

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?).

