

Progress Logging Forms

The organisation might wish to track the achievements and progress of the accessibility projects. These sample logging forms can be used to record the progress of your team. You can also use them as a starting point and create your own customised tracking logs.

Sample Action Plan Log

Reference	Project name	Project coordinator	Budget €	Target completion date	Management approval date	Consultation process completion date
<i>2/2010</i>	<i>Automated entrance doors</i>	<i>BG</i>	<i>€20,000</i>	<i>15/8/2010</i>	<i>31/05/2010</i>	<i>25/06/2010</i>

Sample Project Evaluation Log

Reference	Project name	Final cost	Project completion date	Snagging list completion date	Issues outstanding
<i>2/2010</i>	<i>Automated entrance doors</i>	<i>€22,000</i>	<i>15/8/2010</i>	<i>28/8/2010</i>	<i>Need approval for overspend</i>

Accessibility Action Plan Log

Reference	Project name	Project coordinator	Budget €	Target completion date	Management approval date	Consultation process completion date

Project Evaluation Log

Reference	Project name	Final cost	Project completion date	Snagging list completion date	Issues outstanding