UNIVERSITY OF CALGARY INFORMATION TECHNOLOGIES

< This document is used to track issues related to your project. It can be used instead of the issue log on the SharePoint project template site. The Issue Document is used to document the issue, potential and recommended solution(s) if it requires escalation and formal approval. The approved issue resolution is then recorded and formally signed off in the Decision Document. (include links). >

Issue Number	Issue Description	Risk to Project	Date Opened	Target Resolution Date	Actual Resolution Date	Priority (High, Medium, Low)	Owner < person responsible for seeing the issue is resolved >	Assigned To < person working on the issue's resolution >	Issue Document < Yes, No >	Status (Open, Closed)	Status Update	Resolution	Category < use this area to group your issues by a common factor (eg: Server Issue; Funding Issue >
			dd-mmm-yy	dd-mmm-yy	dd-mmm-yy								