NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE

ISSUES LOG

Purpose:	*The Issue Log describes the information captured for each issue and how it will be tracked throughout the project.*
Target Audience:	*Key project stakeholders and project team members will gain a common understanding of the issue and its satisfactory response.*

PROJECT IDENTIFICATION

Project Name:	
Project Sponsor:	
Project Director:	
Project Manager:	
Date:	

#	Issue	Action to be Taken	Assigned To	Target Date	Priority (low, medium, high, critical)	Status (open, pending, resolved)