Ref	CAUSE / RISK	EFFECT
1		
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ORIGINAL RATING LIKELIHOOD / IMPACT	ACTIONS UNDERTAKEN TO MITIGATE THE RISK	LATEST RISK RATING LIKELIHOOD / IMPACT	FURTHER ACTION REQUIRED/DATE	TARGET DATE

TARGET RISK RATING LIKELIHOOD / IMPACT	RISK LEAD/ Link to SRR
TARGET RISK RATING LIKELIHOOD / IMPACT	RISK LEAD/ Link to SRR

Project Issue Log

												optional additional information				
Issue No	Issue Description (including Impact)	Issue Owner	Action Owner	Impact	Level - RAG	Countermeasure / Resolution Plan	Comments (inc. progress since last review)	Last Review Date	Date Added	Raised by	Reviewer	Next Review Date	Status	Closure Date	Issue Category

Project Dependency Log

ID	Date Captured	Dependent On (project or service)	Dependent On (Contact)	Dependency Description	Impact	Due Date	Priority	Forecast Delivery Start	Forecast Delivery Finish	Update (& Who & When)	Status	Comments

Project Actions and Decisions Log

ID	Entry Type	Decision / Action Description	Derived From	Date of Decision/ Agreement of Action	Status	Action Required	Action Owner	Due Date	Comments

Lessons Learned Log

Purpose	To be a repository of any lessons learned during the project that can be usefully applied to this or other projects/programmes. This should be an ongoing log setup at the start of the project that is updated regularly, or at least at the end of each phase. Sensibly a note should be made in it of any good or bad point that arises in the use of the management and specialist products and tools at the time of the experience. At the close of the project it is written up formally in the Lessons Learned Report.

Advice	Information for recording in the Lessons Learned Log is derived from observation and experiences of the processes, the Quality Log, the Risk Log, Highlight Reports and Project Plans with actuals. The following quality criteria apply: - Each management control has been considered - The reasons for all tolerance deviations and corrective actions have been recorded - Input to the log is being done regularly, at least at the end of each stage - Project Assurance have been asked for their input - Statistics of the success of any quality reviews and other types of test used are included

Project:

ID.	Identified by	Date Raised	Lesson Type	Lesson Learned (description)	Action or Recommendation	Status or Update	POTI Classifcation (Processes, Organisation, Technology, Information)	Cause of Issue