**ISSUE LOG**

Project Title: Date Prepared:

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| --- | --- | --- | --- | --- |
| 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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**DECISION LOG**

Project Title: Date Prepared:

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| --- | --- | --- | --- | --- | --- |
| ID | category | Decision | Responsible Party | Date | comments |
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**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: |

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**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

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**CHANGE REQUEST**

Disposition: Approve Defer Reject

Justification

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**CHANGE LOG**

Project Title: Date Prepared:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | category | Description of change | Requestor | submission Date | status | Disposition |
|  |  |  |  |  |  |  |
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**LESSONS LEARNED REGISTER**

Project Title: Date Prepared:

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| --- | --- | --- | --- | --- | --- |
| ID | category | Trigger | Lesson | Responsible Party | comments |
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**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:

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**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: |

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**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: |

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**TEAM PERFORMANCE ASSESSMENT**



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

comments:

Areas for Development

|  |  |  |
| --- | --- | --- |
| Area | Approach | Actions |
|  |  |  |
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