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| --- | --- | --- | --- |
| Issue ID[1](#_bookmark1) |  | Issue Type[2](#_bookmark2) |  |
| Date Raised |  | Raised by[3](#_bookmark3) |  |
| Issue Report Author[4](#_bookmark4) | |  | |
| Issue Description[5](#_bookmark5) | |  | |
| Impact Analysis[6](#_bookmark6) | |  | |
| Recommendation[7](#_bookmark7) | |  | |
| Priority[8](#_bookmark8) | |  | |
| Severity[9](#_bookmark9) | |  | |
| Decision[10](#_bookmark10) | |  | |
| Decision Date |  | Approved By[11](#_bookmark11) |  |
| Closure Date[12](#_bookmark12) |  |  | |

1. As shown in the Issue Register (provides the unique reference for every Issue Report)
2. Defines the type of Issue being recorded, namely: request for change; off-specification or problem/concern
3. The name of the individual or team who raised the issue
4. The name of the individual or team who created the Issue Report
5. A statement describing the issue in terms of its cause and impact
6. A detailed analysis of the likely impact of the issue. This may include, for example, a list of products impacted.
7. A description of what the Project Manager believes should be done to resolve the issue (and why) 8 This should be given in terms of the project’s chosen scale. It should be re-evaluated after impact analysis
8. This should be given in terms of the project’s chosen scale. Severity will indicate what level of

management is required to make a decision on the issue.

1. The decision made: Accept, Reject, Defer or Grant Concession)
2. A record of who made the decision
3. The date that the issue was closed