A13
TOOL

THE INNOVATION CODEX · TOOLKIT

Weekly Adoption Summary

Purpose. Provide the weekly huddle with a standard report that turns data into one committed change.

What it captures. The reporting period, the primary metric against its goal, the supporting metrics, the top blocker, the change to test, and the owner and next review.

When to use it. Every week of an adoption push, as the standard input to the Weekly Adoption Huddle.

Common mistake. Reporting metrics without committing to change, so the huddle reviews the same red metric week after week. Project Swift's summary pairs every red metric with one change to test and an owner.

Decision rule. Every red or amber metric leaves the huddle with exactly one change to test and one named owner. A metric discussed without an owned action returns unchanged next week.

Reporting Period

Primary Metric Against Goal *with R/A/G status*

Supporting Metrics

Top Blocker

The Change to Test *exactly one change, with one named owner*

Owner

Next Review

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