

Action Tracker Template

The Action Tracker keeps teams aligned and accountable by recording all agreed actions, their owners, and deadlines. It is an essential project management tool for ensuring commitments are tracked, progress is visible, and nothing is forgotten.

1. Purpose of This Tool

- ☐ Record and monitor all project or meeting actions in one place.
- ☐ Assign clear ownership and due dates for accountability.
- ☐ Track progress and completion status transparently.
- ☐ Support effective follow-up during reviews and meetings.
- ☐ Provide an auditable record of decisions and outcomes.

Tip: Consistent use of an action tracker turns discussion into delivery.

2. Basic Project Information

Field	Details
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Project / Meeting Title	
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Owner / Facilitator	
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Date Created	
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Version	
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Review Frequency	
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- ☐ Capture these details for easy reference and version control.

Tip: Assign a single owner to maintain the tracker - clarity avoids duplication.

Notes

3. Action Log

Action ID	Description of Action	Owner	Due Date	Priority (H/M/L)	Status (Not Started / In Progress / Complete / On Hold)	Notes / Updates
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A-001

A-002

A-003

☐ Record each agreed action immediately during meetings.

Tip: Use clear, action-oriented language - start each item with a verb.

4. Progress Summary

Status	Category	Number of Actions	Percentage	Comments
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Not Started

In Progress

Complete

On Hold

☐ Review this summary weekly to assess overall project health.

Tip: Trends in progress tell you where to focus management attention.

5. Action Prioritisation Grid

Priority	Criteria	Typical Examples
High	Urgent, critical to project delivery, immediate business impact	Legal compliance, customer commitment
Medium	Important but not time-critical	Internal improvements, process refinements
Low	Nice to have, low impact	Minor updates or documentation tasks

☐ Assign priorities consistently across all actions.

6. Overdue Actions Log

Action ID	Description	Owner	Original Due Date	Days Overdue	Action Plan / Next Step
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☐ Track overdue actions separately to maintain visibility and accountability.

Tip: Visibility drives urgency - make overdue items part of every status meeting.

7. Completed Actions Archive

Action ID	Description	Owner	Completion Date	Outcome / Result	Lessons Learned
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☐ Keep an archive of completed actions for future reference and audits.

Tip: Celebrating completed actions builds momentum and motivation.

8. Owner Accountability Summary

Owner	Total Actions	Completed	In Progress	Overdue	Completion %
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☐ Review owner-level performance to identify resource imbalances or bottlenecks.

Tip: Accountability works best when supported by transparency, not pressure.

9. Meeting Follow-Up Log

Meeting Date	Actions Raised	Actions Closed	Key Notes / Decisions	Next Review Date
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☐ Use this log to track actions that arise from regular governance or steering meetings.

Tip: A rolling log ensures decisions turn into deliverables.

Notes

10. Version History

Version Date Changes Made Author Approved By

1.0

1.1

☐ Keep a simple version history for audit and control.

Tip: Document control is critical when multiple people contribute to updates.

How to Use This Template

Use this tracker for all meetings, projects, and improvement initiatives. Update it regularly, review it in team meetings, and share progress with stakeholders. Combine it with the RACI Matrix Template and Continuous Improvement Checklist to ensure consistent accountability and learning.

Notes