KT tracking table

Cochrane Groups can adapt this simple table to keep track of your KT work. You can insert each Cochrane Review or each specific KT activity or project e.g. translations and then keep records of how many people used it and any feedback you collect.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KT project or Cochrane Review title/details** | **Activities / outputs / things you did** | **Difference this made / outcome** | **Date found / notified** | **Source of outcome data** | **Additional actions needed** | **Funder notified?** |
| Insert the name of your KT output and/or your Cochrane Review title and publication details - whatever it is that you are tracking activity about | Describe what the KT activity was. **Use a separate row for each KT activity** to make it easier to keep records for each thing you did – or that you know someone else has done to support your KT work, e.g.   * Translation of abstract or PLS (and in what language) * Podcast or Q&A with review authors * Citation in a news article or opinion piece in a media outlet * Citation in Wikipedia * Cited in pieces for Awareness Days or Weeks (e.g. Breast Cancer Awareness Month) * Used in a blog post from a Cochrane platform (e.g. Cochrane Community, Evidently Cochrane) * Featured in Cochrane Corners * Featured as a Cochrane Clinical Answer * Inclusion in Cochrane Special Collection * Presented as an oral abstract or poster * Used in training | For each KT activity insert any outcomes. This might include measures of 'reach' (e.g. webpage views, Altmetric score), usability (e.g. feedback that it was relevant or easy to understand) or use (e.g. inclusion in guidelines, reported behaviour change, evidence that review findings have led directly to new primary research in the area) | Date that the impact or dissemination was discovered | Where the information about outcomes was collated from e.g.   * CommsDigest * Email with organisation/authors/ other * Altmetrics on Cochrane Library * Twitter or other social media analytics * Survey * Interviews | Details of any action or follow up needed. This could include contacting other Cochrane Groups to help share your work or to collaborate on activities together | Note of whether any funders were notified about the KT activity and outcomes |