S2P5-2: Iteration Tracker

Purpose:
Record all requested improvements to the engagement loop, document the changes made, and track the resulting impact over successive cycles. Ensures feedback is acted on and progress is visibl

Example Table

Date Logged	Source of Feedback	Requested Change	Category	Action Taken	Date Implemented	Measured Impact	Status
5-Aug	Manager (Sales)	Shorten survey from 10 to 7 questions	Process	Reduced survey length; kept high-impact items	15-Aug	Participation rose from 78% to 85% in next cycle	Closed
6-Aug	Staff (Ops)	Add open comment box to survey	Technical	Added optional free-text field	20-Aug	More context in responses; minor analysis load	Closed
10-Aug	Pilot Governance	Improve action logging consistency	Process / Training	Issued standardised template & demo video	18-Aug	Actions logged increased by 25%	Open
12-Aug	Manager (Finance)	Clarify escalation pathway	Comms	Added one-page escalation guide to Manager Enablement Pack	16-Aug	Fewer stalled issues; faster resolution	Closed
14-Aug	Staff (Tech Ops)	Post discussion summaries in team chat	Behavioural	Added as required follow-up step	22-Aug	Staff feedback shows increased clarity	Open

How to use:
Capture requests as they arise from staff, managers, or governance.
Categorise so trends in improvement needs can be seen over time.
Link changes to measurable impact (e.g., Participation %, Response Score, Value Score).
Review at the end of each cycle in governance meetings.

What's Different from Earlier Phases:
Tracks **both** the change and its measured impact, not just the request.
Creates an audit trail showing how the engagement loop is being refined over time.
Makes it easier to close the feedback loop by showing people their suggestions have been acted on.

Uses:
Prioritise high-impact improvements.
Prevent repeating the same fixes multiple times.
Build trust by making changes visible and measurable.