|  |  |
| --- | --- |
| Project # | Project Name |
| Enter project ID# from charter | Enter project name here |

## Issue #1

|  |  |
| --- | --- |
| Date Logged |  |
| Description of Issue/Problem |  |
| Problem owner |  |
| Impact if not resolved |  |
| Action to be taken |  |
| Status |  |
| Resolution |  |

## Issue #2

|  |  |
| --- | --- |
| Date Logged |  |
| Description of Issue/Problem |  |
| Problem owner |  |
| Impact if not resolved |  |
| Action to be taken |  |
| Status |  |
| Resolution |  |

## Issue #3

|  |  |
| --- | --- |
| Date Logged |  |
| Description of Issue/Problem |  |
| Problem owner |  |
| Impact if not resolved |  |
| Action to be taken |  |
| Status |  |
| Resolution |  |

## Issue #4

|  |  |
| --- | --- |
| Date Logged |  |
| Description of Issue/Problem |  |
| Problem owner |  |
| Impact if not resolved |  |
| Action to be taken |  |
| Status |  |
| Resolution |  |

Attach additional sheets for additional issues as required. Please ensure each issue is assigned a unique number.

Office Use Only: