Issue log – pending issues

Project name:	*Fill in project identification.*
Last update:	*Always fill in the date of the last document update.*

ID	Name	Problem description	Impact	Contracting authority	Date of ordering	Necessary action	Assigned to / person responsible	Deadline	Closing date	Status	Priority
	What does the issue concern?	*Detail the issue and its cause.*	*Describe the consequences if the issue is not resolved.*	*The person who pointed out the issue, the person requesting a resolution*	*Since when has the issue been dealt with?*	*Describe the solution method, sequence of measures, etc.*	*The person authorised to provide a solution is the person responsible!*	*Till when must the issue be resolved?*	*When was the issue resolved?*		