[Insert organisation name/logo]

# ACTIVITY LOG TEMPLATE

***🖌Note\****

*This* *template was developed by EJD Consulting and adapted by NADA and aims to assist organisations keep track of all the additional activities or funded projects conducted as part of a new project that are often lost when projects are reported on or evaluated.*

*This log template has been drafted as a guide only. Staff should add-in or modify the log based on the specifics of their project. It is recommended the log be reviewed at least once per month to ensure things aren’t forgotten.*

*\*Please delete note before finalising this form.*

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **DATE** | **DETAILS** | **COUNT/ COMMENTS** |
|
| **Communication/information** | | | |
| Newsletter information/Project updates |  |  |  |
| Web Information updates |  |  |  |
| Brochures/handouts |  |  |  |
| Major correspondence |  |  |  |
|  |  |  |  |
| **Presentations** | | | |
| Conference papers |  |  |  |
| Workshops |  |  |  |
|  |  |  |  |
| **Processes and procedures** | | | |
| Policy updates |  |  |  |
| Procedures updates |  |  |  |
| Data collection changes |  |  |  |
| Form changes (e.g. referral documents |  |  |  |
|  |  |  |  |
| **Training/briefings** | | | |
| Internal staff |  |  |  |
| Clients |  |  |  |
| External stakeholders |  |  |  |
|  |  |  |  |
| **Other activities** | | | |
|  |  |  |  |
|  |  |  |  |
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