**Daily Log**

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| ***Purpose*** | *A Daily Log is used to record* ***informal issues****, required actions or significant events not caught by other registers or logs. It acts as the project diary for the Project Manager.*  *It can also be used as a repository for issues and risks during the Starting up a Project process if the other registers have not been set up.*  *There may be more than one Daily Log as Team Managers may elect to have one for their Work Packages, separate from the Project Manager’s Daily Log.* |
| ***Contents*** | *The Daily Log is in free form but it is likely to include date, event, responsibility and result information as proposed in the following grid.* |
| ***Advice*** | *Entries are made when the Project Manager or Team Manager feels it is appropriate to log some event. Often entries are based on thoughts, conversations and observations.*  *A Daily Log can take a number of formats including a document or spreadsheet, desk diary or log book, electronic diary/calendar/task lists or entry in a project management tool.*  *The following quality criteria should be observed:*   * *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?).* |

**Daily Log** <Insert Project Name> Created/updated 12/04/13

**Log Contents**

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| **Date of Entry** | **Problem, action, event or comment** | **Person**  **Responsible** | **Target Date** | **Results** |
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