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 Issue Register. There is also a Product Description for the Issue Register 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 Issue Register can be printed and approved.

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

Saving the Issue Register under its own name

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

Once your Issue Register is complete check the document against the following Quality Criteria:

- The status indicates whether action has been taken

- The issues are uniquely identified

- A process by which the Issue Register is updated is defined

- Entries on the Issue Register that upon examination are in fact risks are transferred to the Risk Register and the entry annotated accordingly

- Access to the Issue Register is controlled and is kept in a safe place.

ISSUE REGISTER				FORM [001]					
				Ref:			**Version:**		
Programme Name:				**Project Name:**					

Issue Identifier	Issue Type	Date Raised	Raised By	Author	Priority	Severity	Status	Closure Date
[Unique reference e.g. 0001]	[e.g. Request For Change, Off-specification, Problem or Concern]	[Date issue originally raised]	[Individual or team who raised the issue]	[Individual or team who created the issue report]	[In terms of project's chosen scale]	[In terms of project's chosen scale]	[Current status and date of last update]	[Date issue closed]
Issue Description								
[A statement describing the issue, its cause and impact]								

Issue Identifier	Issue Type	Date Raised	Raised By	Author	Priority	Severity	Status	Closure Date
[0002]								
Issue Description								

Issue Identifier	Issue Type	Date Raised	Raised By	Author	Priority	Severity	Status	Closure Date
Issue Description								