# Document Information

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| --- | --- |
| **Project name:** | The name of your project |
| **Issue date:** | When the report was issued |
| **Author:** | Normally, the name and title of the Project Manager |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval of the Decision

|  |  |
| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# The Issue

|  |  |
| --- | --- |
| **ID:** | The identifier that is used in the Issue Log |
| **Issue type:** | Request for change, off-specification, or problem/concern |
| **Date Raised:** |  |
| **Last updated:** |  |
| **Decision date:** |  |
| **Closure date:** |  |
| **Raised by:** | Name and title of the person |
| **Priority:** |  |
| **Severity:** |  |

# Impact

Explain the impact of the issue.

# Recommendation

Identify different responses to the issue, and recommend the one that you find best as the project manager.

# Decision

The final decision by the Project Board

**- - - - PRINCE2® Templates - - - -**

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