Daily log – Project: Flood Refuge Site

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project** | | **Daily log scope** | | |
| Flood Refuge Site | | Project, stage work package etc | | |
| **Date of Entry** | **Problem, action event or comment** | **Person Responsible** | **Target Date** | **Results** |
| 10/8/18 | There may be a problem with the site chosen for the 4th flood defence barrier | Project Manager | 16/8/18 | Entered onto the Risk Register and mitigated through ground improvements |
| 5/9/18 | Discussion with Executive over the use of volunteer medical staff | Project Manager | 8/9/18 | Agreement with the Executive that security cleared medical staff should be used |
| 10/9/18 | Increased number of refugees reported en route to Refuge Site | Project Manager | 16/9/18 | Discussion with construction engineers about increasing number of tents |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Guidance on how to complete

***(Note: following completion of the Daily Log the pages beyond this point can be deleted)***

## Purpose

A daily log may be used to record informal issues, required actions or significant events not captured by other PRINCE2 registers or logs. It can act as the project diary for the project manager. It can also be used as a repository for issues and risks during the starting up a project process if the other registers have not been set up.

There may be more than one daily log as team managers may elect to have one for their work packages, separate from the project manager’s daily log. Entries are made when the project manager or team manager feels it is appropriate to log some event. Often entries are based on thoughts, conversations and observations.

PRINCE2 does not define the composition, format and presentation or quality criteria for this product. The template provided here is a suggestion of the format and structure you could choose to use.