

Issues Log

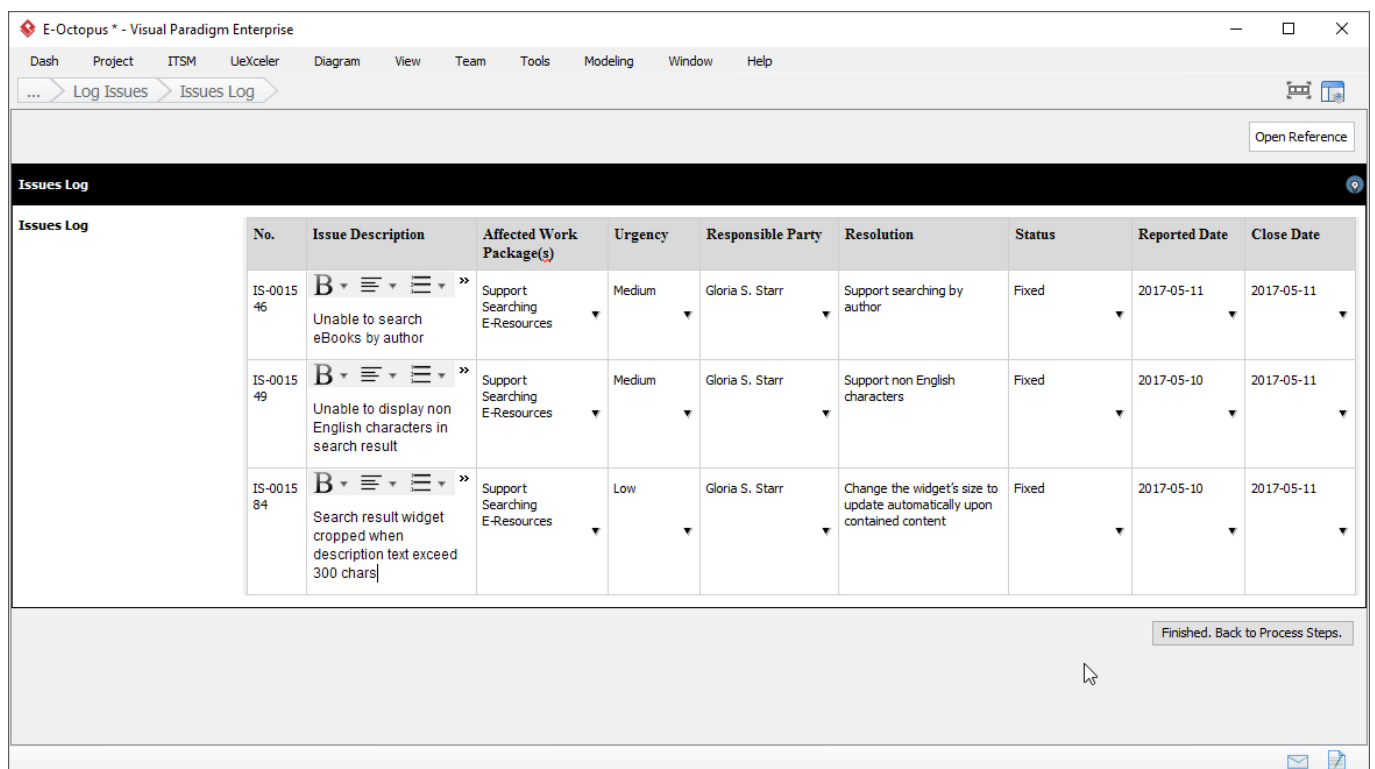
Issues Log is one of the project management deliverable you can create with our [project management lifecycle tool](#).

An issue log is used to track, document, and report issues that are identified during project execution.

This article shows you how to develop an Issue Log.

Activity 1: Log Issues

Log each of the issues identified. Describe the issue, state the WBS element affected, assign responsibility and document decisions on actions directed to resolve it.



The screenshot shows the E-Octopus Visual Paradigm Enterprise interface. The main window displays an 'Issues Log' table with the following data:

No.	Issue Description	Affected Work Package(s)	Urgency	Responsible Party	Resolution	Status	Reported Date	Close Date
IS-0015 46	Unable to search eBooks by author	Support Searching E-Resources	Medium	Gloria S. Starr	Support searching by author	Fixed	2017-05-11	2017-05-11
IS-0015 49	Unable to display non English characters in search result	Support Searching E-Resources	Medium	Gloria S. Starr	Support non English characters	Fixed	2017-05-10	2017-05-11
IS-0015 84	Search result widget cropped when description text exceed 300 chars	Support Searching E-Resources	Low	Gloria S. Starr	Change the widget's size to update automatically upon contained content	Fixed	2017-05-10	2017-05-11

At the bottom right of the window, there is a button labeled 'Finished. Back to Process Steps.' and a mouse cursor is visible over it.