**Issue Log –** Integrated NPI Build Optimization Framework for Hardware Development

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Purpose:**

The **Issue Log** is designed to document and track all project-related issues from identification to resolution. It ensures transparency, accountability, and timely resolution of project challenges.

**Issue Log Template**

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| **Issue ID** | **Issue Description** | **Priority** | **Impact** | **Owner** | **Date Identified** | **Status** | **Resolution Due Date** | **Resolution Action** |
| **ISS-001** | Vendor delay in hardware delivery | High | Project timeline impact | Procurement Manager | 2025-01-15 | Open | 2025-01-25 | Expedite shipment or switch vendor |
| **ISS-002** | Software license purchase delayed | Medium | Design phase slowdown | Project Manager | 2025-01-18 | In Progress | 2025-01-22 | Follow up with Finance for approval |
| **ISS-003** | Resource shortage in testing team | High | Testing phase delayed | HR Manager | 2025-02-10 | Open | 2025-02-20 | Hire temporary QA testers |
| **ISS-004** | Design documentation errors | Medium | Design rework required | Design Lead | 2025-02-15 | Open | 2025-02-18 | Correct documentation and review |
| **ISS-005** | Unexpected cost increase in materials | High | Budget overrun risk | Finance Manager | 2025-02-20 | Open | 2025-02-25 | Negotiate pricing or reallocate funds |
| **ISS-006** | Incomplete risk analysis documentation | Low | Compliance risk | Risk Manager | 2025-02-25 | In Progress | 2025-03-01 | Update and review risk documents |

**Issue Prioritization Criteria**

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| **Priority** | **Definition** |
| **High** | Critical impact on project timeline, budget, or quality. |
| **Medium** | Moderate impact; requires timely action to avoid escalation. |
| **Low** | Minimal impact; can be resolved during routine work. |

**Issue Status Definitions**

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| **Status** | **Definition** |
| **Open** | Issue has been identified and logged but not yet addressed. |
| **In Progress** | Actions are underway to resolve the issue. |
| **Resolved** | Issue has been addressed, and corrective actions have been implemented. |
| **Closed** | Issue is fully resolved and no further action is needed. |
| **Escalated** | Issue has been elevated to higher management due to complexity or severity. |

**Issue Management Process**

1. **Identification:** Team members identify and report project issues.
2. **Logging:** The issue is documented in the issue log with details and priority.
3. **Assignment:** A responsible owner is assigned to resolve the issue.
4. **Analysis:** Root cause analysis and impact assessment are performed.
5. **Resolution:** Action is taken to resolve the issue by the due date.
6. **Monitoring:** The issue's resolution is tracked until closure.
7. **Closure:** Issue is reviewed and marked as closed upon resolution.

**Roles and Responsibilities**

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| **Role** | **Responsibility** |
| **Project Manager** | Reviews and approves issue resolution plans. |
| **Issue Owner** | Implements corrective actions and tracks issue progress. |
| **Project Team** | Reports issues and supports issue resolution. |
| **Stakeholders** | Provide feedback and escalate unresolved issues. |

**Issue Escalation Process**

1. **High-Priority Issues** are escalated immediately to the Project Sponsor.
2. **Unresolved Issues** beyond the due date are escalated to the Change Control Board (CCB).
3. **Repeated Issues** are flagged for risk reassessment.

**Issue Review Frequency**

* **Weekly Review Meetings:** Monitor all open and in-progress issues.
* **Immediate Attention:** High-priority issues are reviewed daily.
* **Status Reporting:** Included in bi-weekly project status reports.