|  |  |
| --- | --- |
| Project/Tranche/Programme name | *Delete as appropriate* |
| Owner: |  |

*This is a personal log, so it doesn’t have sections for a revision history or distribution. This log should record informal information that is not stored in any of the other defined documentation. It is primarily a diary of events that its owner can use as an aide memoire of conversations and decisions. It is also useful to record significant external events that may impact the project or programme or even conversations that may need to be referred to in the future.*

*The log could note ideas or comments that will need to be recorded elsewhere at some point in time. For example, an initial thought about a new risk or an idea for a lesson to be recorded.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Note | Action arising | Target action date | Result |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | This column may include a specific action but it could also be a note to review an idea at some point in the future.  The action could be something you intend to do or it could be a note to transfer an idea to the appropriate formal document such as a risk log. |  | This result could simply be ‘no action’ if you had an idea and subsequently decided not to do anything with it. |