

Example of a completed form

Issue log

Project name:	Further teacher training in order to improve the quality of language lessons
Last update:	

ID	Name	Problem description	Impact	Contracting authority	Date of ordering	Necessary action	Assigned to	Deadline	Closing date	Status	Priority
1	Staffing	A missing team member for research.	For implementation of surveys, the whole project is delayed	Project manager	12/04/2012	To hire an external specialist	Human Resources Department	20/05/2012	12/06/2012	completed	high
2	Specification of technical requirements	The authorised team member is not able to process documentation in the quality required.	The process of inputting calls for tender on HW is threatened	Project manager	15/04/2012	Finding an external company for processing	Karel Novák	01/06/2012		ongoing	medium
3	Organisation of team meetings	Too many meetings every day	Kept away from actual implementation	Tomáš Hanák	15/05/2012	To coordinate all meetings to take place on Mondays	Alena Malá	01/06/2012		new	low
4	To determine a survey date	It is necessary to determine a survey date in relation to the time schedule.	It is impossible to determine a time schedule	Project manager	15/05/2012	Must be resolved in relation to ID1	Project manager	01/06/2012		pending	high