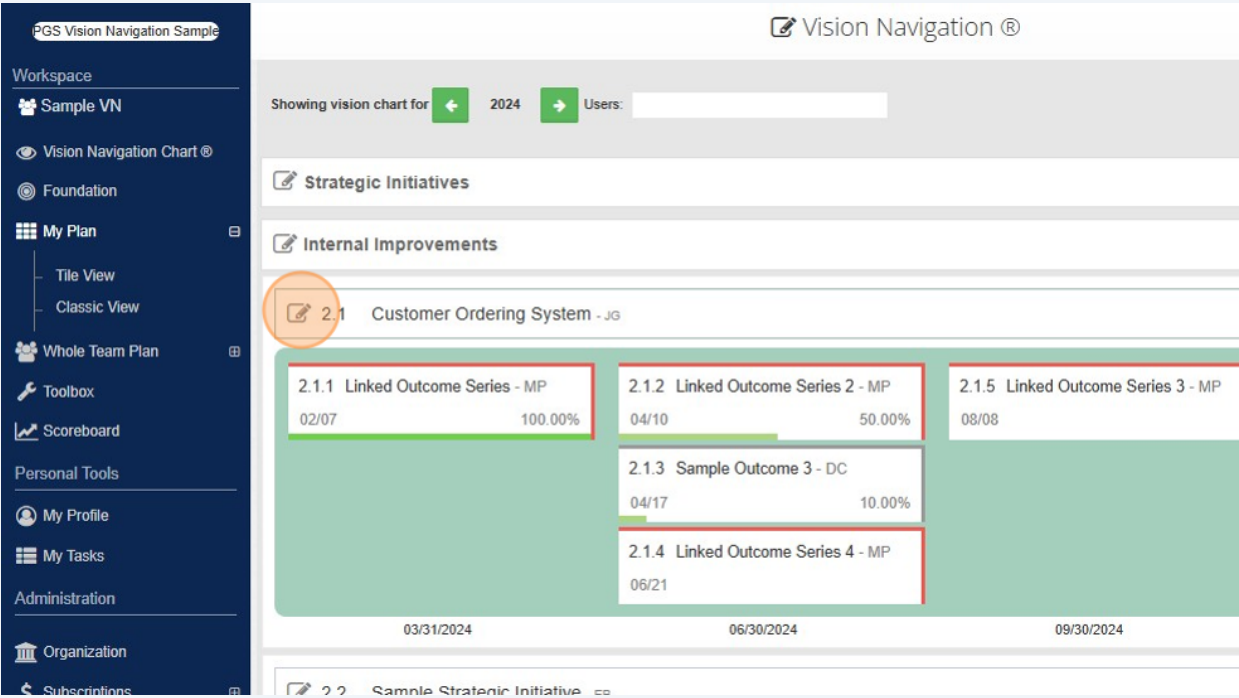


Add An Outcome to a Strategic Initiative or Internal Improvement

1 Click here on the edit button in the top left corner of the Strategic Initiative of Internal Improvement plan you are working on.



2 Click "Add Outcome"

The screenshot shows the Vision Navigation software interface. On the left is a dark blue sidebar with navigation options: Workspace, Sample VN, Vision Navigation Chart®, Foundation, My Plan (with sub-options Tile View and Classic View), Whole Team Plan, Toolbox, Scoreboard, Personal Tools, and My Profile. The main area displays a vision chart for the year 2024. A context menu is open over the chart, with the 'Add Outcome' option highlighted by an orange circle. Other menu items include Project Detail, Remove Chart, Add To Scoreboard, Export To Word, Archive Project, and Delete Project. Below the menu is a color selection grid. The background chart shows several outcome series with progress bars and completion percentages.

Outcome Series	Start Date	Completion Percentage
2.1.2 Linked Outcome Series 2 - MP	04/10	50.00%
2.1.3 Sample Outcome 3 - DC	04/17	10.00%

3 The New Outcome will be placed in the current quarter, and will move to the appropriate quarter once the Due Date is selected.

Click on the New Outcome Box in the chart to open the drawer and complete the information in the drawer.

The screenshot shows the Vision Navigation software interface with the 'New Outcome' drawer open. The drawer has tabs for Information, Tasks, and History. The 'Information' tab is active, showing fields for Title (New Outcome), Description (Add a description), Start Date (Not Specified), Due Date (07/24/2024), and Percentage (Not Specified). There are also status icons (a blue checkmark, a green checkmark, a yellow warning icon, and a red error icon), a color selection grid, an Owner/Member field (Set ownership), an Attachments section (No attachments found, click the add icon to upload attachments), and a Notes section (Leave a note... with an ADD button). The background chart shows a grid of outcome series for the quarters 06/30/2024 and 09/30/2024. A new outcome box, '2.1.5 New Outcome', is highlighted in the chart with a red border and an orange circle around it.

Outcome Series	Start Date	Completion Percentage
2.1.5 New Outcome	07/24	
2.1.6 Linked Outcome Series 3 - MP	08/08	

4

Click "x" to leave the drawer. All information is saved in real-time. Your outcome will now be in the quarter of the updated due date.

The screenshot shows a software interface with a list of outcomes on the left and a detailed 'Information' drawer on the right. The list on the left includes:

- 2.1.5 Insert New Outcome (07/24)
- 2.1.6 Linked Outcome Series 3 - MP (08/08)

The 'Information' drawer for 'Insert New Outcome' contains the following fields:

- Title:** Insert New Outcome
- Description:** Add a description
- Start Date:** Not Specified
- Due Date:** 07/24/2024
- Percentage:** Not Specified
- Status:** A row of five icons: a blue circular refresh icon, a green checkmark, a green checkmark, a yellow warning triangle, and a red exclamation mark.
- Color:** A grid of 18 color swatches in two rows of nine.
- Owner / Member:** A field with a small information icon.

The drawer has a top bar with tabs for 'Information', 'Tasks', and 'History', along with icons for a list, a trash can, and a close button (an orange circle with an 'x').