Purpose: This log tracks project issues and assigns actions for effective management. Regularly update it with issue details, action owners, and statuses. Use the "Category" column for reporting and prioritizing actions to keep stakeholders informed and progress on track.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Date Raised** | **Category** | **Issue/ Problem Description** | **Impact / Severity** | **Priority** | **Actions Required** | **Assigned To** | **Due Date** | **Resolution Comments** |
| **1** | Click or tap to enter a date. |  |  | High | High |  |  | Click or tap to enter a date. |  |
| **2** | Click or tap to enter a date. |  |  | Medium | Medium |  |  | Click or tap to enter a date. |  |
| **3** | Click or tap to enter a date. |  |  | Low | Low |  |  | Click or tap to enter a date. |  |
| **4** | Click or tap to enter a date. |  |  |  |  |  |  | Click or tap to enter a date. |  |
| **5** | Click or tap to enter a date. |  |  |  |  |  |  | Click or tap to enter a date. |  |
| **6** | Click or tap to enter a date. |  |  |  |  |  |  | Click or tap to enter a date. |  |
| **7** | Click or tap to enter a date. |  |  |  |  |  |  | Click or tap to enter a date. |  |
| **8** | Click or tap to enter a date. |  |  |  |  |  |  | Click or tap to enter a date. |  |
| **9** | Click or tap to enter a date. |  |  |  |  |  |  | Click or tap to enter a date. |  |
| **10** | Click or tap to enter a date. |  |  |  |  |  |  | Click or tap to enter a date. |  |

***How to Use This Log:***

1. *Regular Updates: Update the log regularly during project meetings and as new issues arise.*
2. *Categorization: Use the "Category" column to group issues for reporting and analysis. This helps identify recurring issues in specific areas. (e.g., Scope, Schedule, Budget, Resources, Communication, Risk, Technical, Stakeholder)*
3. *Prioritization: Prioritize issues based on their impact and urgency.*
4. *Clear Ownership: Assign clear ownership for each action item.*
5. *Status Tracking: Track the status of each action item and update the log accordingly.*
6. *Communication: Use the log to communicate issue status and action items to stakeholders.*
7. *Reporting: Use the data to create reports for stakeholders, highlighting key issues and actions taken.*
8. *Review: Review the log during project meetings to ensure issues are being addressed effectively.*

***Tips for Effective Use:***

* *Use consistent terminology and categories.*
* *Encourage team members to report issues promptly.*
* *Ensure action items are specific, measurable, achievable, relevant, and time-bound (SMART).*
* *Maintain a clear and concise log.*
* *When reporting to stakeholders, filter the data by category, priority, or status to provide targeted updates.*