

PRINCE2™ - Issue Register

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 should be distributed to:

Name	Title	Date of Issue	Version

Overview

Purpose The Purpose of the Issue Register is to capture and maintain information on all of the issues that are being formally managed. The Issue Register should be monitored by the Project Manager on a regular basis

Contents Page 3 contains the Issue Log

Advice Derivation:

- The format and composition of the Issue Register will be defined in the Configuration Management Strategy
- Entries are initially made on the Issue Register once a new issue has been raised
- The Issue Register is updated as the issue is progressed. Once the issue has been resolved, the entry in the Issue Register is closed.

Format and Presentation:

An Issue Register can take a number of formats including:

- Document, spreadsheet or database
- Stand-alone register or a carry forward in progress review minutes
- Entry in a project management tool
- Part of an integrated project register for all risks, actions, decisions, assumptions, issues, lessons etc.

The following quality criteria apply:

- The status indicates whether action has been taken
- The issues are uniquely identified, including information about which product they refer to
- A process is defined by which the Issue Register is to be updated
- Entries on the Issue Register that, upon examination, are in fact risks, are transferred to the Risk Register and the entries annotated accordingly
- Access to the Issue Register is controlled and the register is kept in a safe place.

Issue ID	Issue Type (RFC, OS, P)	Date Raised	Raised By	Issue Report Author	Description	Priority	Severity	Status	Date of last update	Closure Date
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