# Interoffice Memoranda

To: Project Teams  
From: Bug.sys Sponsors  
Subject: Needed: Test Log  
Date: 2025-10-3  
CC: Polygames Project Management Team

Good day,

Currently our organization does not have an official tracking mechanism for the issues that arise during a project. This has caused some issues to be forgotten about, as well as duplicated work as multiple developers have tried to solve the same problem. We need a formalized document to identify and track issues as they arise and relate them to any tests created.

## Objective of an Issue Log

The purpose of an issue log is to track the various issues that arise during a project and their status. An issue is anything that halts or slows the project, which can be coding bugs, lacking necessary information, loss of data, etc. Once issues are listed, individual team members can be assigned to them to ensure that there is always someone working towards solving them. Many of the technical issues will require testing, and as such an issue log and a test log will often relate back and forth to one another.

## Required information

The issue log should be able to contain, at minimum:

* An issue ID
* A description of the issue
* The date identified
* The person who identified the issue
* The person assigned to solve the issue
* The ongoing status of the issue
* Related test ID(s) (if applicable)
* Related change request (if applicable)

Feel free to include room for other information you find helpful.

\*Note: Make sure to track this task on your Kanban board.