Feedback Summary & Action Plan

Date: [Date]
Reviewer: [Name]
Total Issues Found: [Number]

Executive Summary

Overall Impression:

Key Strengths:
1.
2.
3.

Critical Issues:
1.
2.
3.

Prioritized Action Items

🔴 HIGH PRIORITY (Must Fix Before Next Release)

#	Issue/Feature	Category	Estimated Effort	Assigned To	Status
1		Bug/Feature	[Hours/Days]		☐ Todo
2		Bug/Feature	[Hours/Days]		☐ Todo
3		Bug/Feature	[Hours/Days]		☐ Todo
4		Bug/Feature	[Hours/Days]		☐ Todo
5		Bug/Feature	[Hours/Days]		☐ Todo

🟡 MEDIUM PRIORITY (Important but not blocking)

#	Issue/Feature	Category	Estimated Effort	Assigned To	Status
1		Bug/Feature	[Hours/Days]		☐ Todo
2		Bug/Feature	[Hours/Days]		☐ Todo
3		Bug/Feature	[Hours/Days]		☐ Todo
4		Bug/Feature	[Hours/Days]		☐ Todo
5		Bug/Feature	[Hours/Days]		☐ Todo

🟢 LOW PRIORITY (Nice to have)

#	Issue/Feature	Category	Estimated Effort	Assigned To	Status
1		Bug/Feature	[Hours/Days]		☐ Todo
2		Bug/Feature	[Hours/Days]		☐ Todo
3		Bug/Feature	[Hours/Days]		☐ Todo

Issues by Category

🎨 Design & UI

- [ ]
- [ ]
- [ ]

🐛 Bugs & Technical Issues

- [ ]
- [ ]
- [ ]

✨ New Features

- [ ]
- [ ]
- [ ]

📝 Content & Copy

- [ ]
- [ ]
- [ ]

📱 Mobile Experience

- [ ]
- [ ]
- [ ]

✉ Email & Notifications

- [ ]
- [ ]
- [ ]

Timeline Estimate

High Priority Items: [X weeks]
Medium Priority Items: [X weeks]
Low Priority Items: [X weeks]

Total Development Time: [X weeks]

Resource Allocation

Developer: [Hours needed]
Designer: [Hours needed]
Content Writer: [Hours needed]
QA/Testing: [Hours needed]

Questions for Stakeholders

1.
2.
3.

Next Review Date

Scheduled for: [Date]
Items to be completed by then: [Number]