**ISSUE LOG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title:** |  |  | **Date Prepared:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue ID** | **Category** | **Issue** | **Impact on Objectives** | **Urgency** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsible Party** | **Actions** | **Status** | **Due Date** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |