

# Issue Log

Track the things that have already happened separately from the things that might, so today's problems do not crowd out next month's risks.

Things that have already gone wrong — raised, owned, chased and closed, with the date each stage happened.

**ISSUES ARE NOT RISKS**

A risk has not happened yet; an issue has. Keeping them on separate sheets stops the register filling up with today's problems and hiding next month's.

| Project, team or site |             |           |       | Log started |       | Sheet        |        |
|-----------------------|-------------|-----------|-------|-------------|-------|--------------|--------|
| No.                   | Date raised | Raised by | Issue | Impact      | Owner | Action taken | Closed |
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