Project Action Log

Keep responsibilities and follow-up visible in one simple working record.

1. Project objective and current phase

2. Action or output to be completed

3. Owner and agreed due date

4. Information, approval or dependency required

5. Status, blocker and support needed

6. Evidence of completion and next review

Planning aid only. This is not a statutory form or professional tax, legal or accounting advice.

Use a summary for an initial enquiry. Share sensitive records only through agreed arrangements.