Issue Form
For [Project Name]

Issue Form

PROJECT DETAILS
Project Name: *Name of the project to which the issue relates* Project Manager: *Name of the Project Manager responsible for resolving the issue*

ISSUE DETAILS
Issue ID: *Unique identifier for this issue* Raised By: *Name of person who is raising this issue* Date Raised: *Date of completion of this form*
Issue Description: *Describe briefly the issue and, where possible, describe its root cause.*
Issue Impact: *Describe the impact that the issue described above is having on the project's ability to meet its stated objectives. Rate the level of impact of the issue (i.e. Low, Medium or High).*

ISSUE RESOLUTION
Recommended Actions: *Describe briefly all actions to be taken to resolve the identified issue.*

APPROVAL DETAILS
Supporting Documentation: *Reference any supporting documentation used to substantiate this issue.*
Signature: **Date:** _____   ___/___/____ PLEASE FORWARD THIS FORM TO THE PROJECT MANAGER FOR ACTION