

## Appendix 6: Sample action-and-decision list

Project name: <enter project name>

Date: <enter date of last changes>

Owner: <enter the name of the person who administers this document>

Phase: <enter one of the following: initiation phase, definition phase, design phase, development phase, implementation phase or follow-up phase>

### Action list

#	Topic	Owner	Date planned	Completion date	Status
1	Enter the tasks that must be carried out within a given period	Name of the person who is responsible for this task	5-1-2006	3-1-2006	☺
2					☹
3					☹
4					

### Decision list

#	Description	Date
1.	Enter descriptions of decisions that have been taken in consultation	Date of the decision
2.		
3.		