# Action Log

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| **Action** | **Who?** | **When?** | **Status** | **Notes** |
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Notes

* Action - What is it that needs to be done? Ensure that this is as specific as possible. Break down into sub-tasks if necessary.
* Who? - Consider using **RACI** for this – Who is **r**esponsible? Who is **a**ccountable? Who needs to be **c**onsulted or **i**nformed?
* When? - What timescales are you working to with this? Give an estimate even if it’s loose or you’re not sure.
* Status – Consider using RAG (red, amber, green) ratings.
* Notes – Any other relevant information that might be useful for someone using this log.

Consider the two loops model when action planning (reproduced below): -

* This is not just about developing new ways of working but also about leaving behind old ways of working that no longer serve us and achieve the things we want for local people and communities. To what extent can we do this and at what pace?
* We have limited capacity and resource so, in order to do be able to do new things that allow us to be more innovative and creative in this space, we may well need to stop doing things that are no longer delivering.
* What do we need to do to manage this transition? Who do we need to engage with and how? Do we need to ramp things down slowly, i.e., hospicing them?
* How can the legacy from what we are no longer doing (such as people, skills, resources) be repurposed to enable new ways of working to truly thrive, i.e., composting.

