



PROJECT ISSUE REPORT

Issue Identifier:	Unique Identifier for this issue within this project.	Status:	Raised / Active / Closed
Project:	Project Name / Identifier	Stage:	Stage of project in which the issue was raised (if appropriate)
Originator:	Name (and possibly telephone no) of person who raised the issue	Date Raised:	Date the issue was first raised

Identifier of the Request for Change raised as a result of this issue (where status of issue is RFC)

Request for Change ID:

Authorisation:

Project Manager: **Required*?** **Signature:** *A paper copy is signed and placed in the project's filing system (or if update access to electronic version is restricted to one person only, it may be acceptable to mark the document electronically)*

Project Sponsor: **Required*?** **Signature:** *A paper copy is signed and placed in the project's filing system (or if update access to electronic version is restricted to one person only, it may be acceptable to mark the document electronically)*
