

**Document: Action Item Log**

The Action Item Log contains a summary of all the action items that come up throughout the life of the project. Action items typically arise as follow-up work from meetings when all the necessary information is not known at the time, or from activities that need to be worked on off-line. This log is used to keep track of the action items and ensure that they are completed in the future by the agreed upon due date. The log should contain enough information to ensure that action items are remembered but should not be so detailed that scanning becomes difficult. To maintain readability, make sure that the information can fit across a single sheet of paper or can be displayed in a single window. Each action item should be represented on one line of the Action Item Log.

The Action Item Log is an optional technique to manage action items and ensure they are not forgotten. The other technique is to place the work action items directly into the workplan, along with person assigned and due date. They can be managed from the workplan without the need to maintain a separate document.