**Project Log**

Keeping a log of risks, issues and decisions for a project is particularly useful. Issues are bound to come up for every project but maintaining a written issue log will facilitate project execution and documentation of a project. This log would be used throughout the project’s lifecycle to capture issues, risks, and decisions and to communicate them with the project team and stakeholders. Be sure to document the response or mitigation plan as well as the person who is responsible to take care of it (owner). Like most other project documentation, the project log will be maintained by the project lead (or a designated team member) and shared with the project manager. Such a log will also be a useful reference for the evaluation and closing review of the project.

An example table format of project log:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Title: | | | | | | |
| Project Lead: | | | | | | |
| Date | Type | Item Description | Status | Response /  Mitigation Plan | Owner | Expected Result (date) |
| 4/1 | Decision | XXXXXXX | Closed |  |  |  |
| 4/9 | Issue | YYYYYY | Open |  |  |  |
| 4/9 | Risk | ZZZZZZZ | Open |  |  |  |
| 4/20 | Decision | KKKKKK | Implemented |  |  |  |
|  |  |  |  |  |  |  |