Appendix C

Issues Log Template

The Issues Log template is designed to record and track any issues or questions related to data quality and data migration follow-up. This document is similar in purpose to other software-based issue logs in that it anticipates requirement follow-ups or potential data corrections. In any case, it is convenient to have for documenting bugs and moving the project forward if data product owners are limited in availability.

I provide some basic Issue Log fields with associated definitions in Table 1.

Table 1: Issue Log Tracking Fields and Definitions

|  |  |
| --- | --- |
| **Field** | **Definition** |
| Project Name | The name of the project under review |
| Date of Document | The current log publication date |
| Issue | This value should be a standard numbering system (for example 001, 002, 003) |
| Description | A detailed description of the issue. |
| Priority | High, Medium, or Low priority. |
| Category | Assign to a category. |
| Reported By | Who reported the issue? |
| Assigned To | To whom is the issue assigned? |
| Status | What is the status of the issue? |
| Date Resolved | What date was the issue resolved? |
| Resolution/ Comments | What was the resolution, or what is being done to resolve the issue? |