

 <Project Name/Project ID>

# Issue Log

Version X.X

DD/MM/YYYY

Document Tracking

The following chart is used to log of all changes made to this document.

| **Version** | **Date of edit/change** | **Who made the edit/change** | **Description of edit/change** |
| --- | --- | --- | --- |
| 0.1 | Mar 13, 2021 | Mary True (PM) | Initial version |
| 1.0 | Mar 14, 2021 | Mary True (PM) | Final version |
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**Introduction**

Provide project description here.

## Issue Log

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| Issue# | Description | Date open | Assign to | Date Assigned | Date Complete | Status |
| 1 | HLD missed due date | Mar 13, 2021 | David King | Mar 13, 2021 | Mar 14, 2021 | Completed |
| 2 | Test plan missed due date | Mar 13, 2021 | Sean Powell | Mar 13, 2021 |  | In progress |
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