

Issues Log Template

An example is provided below:

Issue	Action Plan	Effort	Responsibility (Issue owner)	Date	Status (Open/Action being implemented/ Resolved)	Comments by issue owner	Closed (to be filled by the Project Manager)
Issue 1	Action 1	8 hours	Project Technical Lead	Jan 24 th , 2004	Open	Still open as we are awaiting customer information	
	Action 1	8 hours	Project Technical Lead	Jan 28 th , 2004	Action being implemented		
	Action 1	6 hours	Project Technical Lead	Feb 1 st , 2004	Resolved	Action completed. Issue resolved	Closed.
Issue 1	Action 2	40 hours	Graphic designer and content developer	Jan 26 th , 2004	Open	Can be implemented only after new software arrives	Change Request filed for approval
Issue 2	Action 1	12 hours	Technical lead	Jan 30 th , 2004	Open	To be implemented after completion of task 147 in schedule	