**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.

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 ] | | | | | | | | |

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

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