**HOW TO USE THIS TEMPLATE:**

**Introduction**

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Issue Log. The information for the Issue Log will be found within Section 23 of the PRINCE2 Manual. There is also a Product Description for the Issue Log at Appendix A of the PRINCE2 Manual.

**Loading the file**

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

**Deleting the [....] text**

When the template is complete, the whole Issue Log Document can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

**Saving the Issue Log Document under its own name**

Save the Issue Log Document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

**Once your Issue Log Document is completed check the document against the following Quality Criteria:**

- Does the status indicate whether action has been taken?

- Are the Project Issues uniquely identified, including to which product they refer?

- Is access to the Issue Log controlled?

- Is the Issue Log kept in a safe place?

**Purpose**

- Allocate a unique number to each Project Issue.

- Record the type of Project Issue.

- Be a summary of all the Project Issues, their analysis and status.

| ISSUE LOG | | | | | FORM [13] Ref: Version: | |
|---|---|---|---|---|---|---|
| **Programme:** | | | **Project:** | | **PRINCE2** | |
| **Number** | **Type** | **Date Identified** | **Date of Last Update** | **Description and Comments** | **Author** | **Status** |
| [0001] | [E.g. Request For Change] | | | | | |
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