
ACTION LEARNING DIARY

Period from to

PLAN

What was planned to be done during this period (transferred from previous report) :-

ACT

What parts of the plan were done during this period :-

- 1.
- 2.
- 3.

What was done in addition to the plan :-

- 1.
- 2.
- 3.

OBSERVE

What happened as a result of these actions :-

What other relevant things happened(these could be environmental) :-

How did you feel; how did you react ?

REFLECT

*During the period covered by this report note down **and reflect on** :-*

1. *The most interesting issue.*
2. *What worked well (eg significant achievements)*
3. *What did not work well*
4. *The most puzzling or confusing issue*
5. *The most unexpected issue*
6. *Any risks and threats to the project*
7. *Any opportunities for the project*
8. *Any implications for the principles and purpose underpinning the project*
9. *Differences between the plan and the action*
10. *What was noticed but not addressed? Why? Would addressing that have improved the outcome*
11. *Any other comments or observations*

PLAN

*In the light of each of the above comments, what should be done during the next phase of the project ?
(NOTE : This gets "pasted " into the Plan section of the next period.*

- 1.
- 2.
- 3