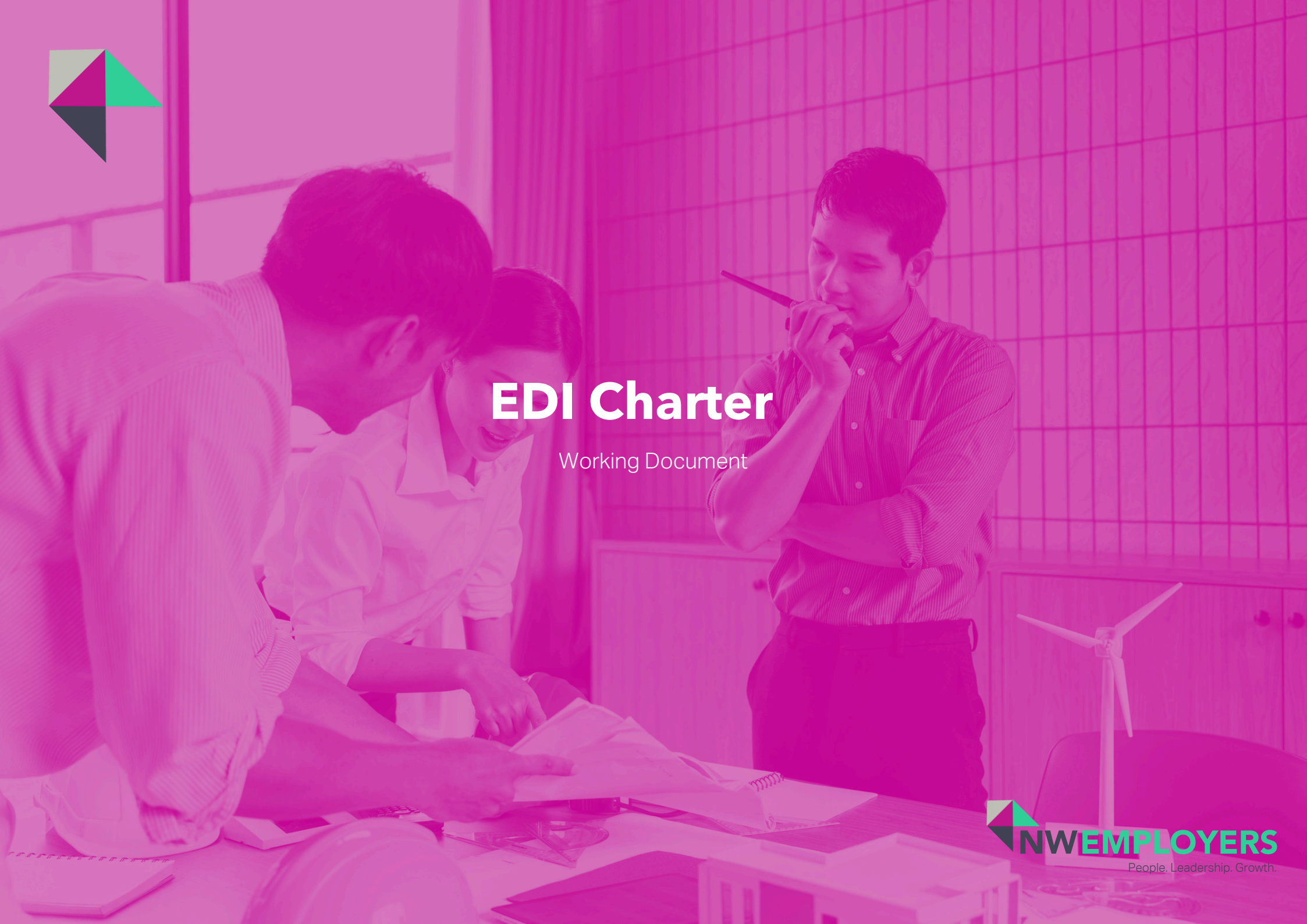

EDI Charter

Working Document

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EDI WORKING DOCUMENT

Once you've completed your diagnostic you will be able to complete the action planning template, which can be used as a working document to capture the areas you'd like to focus on and help set out some key actions/deliverables that will help to further embed great practice.

The following action plan can be used to gather data from the Equality, Diversity and Inclusion Charter and also the Real- World Diagnostic tool if used by your organisation.

Action plan explained:

Focus Area - Identifying areas on which you wish to focus.

Root cause analysis - Root cause analysis (RCA) is the quality management process by which an organisation searches for the root of a problem, issue or incident after it occurs.

Root Cause Analysis: A Quick Guide - Project Manager

Actions to Develop - Action to eliminate the cause of a non-compliance issue and to prevent recurrence.

Who is responsible for action – Person(s) allocated the task against each issue within the action plan.

Status - The RAG status is a traffic light system symbolising the status of a project and tasks. Red meaning attention is required right away. Amber is more of alert that improvements need to be progressed and green is good practice has been identified and will be continued across the organisation.

Deadline date - a date or time when something must be completed.

Progress notes - Progress notes, in particular, play a crucial role in capturing and communicating important information about the issues status and progress to completion. These notes serve as a written record that captures the details of the journey, documenting any changes in the organisation over time.

ROOT CAUSE ANALYSIS (RCA)

Issue	Focus Area	Actions to Develop	Responsible for Action	Deadline Date	Status	Progress Notes
					Red ☐ Amber ☐ Green ☐	
					Red ☐ Amber ☐ Green ☐	
					Red ☐ Amber ☐ Green ☐	
					Red ☐ Amber ☐ Green ☐	
					Red ☐ Amber ☐ Green ☐	
					Red ☐ Amber ☐ Green ☐	

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