

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.*)

- 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 register

Project name:

Issue Identifier	Issue Type	Date Raised	Raised By	Issue report author	Issue description	Priority	Severity	Status	Closure date
[Provides a unique reference for every issue entered into the issue register. It will typically be a numeric or alphanumeric value.]	[Defines the type of issue being recorded, namely: request for change, off-specification, or problem / concern.]	[The date on which the issue was originally raised.]	[The name of the individual or team who raised the issue.]	[The name of the individual or team who created the issue report.]	[Describes the issue, its cause and impact.]	[This should be given in terms of the project's chosen categories. Priority should be re-evaluated after impact analysis]	[This should be given in terms of the project's chosen scale. Severity will indicate what level of management is required to make a decision on the issue.]	[The current status of the issue and the date of the last update.]	[The date the issue was closed.]