**MANAGEMENT DECISION TRACKING TABLE**

This tool has been adapted from:

* *Project/Programme Monitoring and Evaluation*, IFCR, 2011

The management decision tracking table is a tool used during the *monitoring phase* of the intervention. It contributes to the success of critical reflection and examination by setting up specific procedures for documenting and responding to information findings and recommendations. It is part of *effective and structured steering mechanisms*.

The management decision tracking table explains *what actions will be taken, including their timeframe and responsibilities*. It also explains why any *recommendation or identified issue* is not addressed.

Keep in mind that management decision tracking table could also be used as a mean to *internal and/or external accountability*. It can be referred to if any disagreement arises over why a decision was made and who was responsible for following it up, something which can also be useful for audit purposes. Lastly, in addition to informing on-going project/programme decision-making, it also contributes to overall organisational learning and knowledge-sharing.

*Follow-up should be systematic, monitored and reported on in a reliable and timely manner.*

A variety of tools is available to support management response, from simple meeting minutes to structured tables. However, Tdh highly recommends using the templates below, which the minimum requirements even at the early stage of en emergency or humanitarian crisis response.

***MANAGEMENT DECISION TRACKING TABLE TEMPLATE***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DECISION/ACTION TRACKING TABLE**  ***The decision can be a general one (e.g. meeting XXX donors in XXX), but also a very speific action (e.g. delivery of 5’000 mosquito nets to village XX)*** | | | | | | | | | |
| ***Country (and location of intervention):*** | | | | | | | | | |
| ***Name of the project/programme:*** | | | | | | | | | |
| ***Donor:*** | | | | | | | | | |
| ***Duration (starting and ending date):*** | | | | | | | | | |
| ***Name of the Project Manager/Programme Coordinator:*** | | | | | | | | | |
| **N°** | **Date** | **Description of decision/action taken** | **Requirement(s) to implement decision/action** | **Decision/action owner** | **Persons involved**  ***If relevant, use RASCI[[1]](#footnote-1) classification*** | **Deadline** | **Review date** | **Status** | **Completion date** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| … | Add as many rows as needed… | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LESSONS-LEARNT TRACKING TABLE** | | | | | | | |
| ***Country (and location of intervention):*** | | | | | | | |
| ***Name of the project/programme:*** | | | | | | | |
| ***Donor:*** | | | | | | | |
| ***Duration (starting and ending date):*** | | | | | | | |
| ***Name of the Project Manager/Programme Coordinator:*** | | | | | | | |
| **N°** | **Date** | **Lesson-learnt description** | **Lesson identified by** | **Action to be taken to address/resolve the lesson and incorporate learning** | **Persons who should take lesson forward** | **Review date** | **Status** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| … | Add as many rows as needed… | | | | | | |

1. RASCI :

   Responsible : the one (and only one) responsible for carrying out the entrusted task.

   Accountable (also approver): the one responsible for the whole task and for what has been done. They are responsible for the “R”.

   Support: the one(s) providing support during implementation of the activity/process/service

   Consulted: the one(s) who can provide advice or consultation for the task.

   Informed: the one(s) informed of the decision or important decision/milestones [↑](#footnote-ref-1)