

Field Work Observation Documentation Sheet

Observer Name

Date

Location

Time

Activity / Event

Weather / Environment

Objective of Observation

Key Observations

Findings & Opportunities

Challenges / Issues Noted

Recommendations

Additional Remarks

Important Notes for Field Work Observation Documentation:

- Be objective, factual, and concise in your observations.
- Record observations as soon as possible to maintain accuracy.
- Include contextual factors (time, weather, environment) that may influence findings.

- Note both positive findings and observed challenges for a complete record.
- Maintain confidentiality and respect privacy when documenting sensitive information.