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**Abstract**

Purpose of this document, keep it’s as short as possible.  
You also can make it stay on multiple lines, but don’t do it regularly.

**Issue Management Process Template**

**Foxes Project**

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# Introduction

## Purpose

*[List out all purpose of this document.]*

## Scope

*[List out all scope of this document.]*

# Issue Management

## Objective

*[List out all objective of Issue Management.]*

## Process

*[Image of Issue Management Process.]*

Figure – Issue Management Process

# Process Roles and Responsibilities

|  |  |
| --- | --- |
| Roles | Responsibility |
|  |  |
|  |  |

Table – Roles and Responsibilities.

# Process Description

|  |  |
| --- | --- |
| **Required Input** |  |
| **Expected Output** |  |
| **Participants** |  |
|  | |

# Qualitative Issues

## Priority

|  |  |  |
| --- | --- | --- |
| No. | Level | Description |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

Table – Description Priority.

## Impact

|  |  |  |
| --- | --- | --- |
| No. | Qualitative | Description |
| 1 |  |  |

Table – Description Impact.

## Issue Status

|  |  |  |
| --- | --- | --- |
| No. | Status | Description |
| 1 |  |  |

Table – Issue status.

# Revision

|  |  |  |  |
| --- | --- | --- | --- |
| # | Date | Editor | Description |
| 1 | Aug 23th, 2015 | Chi Tô | Create document |