STOPLIGHT REPORT

The Stoplight Report is a way to communicate how ideas, concerns, and barriers are being handled. Items added to the Stoplight Report might be collected during check-in conversations, team meetings, or a process audit. The Stoplight Report is shared to keep the team informed of priorities for improvement and progress.

Green Light items are things that have been addressed and are complete. Yellow Light items are things in progress. Red Light items are those issues or ideas that cannot be done and *the reason why*.

DEPARTMENT/UNIT	DATE:

GREEN/COMPLETE	YELLOW/WORK IN PROGRESS	RED/CAN'T COMPLETE AT THIS TIME AND HERE'S WHY