

Issue log report

All records

OPEN ISSUES
6
1 critical · 3 high

OVERDUE AGAINST TARGET
2
ISS-001, ISS-004

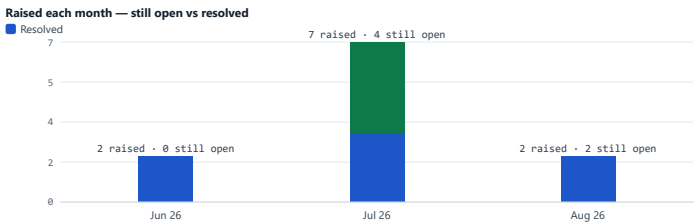
AVERAGE RESOLUTION
6.0 days
raised to resolved, 5 issues

OLDEST OPEN ISSUE
24 d
Finance team unavailable for UAT window

ESCALATED NOW
1
Programme sponsor

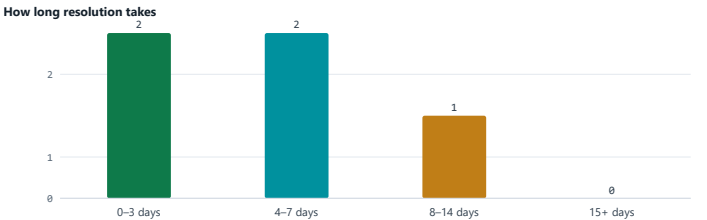
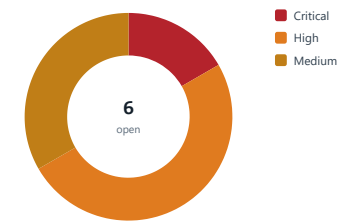
THIS MONTH
0 closed / 2 raised
filling the pool — issues arriving faster than they are resolved

11 of 11 record(s) included. All records. Amounts in USD.



Open, in-progress and escalated issues per project or area. A red bar contains at least one critical issue. Open, in-progress and escalated issues per project or area. A red bar contains at least one critical issue.

Each bar is the issues raised in that month, split into the ones since resolved or closed and the ones still open today. Recent months are naturally more open; older bars that stay dark are the ones to worry about. Each bar is the issues raised in that month, split into the ones since resolved or closed and the ones still open today. Recent months are naturally more open; older bars that stay dark are the ones to worry about.



A log that is all critical means severity has stopped meaning anything; a log that is all low may just mean the hard ones are not being written down. A log that is all critical means severity has stopped meaning anything; a log that is all low may just mean the hard ones are not being written down.

Distribution of resolution times. A long tail on the right usually means issues that were really unowned decisions — check whether the slow ones should have been escalated sooner. Distribution of resolution times. A long tail on the right usually means issues that were really unowned decisions — check whether the slow ones should have been escalated sooner.

Needs attention now

REF	ISSUE	SEVERITY	PRIORITY	OWNER	ESCALATED TO	TARGET	STATE	AGE (DAYS)
ISS-004	Duplicate customer records in migration extract	Critical	P1	Data migration lead	—	2026-08-05	Overdue	18
ISS-001	Supplier API credentials not issued	High	P1	IT manager	Programme sponsor	2026-08-07	Overdue	12
ISS-005	Machine safety sign-off missing for commissioning	High	P2	Project engineer	—	2026-08-12	On track	9
ISS-011	Dust extraction tripping on start-up	High	P1	Maintenance lead	—	2026-08-11	On track	3
ISS-007	Finance team unavailable for UAT window	Medium	P2	Programme manager	—	2026-08-16	On track	24
ISS-010	Licence count short for warehouse users	Medium	P2	Procurement lead	—	2026-08-19	On track	7

Recently resolved

REF	ISSUE	RESOLUTION	DAYS	CLOSURE
ISS-009	Contractor induction records incomplete	All four re-inducted the next morning and the register reconciled against the gate list. G...	3	Resolved — not yet verified
ISS-003	Training room double-booked for go-live week	Moved training to the canteen mezzanine with hired screens, and split the warehouse sessio...	4	Resolved — not yet verified
ISS-002	Test environment down after patch	Vendor rolled the patch back the same day and reissued it with the SSO fix two days later....	2	Closed — verified with the raiser ✓
ISS-006	Crane availability clash with roofing contractor	Re-sequenced the roofing work by one week with the contractor's agreement and held the cra...	7	Closed — verified with the raiser ✓
ISS-008	Gearbox delivered with wrong ratio	Supplier located a correct-ratio unit at their regional depot and air-freighted it at thei...	14	Closed — verified with the raiser ✓

Issue log

REF	PROJECT	ISSUE	RAISED	SEVERITY	PRIORITY	OWNER	ESCALATED TO	TARGET	RESOLVED	STATUS	AGE (DAYS)	OVERDUE	RESOLUTION (DAYS)
ISS-001	ERP rollout	Supplier API credentials not issued	2026-07-28	High	P1	IT manager	Programme sponsor	2026-08-07	—	Escalated	12	Overdue	0
ISS-002	ERP rollout	Test environment down after patch	2026-07-10	Medium	P1	IT manager	—	2026-07-11	2026-07-12	Closed	2	—	2
ISS-003	ERP rollout	Training room double-	2026-07-15	Low	P2	Change lead	—	2026-07-22	2026-07-19	Resolved	4	—	4

REF	PROJECT	ISSUE	RAISED	SEVERITY	PRIORITY	OWNER	ESCALATED TO	TARGET	RESOLVED	STATUS	AGE (DAYS)	OVERDUE	RESOLUTION (DAYS)
		booked for go-live week											
ISS-004	ERP rollout	Duplicate customer records in migration extract	2026-07-22	Critical	P1	Data migration lead	—	2026-08-05	—	Open	18	Overdue	0
ISS-005	Line 2 upgrade	Machine safety sign-off missing for commissioning	2026-07-31	High	P2	Project engineer	—	2026-08-12	—	Open	9	—	0
ISS-006	Line 2 upgrade	Crane availability clash with roofing contractor	2026-06-30	Medium	P2	Site manager	—	2026-07-09	2026-07-07	Closed	7	—	7
ISS-007	ERP rollout	Finance team unavailable for UAT window	2026-07-16	Medium	P2	Programme manager	—	2026-08-16	—	Open	24	—	0
ISS-008	Line 2 upgrade	Gearbox delivered with wrong ratio	2026-06-15	High	P1	Project engineer	—	2026-06-25	2026-06-29	Closed	14	—	14
ISS-009	Line 2 upgrade	Contractor induction records incomplete	2026-07-25	Medium	P1	Site manager	—	2026-07-27	2026-07-28	Resolved	3	—	3
ISS-010	ERP rollout	Licence count short for warehouse users	2026-08-02	Medium	P2	Procurement lead	—	2026-08-19	—	In progress	7	—	0
ISS-011	Line 2 upgrade	Dust extraction tripping on start-up	2026-08-06	High	P1	Maintenance lead	—	2026-08-11	—	Open	3	—	0

Notes

Sample log — replace every entry with your own before relying on it or circulating it.

This log tracks what was recorded — an issue nobody logs is still an issue, and the tidiest register in the world says nothing about the ones people kept to themselves. Age, overdue and resolution figures are arithmetic on the dates entered; they cannot tell whether a fix actually worked, whether a closure was really verified, or whether the severity given was honest. It is a working record and a prioritisation aid, not project-management advice.