

**ISSUE LOG**

Project Title: Date Prepared:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue ID | Type | Issue Description | Priority | Impact on objectives |
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| --- | --- | --- | --- | --- |
| Responsible Party | status | Res. Date | Final Resolution | comments |
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Page 1 of 1

**DECISION LOG**

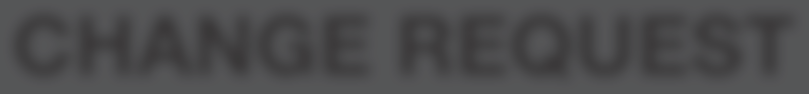


Project Title: Date Prepared:

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| --- | --- | --- | --- | --- | --- |
| ID | category | Decision | Responsible Party | Date | comments |
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Page 1 of 1

**CHANGE REQUEST**



Project Title: Date Prepared: Requestor:

category:

ts

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| --- | --- | --- | --- | --- | --- |
|  | Scope |  | Quality |  | Requiremen |
|  | Cost |  | Schedule |  | Documents |

Detailed Description of Proposed change

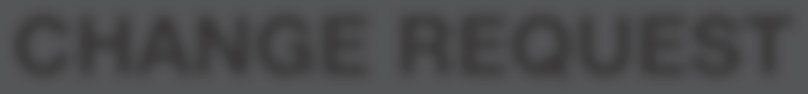
Justification for Proposed change

Impacts of change

|  |  |  |  |
| --- | --- | --- | --- |
| scope | Increase | Decrease | Modify |
| Description: | | | |
| quality | Increase | Decrease | Modify |
| Description: | | | |

Page 1 of 3

**CHANGE REQUEST**

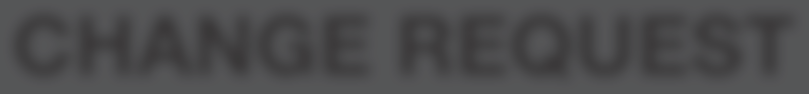


|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | Increase | Decrease | Modify |
| Description: | | | |
| cost | Increase | Decrease | Modify |
| Description: | | | |
| schedule | Increase | Decrease | Modify |
| Description: | | | |
| stakeholder Impact | High risk | Low risk | Medium risk |
| Description:  Project Documents | | | |

comments

Page 2 of 3

**CHANGE REQUEST**

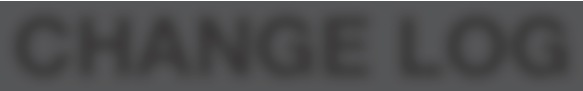


Disposition: Approve Defer Reject

Justification

Page 3 of 3

**CHANGE LOG**



Project Title: Date Prepared:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | category | Description of change | Requestor | submission Date | status | Disposition |
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Page 1 of 1

**LESSONS LEARNED REGISTER**



Project Title: Date Prepared:

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| --- | --- | --- | --- | --- | --- |
| ID | category | Trigger | Lesson | Responsible Party | comments |
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Page 1 of 1

**QUALITY AUDIT**



Project Title: Date Prepared:

Project Auditor: Audit Date:

Area Audited:

|  |  |
| --- | --- |
| Project processes | Project documents |
| Product documents | Product documentation |
| Quality management plan | Defect/deficiency repair |
| Organizational policies and procedures |  |

good Practices from similar Projects:

Areas for Improvement:

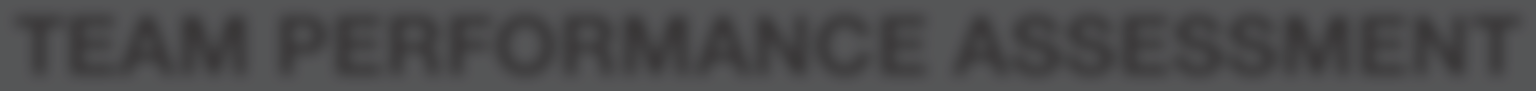
Deficiencies or Defects:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Defect | Action | Responsible Party | Due Date |
|  |  |  |  |  |
|  |  |  |  |  |
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comments:

Page 1 of 1

**TEAM PERFORMANCE ASSESSMENT**



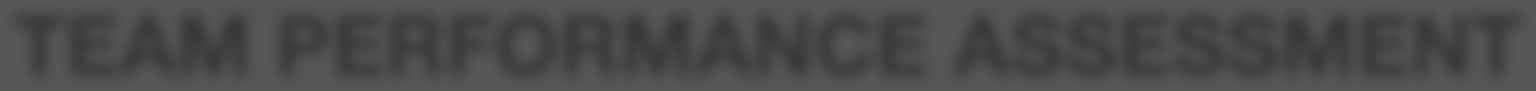
Project Title: Date Prepared:

Technical Performance

|  |  |  |  |
| --- | --- | --- | --- |
| scope | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |
| quality | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |
| schedule | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |
| cost | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |

Page 1 of 3

**TEAM PERFORMANCE ASSESSMENT**



Interpersonal competency

|  |  |  |  |
| --- | --- | --- | --- |
| communication | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |
| collaboration | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |
| conflict management | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |
| Decision making | Exceeds Expectations | Meets Expectations | Needs Improvement |
| Comments: | | | |

Page 2 of 3

**TEAM PERFORMANCE ASSESSMENT**



|  |  |  |  |
| --- | --- | --- | --- |
| Team morale | Exceeds Expectations | Meets Expectations | Needs Improvement |

comments:

Areas for Development

|  |  |  |
| --- | --- | --- |
| Area | Approach | Actions |
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Page 3 of 3