PRINCE2™- Daily Log

Project Name:	
Date:	**Release:** Draft/Final
Author:	
Owner:	
Client:	
Document Number:	

Note: This document is only valid on the day it was printed

Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose   A Daily Log is used to record informal issues, required actions or significant events not caught by other PRINCE2 registers or logs. It acts as the project diary for the Project Manager.

It can also be used as a repository for issues and risks during the Starting up a Project process if the other registers have not been set up.

There may be more than one Daily Log as Team Managers may elect to have one for their Work Packages, separate from the Project Manager's Daily Log.

Contents   *The Daily Log is in free form but it is likely to include date, event, responsibility and result information as proposed in the following grid.*

Advice   *Entries are made when the Project Manager or Team Manager feels it is appropriate to log some event. Often entries are based on thoughts, conversations and observations.*

A Daily Log can take a number of formats including a Document or Spreadsheet; Desk diary or log book; Electronic diary/calendar/task lists or Entry in a project management tool.

The following quality criteria should be observed:

- *Entries are sufficiently documented to be understandable later (a short note might make sense at the time, but will it in several months' time?)*
- *Date, person responsible and target date are always filled in*
- *Consideration has been given to access rights for the Daily Log (e.g. should the Daily Log be visible to everyone working on the project?).*

Log Contents

Date of Entry	Problem, action, event or comment	Person Responsible	Target Date	Results