

Document: Issues Log

The Issues Log contains a summary of all issues. Use it to view open issues and make sure that a resolution is proceeding. The log should contain enough information to ensure that issues are not overlooked but should not be so detailed that scanning becomes difficult. To maintain readability, make sure that the information can fit across a single sheet of paper or can be displayed in a single window. Each issue should be represented on one line of the Issues Log.

If you choose to also utilize a specific Issue Submission Form, then each of these detailed forms would map to one row on this log.