

## Appendix E – Template for Recovery and Reinvention Action Log

Below is a suggested format for a Recovery and Reinvention Action Plan.

It is recommended that each Working group maintains an Action Plan, and these are then all pulled together for review at Recovery and Reinvention Board meetings.

To aid this review, it is recommended that each action is given a Priority Rating where:

E = Essential

I = Important

D= Desirable

This will assist in focussing the efforts in the recovery process and will enable the Recovery and Reinvention Board meetings to focus on the Essential and Important actions if time is limited.

The Status / Progress column is colour coded (Red / Amber / Green) to quickly highlight how each action is progressing. This will enable the Recovery and Reinvention Board meetings to focus on the Red and Amber actions if time is limited.

Person assigned to	Workstream/Working Group	Status	Date completed	Updates/Notes
		[insert text then colour code box Red, Amber or Green to reflect progress with action] [label each action E, I or D]		

DRAFT