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Project Management, project planning, templates and advice

ISSUE MANAGEMENT LOG

Project Name:	
Project Manager Name:	
Project Ref:	

ID	Status	Priority	Issue Description	Owner	Estimated Resolution Date	Escalation Needed (Y/N)?	Impact	Actions	Date Identified	Logged By	Actual Resolution/Completion Date	Final Resolution & Follow-on actions
001	Open	Critical	Issues raised by board members about the business case are preventing the project moving out of the initiation stage.			Yes	Potential project cancellation or significant delay.	Meet with board members to review the business case and revise the investment appraisal if needed.		John Doe		**The project sponsor reviewed the investment appraisal and presented the busienssd case with revisions. The board approved on 12/07.**
002	Work In Progress	High	The project is missing a system architect.			No	Delay to start of project design phase.	Recruit a System Architect		Jane Doe		**Recruited on fixed term contract 01/08. Review in 2 months, see task ID 202 on the project schedule.**
003	Closed	Medium	Availability of human resources doesn't match the project resource plan.			Yes	May be forced to level the plan to fit resource availability which will delay target go live date.	Meet with department heads to review resource plans and re-prioritise work.		Fred Doe		
		Low										

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