ISSUES LOG (fictitious example)

Project: Pharmacy Department Library
Project Leader: Robert Kahn, Project Management Office
Version: 3
Date: 4/19/2011

#	Category	Issue Description	Impact	Originator	Owner	Action Taken	Status	Origination Date	Due Date	Close Date
	EXAMPLE: Communication	*Lost key resource on project team*	*High*	*Bob*	*Mary*	*Requested alternate subject matter expert*	*Closed*	*2/1/09*	*2/15/09*	*2/17/09*
1	Time	Functional Manager George out most of March for vacation	Medium	Robert	George	Requested that George make his recommended book list prior to leaving for vacation. George's personal workspace will not be part of 5S.	**Closed**	3/5/11	3/10/11	3/15/11
2	Cost	Desired shelving costs more than original estimate	High	Tim	Nancy	Placed change request for project budget increase	**Open**	4/5/11	4/12/11	
3	Work/Process Flow	Will interns have access to library?	Medium	Tim	Nancy	Forward issue to project sponsor	**Open**	4/11/11	4/18/11	
4	Time	Book list review is taking too long	Medium	Robert			**Waiting**			

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