

## **HOW TO USE THIS TEMPLATE:**

### **Introduction**

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Daily Log. There is also a Product Description for the Daily Log at Appendix A of the PRINCE2 Manual.

### **Loading the file**

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

### **Deleting the [...] text**

When the template is complete, the whole Daily Log can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

### **Saving the Daily Log under its own name**

Save the Daily Log by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

### **Once your Daily Log is complete check the document against the following Quality Criteria:**

- Entries are sufficiently documented to be understandable later (a short note might make sense at the time, but will it in several months' time?)
- Date, person responsible and target date are always filled in
- Consideration has been given to access rights for the Daily Log (e.g. should the Daily Log be visible to everyone working on the project?).



