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Project Management, project planning, templates and advice

For more see unplanned-work-log-template.html

UNPLANNED WORK LOG

USER STORY	DESCRIPTION OF WORK	PERSON WHO REQUESTED THE WORK	PERSON WHO DID THE WORK	DATE WORK REQUESTED	STATUS	PRIORITY	DESCRIBE THE IMPACT	NEXT STEPS
[The user story ID or name]	*[A clear description of the work].*	*[The person who requested the work or who identified that it needs/needed to be done.]*	*[If the work has already been completed note who did it]*	*[The date the work was requested or identified]*	*[Select the status]*	*[Select the priority]*	[The impact the work will have on the user story, project, sprint, backlog etc]	*[For example, add to the sprint backlog or the product backlog]*
101	*The widget plugin version we expected to use was not compatible with the latest version of jscript. I used an opensource version created to resolve this issue.*	*D Developer*	*D Developer*	*01/06/2023*	*Completed*	*Must do urgent*	*No expected impact.*	*Make sure the opensource version is tested. This should be fine as test cases are already planned for this functionality. Add action to check to project schedule.*
124	*The customer asked for an additional field to handle 'call disposition'.*	*A Smith, Call-center manager.*	*A Developer*	*01/06/2023*	*Assigned for review*	*Must do not urgent*	*2 min job, but need to add test case to unit and user testing. May also need to add the field to some reports.*	*Raised with Project Manager to add actions to test plan and to check with customer re reports.*
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