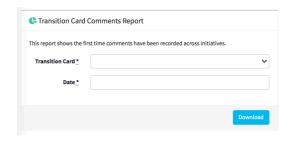


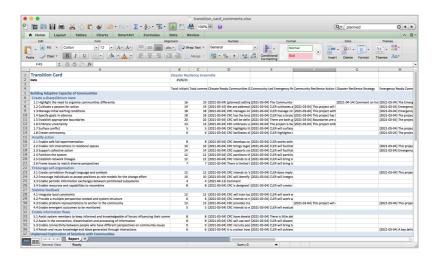
Report Explainer

Transition Card Comments Report



Overview

The Comments Report provides a date stamped comments history for all initiatives, across 36 Initiative Characteristics for a selected Transition Card.



The report enables users to see the complete comment history for all initiatives in a Transition Card up to a selected date, regardless of whether the initiative characteristics is ticked or not.

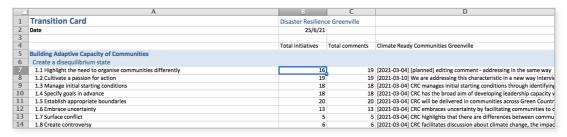
The Comment Reports enables users to view Transition Card data in three ways:

- 1. Summary information
- 2. Initiative characteristic totals
- 3. Comment history



Report Explainer

1. Summary Information



At the top of the report users will see the name of the selected Transition Card and the date that they wish to review the comments history up until to (note: this is not the date the report was generated). All comments up to and including this date are included in the report.

2. Initiative Characteristics Totals

Listed in Column A of the report are Wicked Lab's 9 Focus Areas and 36 initiatives characteristics. The Comment Report provides two totals for each of the 36 characteristics:

• Total initiatives (Column B)

This is the total initiatives that have this characteristic 'ticked' on the selected Transition Card.

Total comments (Column C)

This is the total comments saved against a characteristic across all initiatives on the selected Transition Card.

3. Comment History

The report provides the complete comment history for a Transition Card up to the date selected for the report.

These comments are the saved New Comments against the 36 Initiative Characteristics for each initiative in a Transition Card. A date stamp is recorded when a New Comment is saved against an Initiative Characteristic, regardless of whether it is ticked or not.

The data for comment histories is captured in two ways:

1. Updating Existing Comment

Updating Existing Comment is used to edit or update an existing comment when the way an initiative is addressing a characteristic has not changed. This will edit the comment details in the history but the original date that it was entered will remain unchanged. Updating Existing Comment is used when rewording comments or adding additional information to a comment.

<u>Note:</u> Updating Existing Comment updates are **not** included as a Characteristic Comment Update in the Transition Card Activity Report.



Report Explainer

2. Save New Comment

Save New Comment is used when you are entering new data about how an initiative characteristic is being addressed, and how the characteristic is being addressed is fundamentally different to how it was being addressed in the previous saved comment. Save New Comment is more than a change to the wording.

Note: These saved New Comments **are** included as a Characteristic Comment Update in the Transition Card Activity Report.

Insights from this report

The Comments Report provides data on:

- · What Initiative Characteristics are being addressed by each initiative
- How each initiative is addressing these characteristics through the comments saved
- How an initiative has changed the way it addresses a characteristic over time through a time stamped comment history
- What initiative characteristics have not been addressed by initiatives

The Comment Report might be used to:

- Focus activities for addressing gaps, as the report highlight where there are gaps across the 36 Initiatives Characteristics
- Share with the organisations that are partnering on initiatives so that they can see how they are currently addressing characteristics and where there are opportunities to strengthen their initiatives.