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

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Overview**

The Issue Log documents and tracks all project-related issues, including their impact, priority, and resolution status. This document is updated regularly to reflect the latest project developments.

**Issue Log**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Issue ID** | **Description** | **Impact** | **Priority** | **Owner** | **Resolution Plan** | **Target Resolution Date** | **Status** |
| ISS-001 | Supplier delay for critical components delivery | High | High | Procurement Manager | Expedite supplier negotiation; engage backup vendors | 02/15/2025 | 🔄 In Progress |
| ISS-002 | Errors in design documentation | Medium | Medium | Design Team Lead | Conduct additional peer reviews and QA checks | 02/10/2025 | 🔄 In Progress |
| ISS-003 | Resource unavailability in QA team | High | High | HR Manager | Hire additional QA resources or reallocate existing resources | 02/05/2025 | ✅ Resolved |
| ISS-004 | Cost overruns in procurement due to material price increases | Medium | Low | Finance Manager | Lock prices with fixed-price contracts; adjust budget | 02/08/2025 | ✅ Resolved |
| ISS-005 | Misalignment on scope among stakeholders | Medium | Medium | Stakeholder Manager | Schedule regular scope alignment meetings | 02/20/2025 | 🔄 In Progress |
| ISS-006 | Testing framework readiness delayed due to incomplete procurement | High | Medium | QA Lead | Accelerate procurement and prioritize critical items | 02/28/2025 | ⏳ Upcoming |
| ISS-007 | Integration challenges during system testing | High | High | Integration Lead | Develop detailed integration test cases; allocate expert resources | 03/15/2025 | ⏳ Upcoming |

**Issue Prioritization**

|  |  |  |
| --- | --- | --- |
| **Priority** | **Description** | **Examples** |
| **High** | Issues that can significantly impact project milestones or budgets. | ISS-001, ISS-003, ISS-007 |
| **Medium** | Issues that may cause delays but have manageable resolutions. | ISS-002, ISS-005 |
| **Low** | Issues with minimal impact or easy resolutions. | ISS-004 |

**Issue Details**

**ISS-001: Supplier Delay**

* **Description:** Supplier delay in delivering critical components, causing potential delays in the testing phase.
* **Impact:** High — Delays testing and overall project timeline.
* **Resolution Plan:**
  1. Expedite supplier negotiation process.
  2. Engage backup suppliers to fill the gap.
  3. Escalate to project sponsor if unresolved by 02/15/2025.
* **Status:** 🔄 In Progress

**ISS-003: Resource Unavailability in QA Team**

* **Description:** QA team understaffed, risking delays in testing readiness.
* **Impact:** High — Directly impacts testing timelines.
* **Resolution Plan:**
  1. Recruit additional QA staff.
  2. Reallocate resources from other teams temporarily.
  3. Provide training for existing team members.
* **Status:** ✅ Resolved

**Issue Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Monitoring Activity** | **Frequency** | **Owner** | **Status** |
| Supplier performance tracking | Weekly | Procurement Manager | 🔄 In Progress |
| QA team capacity and allocation | Bi-weekly | HR Manager | ✅ Resolved |
| Scope alignment reviews with stakeholders | Monthly | Stakeholder Manager | 🔄 In Progress |

**New Issues Identified**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue ID** | **Description** | **Impact** | **Priority** | **Owner** | **Status** |
| ISS-008 | Inconsistent reporting format across teams | Low | Low | PMO Lead | Open |

**Approval**

|  |  |  |
| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Manager | [Signature] | [MM/DD/YYYY] |
| Project Sponsor | [Signature] | [MM/DD/YYYY] |

**Conclusion:**

The project team is actively managing and resolving all issues. ISS-001 and ISS-005 require immediate attention to avoid further delays. Regular updates will be provided in the next status meeting.