

## Tabular Timeline Template

**Instructions:** Begin by stating why the tabular timeline is needed (e.g. details of the problem under consideration). Review the available information to populate the grid. This is a simple process and starts with the dates and times and details of what happened in chronological order. This is followed by completion of the 4 additional rows (what should have happened, any other information, missing information and good practice).

<b>Reason for tabular timeline:</b>						
<b>Event date and time (24 hour clock)</b>						
<b>Event - What happened?</b>						
<b>What should have happened? (Complete if reviewing a process)</b>						
<b>Any other information</b>						
<b>Missing information</b>						
<b>Good practice</b>						