



**Connecticut Department of Social Services
Enterprise Program Management Office**

Project Issue Log

Purpose of Issue Log

The Issue Log is used in the identification, evaluation, management, and tracking to resolution of issues that could have an impact on the success of a project. Projects will use the Issue Log as a single repository to record and track project issues.

Instructions

Enter the information defined below in the Issue Log tab.

DSS Project Management recommends the file name be added to the page footer during the issues log set up.

Fields

Project Name - Enter the name of the project

Project Manager - The first and last name of the project manager

ID: Sequential number

Date Reported: Date issue was reported

Description: A few sentences that define the issue.

Impact: Description of the resulting effect on the project because of the issue:

- 1 - Low; easily mitigated by an individual or team.
- 2 - Fair; Project team coordination required to mitigate.
- 3 - Moderate; Manageable impact to Cost/Schedule/Scope.
- 4 - Significant; Change to Cost/Schedule/Scope that requires Re-baseline.
- 5 - Catastrophic; Impact to Cost/Schedule/Scope resulting in project failure.

Priority: Describes how quickly and intense the impact to the project will be because of the issue. The project team may choose to predefine selections in this column via a drop-down box. Frequently these types of issues will require a project change request.

- **Material** - A critical issue that has significant impacts to the Cost, Schedule, Scope and/or Quality of the project and is a high priority to resolve.
- **Non-Material** - An impediment that doesn't affect important activities, and probably won't have much impact if it's resolved at some point and/or has a viable work around.

Initiated By : The person who identified the issue (mandatory field)

Assigned To: The project team member responsible for implementing or managing the resolution plan to address the issue (Optional field)

Action/Resolution Description: What has been done to find and implement a resolution, include the dates of each action.

Status: The state of the issue:

- **In Review** - The issue was recently identified and is under review by the project team.
- **In Progress** - The issue has been assigned a team member and resolution is in progress.
- **Escalated** - The issue has a block that the project team cannot overcome and has been escalated to the Project Sponsor and/or Executive Leaders for assistance.
- **On Hold** - The impact of the issue is negligible and/or transitory and the Project Manager has chosen to defer action temporarily.
- **Resolved** - The issue is resolved.

Date Closed: Date issue was closed/resolved

Issue Log

PROJECT NAME:									
PROJECT MANAGER:									
ID	Date Reported	Description	Impact	Priority	Initiated By	Assigned To	Action/Resolution Description	Status	Date Closed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
* To ADD a row to this list, SELECT an unnumbered row above, RIGHT CLICK and SELECT Insert. Add a sequential number in the first column "ID"									