**Project ABC - Issues List**

| **Issue** | **Status** | **Lead** | **Due** |
| --- | --- | --- | --- |
| Space Shortage | Converting meeting room 5 to working area with desks. | Anderson | 2010-01-10 |
| Development Schedule | Descoping the all the extra management functions until next phase. | Baker | 2010-02-14 |
| Requirements Phase 2 | Onsite session of all parties to be held on Thursday to review current baseline. | Baker | 2010-03-15 |
| Manuals Printing | Have told vendor need copies by Friday or can't hold session and won't pay. | Jones | 2010-01-12 |
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***Use:***

*\* Add rows for new items as needed, and then collect together by Lead or Due Date with the option Layout / Data / Sort.*

*\* Enter dates in format YYYY-MM-DD so Layout / Data / Sort works consistently.*

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For more information, refer to the *Deeply Practical Project Management* (DPPM)

reference book [Amazon.com/dp/1548650463/](https://www.amazon.com/dp/1548650463/) or online course at [DeeplyPracticalPM.com](http://DeeplyPracticalPM.com/)

In particular see the chapter “Monitoring & Controlling”.