

FIELD-READY TEMPLATE

Learning & Action Log

Convert evidence reviews into visible commitments and follow-through.

START WITH A DECISION, NOT A FORM.

Ask what decision the evidence should inform before deciding what to measure.

How to use this template

Use this during and after review meetings. Capture action decisions, not only discussion points.

Programme / review meeting	
Review date	
Facilitator	

Working table

Finding	Interpretation / question	Decision / action	Owner	Due	Follow-up status

Quality check

- Use a verb in every action.
- Name one accountable owner.
- Review open actions at the next meeting.