**ISSUE LOG**

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| **Project Title:** |  |  | **Date Prepared:** |  |

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| **[Issue ID](#Issue_ID" \o "Enter a unique issue identifier.)** | **[Category](#Category" \o "Document the category of issue, such as stakeholder issue, technical issue, decision, etc.)** | **[Issue](#Issue" \o "Provide a detailed description of the issue.)** | **[Impact on Objectives](#Impact_on_Objectives" \o "Identify the project objectives that the issue impacts and the degree of impact.)** | **[Urgency](#Urgency" \o "Define the urgency as high, medium, or low.)** |
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| **[Responsible Party](#Responsible_Party" \o "Identify the person who is assigned to resolve the issue.)** | **[Actions](#Actions" \o "Document the actions needed to address and resolve the issue.)** | **[Status](#Status" \o "Denote the status of the issue as open or closed.)** | **[Due Date](#Due_Date" \o "Document the date by when the issue needs to be resolved.)** | **[Comments](#Comments" \o "Document any clarifying comments about the issue, resolution, or other fields on the form.)** |
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