Issue Report –

[Project Name]

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| --- | --- |
| Purpose | An Issue Report is initially created when capturing the issue, and updated both after the issue has been examined and when proposals are identified for issue resolution. The Issue Report is later amended further in order to record a decision. |
| Title: | [Issue Identifier][Issue Title] |
| Issue Type: | [Change Request, Off-Specification or Concern] |
| Date: | [DD MMM YYYY] |
| Project Owner | [Insert Project Owner Name] |
| Project Manager: | [Insert Project Manager Name] |
| Raised By: | [Insert Name of the person raising the concern or requesting a change] |
| Priority: | [Insert Issue's Priority Level (impact level)] |
| Severity: | [Insert Issue's Severity level (indicates level of management required to make a decision)] |

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| --- | --- | --- | --- | --- | --- |
| **Rev.** | **Date** | **Reason for issue** | **Author** | **Reviewed by** | **Approved by** |
| 0.1 | [Date] | [Description] | [Name] | [Name] | [Name] |
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# Issue Description

[A statement describing the issue in terms of its cause and impact]

# Impact Analysis

[A detailed analysis of the likely impact of the issue. This may include, for example, a list of products impacted, type of impact (time, cost, quality, business case), disciplines impacted, who has reviewed and estimated the impact]

# Recommendation

[Describing what the Project Manager believes should be done to resolve the issue (and why)]

# Decision

[When decision is made, document the decision here, who made the decision and when

* Description of decision
* Made by whom

Decision date]