# Issues/ Changes – Decisions Log

The purpose of this log is to track issues or requested changes to scope as they arise and to document the decisions made by project leadership. This log provides evidence to decisions made that affect changes to scope or acceptance criteria, which may be difficult to remember without tracking them as decisions are made and which may come into question as the project reaches completion. Add tables as needed.

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| **ID #** | **Description of Issue** | **Recommended Action/ Requested Change** | **Requested by** | **Date Requested** |
| **I1** |  |  |  |  |
| **Decision** | **Comments** | **Approved by** | **Date Approved** |
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| **ID #** | **Description of Issue** | **Recommended Action/ Requested Change** | **Requested by** | **Date Requested** |
| **I2** |  |  |  |  |
| **Decision** | **Comments** | **Approved by** | **Date Approved** |
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| **ID #** | **Description of Issue** | **Recommended Action/ Requested Change** | **Requested by** | **Date Requested** |
| **I3** |  |  |  |  |
| **Decision** | **Comments** | **Approved by** | **Date Approved** |
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| **ID #** | **Description of Issue** | **Recommended Action/ Requested Change** | **Requested by** | **Date Requested** |
| **I4** |  |  |  |  |
| **Decision** | **Comments** | **Approved by** | **Date Approved** |
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