# Action Log

## Introduction

I have been using different versions of action logs for forty years, and this is the final iteration which does everything I

- What needs to be done?
- Who is responsible for doing it?
- When it needs to be done?
- What is most important or urgent?
- And it leaves an audit trail.

## General Rules

- Shaded cells contain either a formula, or conditional forma
- The menu tab contains data used in drop-downs. You can
- Dates use a universal format to avoid misunderstanding. Changing the date format may stop conditional formatting

## Action Log Columns

| Title | Description |
|---|---|
| # | Unique sequence number for each action. |
| Action / Decision | Specification of the task to be done. Tasks should be atomic - a single thing that can be completed, to avoid x% completed. Meetings also need to record decisions. |
| Prio | Priority of the action, so the team can focus on what is most important. Conditional formatting helps identify the highest priorities. |
| Resp | One person or title needs to be responsible for a task being accomplished (refer to RACI). |
| Start date | Records when the action was created. |
| Due Date | The latest date by which this action is completed, helping to focus on the most urgent tasks. |
| Closed Date | This marks when the action was actually completed, or is agreed to be closed. |
| Status | Automated status for each action, based on the date fileds, and today's date. |
| Remark | Free text. |

## Menu Configuration

| Table | Description |
|---|---|
| Responsible | List by name everyone in the team who might be responsible for closing actions, and reporting back to the project/meeting. |
| Priority | You may redefine the symbols to denote priorities which suits your organisation. |

tting. Do not edit in these cells.

edit them to tailor the action log for your use.

working.

| Usage |
|---|
| Extend the table by copy/pasting a complete row to maintain the formulæ and formatting. |
| Keep them brief, but detailed enough to avoid misinterpretation. |
| Select H/M/L from the drop-down menu. |
| Select the person responsible from the drop-down menu. |
| Necessary to be able to calculate the handling time. |
| |
| Actions may also be agreed to be abandoned. |
| "Open" an action has a due date = yellow; "Due" the action was due today or earlier = red; "Closed" the action has a closed date = green. |
| Extra detail for clarification, or status for progress meetings. |

| Usage |
|---|
| You can only assign actions to people within the team, within your control. That person might be responsible to ensure that someone outside the team performs an action. |

| H(igh) | E(ssential) | M(andatory) |
|---|---|---|
| M(edium) | C(onditional) | D(esirable) |
| L(ow) | O(ptional) | O(ptional) |