SOP: Action Item Identification and Assignment Recording

This SOP details the process for **action item identification and assignment recording**, including methods for accurately capturing action items during meetings or project reviews, assigning responsibilities to team members, setting deadlines, and tracking progress. The aim is to ensure clear accountability, timely completion of tasks, and effective communication among all stakeholders involved in the project or organizational processes.

1. Purpose

To establish a standardized process for identifying, recording, assigning, and tracking action items, ensuring visibility, ownership, and follow-through.

2. Scope

This SOP applies to all team meetings, project reviews, and relevant organizational processes where action items need to be tracked and completed.

3. Responsibilities

- **Meeting Facilitator/Project Lead:** Ensures action items are identified and documented.
- **Recorder/Minutes Taker:** Accurately records action items, assignees, and deadlines.
- **Team Members:** Accept assigned action items and complete them by the deadlines.
- **Project Manager/Supervisor:** Monitors progress and follows up on completion status.

4. Procedure

1. **Capture Action Items**
   - During meetings or reviews, clearly note all decisions, tasks, and follow-up items.
   - Document each action item with sufficient detail for clarity.
2. **Assign Responsibility**
   - For each action item, assign a specific team member as responsible.
   - Confirm acceptance of responsibility with the assigned person during the meeting.
3. **Set Deadlines**
   - Agree on a realistic deadline for each action item.
   - Record the deadline alongside the assigned action item.
4. **Document Action Items**
   - Use the Action Item Tracking Log (see template below) to record all information.
   - Share the log with relevant stakeholders within 24 hours of the meeting.
5. **Track Progress**
   - Review action item status at the beginning of subsequent meetings.
   - Update the log as items are completed or status changes.
6. **Close Completed Items**
   - Mark items as complete when verified by the team or responsible party.
   - Archive completed action items for future reference.

5. Action Item Tracking Log Template

Action Item	Owner	Deadline	Status	Notes/Updates
			Open/In Progress/Complete	

6. Communication and Follow-Up

- Action Item Log should be available to all stakeholders via agreed-upon platform (e.g., shared drive, project management tool).
- Reminders and follow-ups should be sent ahead of deadlines as needed.
- Escalate uncompleted action items to leadership as appropriate.

7. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-13	Initial release	[Your Name]