

Action Register

ENSURE THE MONITORING AND TRACEABILITY OF
ACTIONS

What does the action register mean?

An action register is a crucial tool that must be used during meetings to control the actions plan and to ensure its traceability.

When to use it?

ALL PHASES OF THE PROJECT

The monitoring of actions is an activity that must be done during the project life. It can be used with the project team or within the project committees or other bodies.

How to use it?

- Start by listing the actions to be followed and mark the milestones in bold
- Note the origin of the action. This can be related to a specific deliverable such as the opportunity study, or related to overall management
- Name the person responsible for the deliverable
- Set the planned due date
- Update your document by putting the percentage of completion, the actual end date, and the processing status
- The Excel file is provided with a detailed user guide that will help you to do two things:
 - Use the file properly
 - Customize the file by modifying its parameters

Document structure

- Follow-up of actions (Action, Origin, Owner, Planned date, Progress, Priority, Actual end date, State)