



# ERG ACTIVITIES TRACKER

## WHAT IS THE ERG ACTIVITIES TRACKER?

An ERG leader must not only be passionate about what they do but also professional and well-organized.

Use this tracker to support the planning and execution of your activities and initiatives. It can also be a great source of information for you and the members of your group about all the activities. It will be invaluable when the request for the “hard data” from the organization comes.

## HOW TO USE IT?

**1st tab** includes the table in which one line refers to the single activity (e.g. an event) that is planned or ongoing. Each activity has a list of key information e.g. date, the budget allocated, or the owner of the project.

**2nd tab** includes the list of data (optional) to be included in the drop-down list useful while filling the table.

**3rd tab** is the calendar of significant dates within the D & I calendar that can be helpful while planning the scope of events under a particular dimension OR interdisciplinary.

### TIP:

Feel free to add/change/remove anything you want in this document – adapt it to suit the needs of your ERG.



*Excel file available as a separate document (available for download and adoption)*

