

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. 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, including information about which product they refer to
- A process is defined by which the issue register is to be updated
- 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	Issue report 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 categories]	[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	Issue report author	Priority	Severity	Status	Closure date
[0002]								
Issue description								

Issue identifier	Issue type	Date raised	Raised By	Issue report author	Priority	Severity	Status	Closure date
Issue description								