

## Project: AAAAAAAAAA

### Issues Log

Issue Number	Date Raised	Description	Urgency Flag	Due Date	Action By	Close Date	Comments
NNNMT000	15-Nov-06	Description of the Issue raised	2	23-Nov-06	ARCHT		

Role, or Organisation responsible for action.  
Use first four letters from Unique Identifier Code.

Issue numbers are **coded** so that these describe who raises the issue.

**Flags**  
 1=Resolution required within **3** working days (any issue with Flag=1 will be a **RED** issue)  
 2=Resolution required within **5** working days  
 3=Resolution required within **10** working days  
  
 8=Postponed (dated to be indicated in comments columns)  
  
 9=Closed

**Note:**  
In order to manage the issues raised from various organisations and teams the following unique coding will be used :

Issue raised by:	Issue Number	
	Identifier	Number
NNN Management Team	NNNMT	0000 - 99999
Development	DEVTM	0000 - 99999
Commercial	COMRC	0000 - 99999
Architect	ARCHT	0000 - 99999
Structural Engineer	STRCT	0000 - 99999
Services Engineer	SERV	0000 - 99999
		0000 - 99999
		0000 - 99999

#### **Issues Management**

(Definition of the term 'Issue' is taken from Managing Successful Programmes (by OGC))

An issue is a major problem that is preventing the achievement of the programme’s (or project’s) objectives in some way and cannot be resolved using normal management action.

### PROCESS FLOWCHARTS

