

Activity Report Template

Organisation:				
Activity	Actions (report only on actions you are responsible for)	Timeframe	Expected achievements this reporting period	Actual achievements this reporting period

Please describe any deviations from the action plan? Reason for the deviation? Was governance approval obtained?

Please describe any improvement successes?

Are there any follow up actions required to sustain change as a result of this activity (e.g., changes to current policies and procedures)? If so please detail below.

Were there any implementation challenges during the reporting period? Were these resolved? And if so how?

Have you identified any further clinical issues as a result of conducting this activity?

Please attach all literature, learning materials, evaluation sheets and other related information to this activity report.