

Appendix 7: Sample Issue log

Project name: <enter project name>

Date: <enter date of last changes>

Owner: <enter name of the person who administers this document>

Nr.	Type	Issue description	Name	Date	Priority	Decision	Status
1.	RFC	Enter a brief description of the issue that arose			1 = high 3 = low	Describe the decision here	ok
	DS					T = accepted	
	Q					A = rejected	
	C					U = postponed until...	
	R						

Type	Priority	Decision	Status
RFC= Request for change (general)	1 = Immediate action	A = Accepted	OK = Issue has been resolved
DS = Deviation from specifications (with regard to design)	2 = Take action later	R = Rejected	Open = Awaiting resolution
Q = Question	3 = No action	P = Postponed until...(Date/event)	
C = Concern			
R = Risk			