# Project Issues and Actions Register

ProjExc
PM CONSULTING

| Issue / Action Ref | Project Reference | Date Logged | Raised by | Issue / Action Description | Type (I/A) | Owner(s) | Progress | Target Date | R/A/G | Status (Open/ Closed) | Comments/Outcome |
|---|---|---|---|---|---|---|---|---|---|---|---|
| KO-1 | P123456 | 01-Jan-08 | John Williams | Project Success cannot be ensured without methodical recording of issues and actions, as well as risks | I | Project Manager | Register Template downloaded from www.projexc.info | 01-Jan-08 | Concern | Open | This register is great stored in a teamroom type environment. Regular back-up is essential, the PM may want to restrict "write" access. An ideal use for output is the project monthly report. |
| | P123456 | 01-Jan-08 | John Williams | Actions can come from meetings, calls, emails, thoughts, ... | A | Project Manager | ... it's great for the team if they are recorded centrally, thus removing the opportunity for gaps or duplication of effort | 01-Jan-08 | Monitor | Open | |
| | P123456 | 01-Jan-08 | John Williams | We hope you like the template | A | Project Manager | we have used various versions with all kinds of data, filtering, and the like | 01-Jan-08 | OK | Open | We are great believers at ProjExc in KISS - keep it simple stupid! Good luck with your project, and if you want to talk over any issues, call us - details on our website at www.projexc.com. |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

(c) 2008 ProjExc Limited