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| --- | --- | --- | --- |
| Project/Tranche/Programme name | *Delete as appropriate* | | |
| Date: |  | | |
| Author: |  | | |
| Document reference: |  | Version: |  |

## Revision History

|  |  |  |
| --- | --- | --- |
| Date | Summary of changes | Version |
|  |  |  |
|  |  |  |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Version | Date | Signature |
|  |  |  | *The signature of the owner of the issue register.* |
|  |  |  |  |

**Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Distributed to: | Version | Date | Signature |
|  |  |  | *The signature of the person responsible for distribution* |
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| --- |
| The issue register records all problems that need to be escalated from one level of management to another. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Id. | Date | Raised by: | Escalated to: | Description | |
| Each issue should have a unique identifier. This is primarily used for cross-referencing in reports and supporting documentation. | The date the issue was first raised. | The details of the person or group raising the issue. | The details of the person or group that the issue is raised to. | A description of the issue including cause and effect. Cause will explain how the issue came about and the effect will describe its impact on the objectives in terms of scope, schedule, finance, risk and resource. | |
| Solution | Decision | Status | Date closed | Cross-references |
| Wherever possible, issues should be accompanied by options and recommendations for their resolution. | The nature of any decisions required, timescales for decision making and potentially, the consequences of delay.  Subsequently updated to document the decisions made. | The current status of the issue. | The date when the decision was reached and implemented. | Cross references could identify detailed information about the effect of the issue or about any exception plans that have been prepared to deal with it. Once the issue is closed there could be a cross-reference, for example, to the lessons learned log. |
| Id. | Date | Raised by: | Escalated to: | Description | |
|  |  |  |  |  | |
| Solution | Decision | Status | Date closed | Cross-references |
|  |  |  |  |  |