

Issue log.					Doc _____
Project title :					Date
Issue ID.	Category.		Issue.	Impact on objectives.	Urgency.
Enter a unique risk identifier.	Document the category of issue, such as stakeholder issue, technical issue, decision, etc		Provide a detail description of the issue.	Identify the project objectives that the issue impacts and the degree of impact.	Define the urgency as, high, medium ,or low.
Issue ID.	Responsible party.	Actions.	Status.	Due date.	Comments.
Enter a unique risk identifier.	Identify a person who is assigned to resolve the issue.	Document the actions needed to address and resolve the issue.	Document the status of the issue as open or closed.	Document the date by when the issue needs to be resolved.	Document any clarifying comments about the issue, resolution, or other fields on the form.