

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Provide an overall snapshot of how things are going.

2. What milestones or goals have been achieved during this period (and since the last update)? \*  
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3. What challenges or obstacles have you encountered? \*  
Describe challenges to identity support and needs.

# 1-on-1 Check-ins with Senior Managers

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Discussion Question	Meeting Goal
<b>1. Are the process and expectations for reporting clear and realistic?</b>	<ul style="list-style-type: none"><li>• Division managers understand the plan for updating and reporting: Quarterly prompt at beginning of each quarter, reporting due end of the first month of each quarter, reviewed/shared back last month of the quarter.</li></ul>
<b>2. What are the tools you are using for organizing and tracking progress of your REIP?</b> <b>3. In the near term, what data could be shared with the director and other Division managers, and Bureau-wide, to demonstrate progress?</b>	<ul style="list-style-type: none"><li>• Division managers can identify/confirm/differentiate 'REIP performance measures' and 'Divisional progress measures (actions/milestones) that can be included in reporting'.</li></ul>
<b>4. Are you clear about what is in your Year 1 goal compared to what is in year 2-3-4-5?</b>	<ul style="list-style-type: none"><li>• Divisions managers have a clear sense of realistic and achievable goals for Year 1</li></ul>
<b>5. Thinking ahead about performance measures for your strategies, what data or information do you need to move your priority strategies forward? What do you think you'll need to obtain that data?</b>	<ul style="list-style-type: none"><li>• Division managers can identify data needs for REIP strategies</li></ul>

# Looking ahead (near term)

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- First progress report shared back with BDS at the end of this month
- Ongoing quarterly 1-on-1 checks-ins with senior managers for support and coaching
- In April, managers to begin developing quarterly update report reflecting on progress from January-March 2024
- Managers and teams continue racial equity plan implementation