**Contents of the Issue Log Form**

Field: Form description and guidance for completion

Issue ID: This is a unique identifier for each issue.

Status: Record the status of each issue, for example:

* Open: The issue is currently open but has not yet been addressed.
* Work In Progress: The issue is being actively worked to develop a resolution.
* Closed: The issue is no longer considered an active project threat and can be closed with or without resolution.

**Issue Priority:**  Each issue should have a priority, ideally with colour code, for example:

* Critical: Issue will stop project progress. High: Issue will likely impact budget, schedule or scope.
* Medium: Issue impact the project but could be mitigated to avoid an impact on budget, schedule or scope.
* Low: Issue is low impact and/or low effort to resolve.

**Issue:** Description - Give a brief description of the issue. For example: Concerns raised by board members about the business case are preventing the project moving out of the initiation stage.

**Owner:** The individual who will take ownership of the issue. They won't necessarily take actions to managing or resolve the issue, but they will be accountable.

**Estimated Resolution Date:** Enter the target date or estimated date for resolution of the issue. This might also include a time stamp for time critical items.

**Escalation Needed (Y/N)?** Some issues may need the intervention of senior management. Perhaps to bring additional resources or to approve an action, for example a change request to implement an action to resolve the risk. In this section you can use a simple: "Yes" if the program/project manager feels an issue needs to be escalated and "No" if escalation is not needed to resolve the issue.

**Impact:** Describe the impact of the issue. This may be in terms of the project constraints of time, cost and scope, see the Project Triangle.

**Actions:** Actions to mitigate the issue, avoid the issue or resolve the issue.

**Date Identified:** The date that the issue was identified.

**Logged by:** The name of the person who documented or identified the issue.

**Final Resolution and Rationale:** Document the outcome. Is the issue resolved if so, how? Are there any follow-on actions? Are there any follow-on risks?

**Completion Date:** The date that the issue was resolved  
  
*Source: Excel https://www.stakeholdermap.com/project-templates/issue-log.html*