

TSPi Issue Tracking Log - Form ITL

Name	นางสาววิศรา ฤทธิศร	Date	22 ธ.ค. 2564
Team	4	Instructor	อ.อภิสิทธิ์ แสงใส
Part/Level	การจัดการความเสี่ยง	Cycle	3

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
22 ธ.ค. 2564	R	1	HIGH	TEAM 4	22 ธ.ค. 2564	22 ธ.ค. 2564
Description: งานบางงานเสร็จเกินเวลาที่วางแผนไว้						

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
22 ธ.ค. 2564	I	2	HIGH	TEAM 4	22 ธ.ค. 2564	22 ธ.ค. 2564
Description: สมาชิกพูดคุยกันน้อย						

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
22 ธ.ค. 2564	I	3	HIGH	TEAM 4	22 ธ.ค. 2564	22 ธ.ค. 2564
Description: มีการแบ่งงานภายในทีมไม่สม่ำเสมอ						

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
22 ธ.ค. 2564	I	4	HIGH	TEAM 4	22 ธ.ค. 2564	22 ธ.ค. 2564
Description: สมาชิกติดธุระค่อนข้างหลายคน						

TSPI Issue Tracking Log Instructions - Form ITL

Purpose	- Use this form to record and track project risks and issues.
Responsibilities	<ul style="list-style-type: none"> - The Support Manager maintains the issue tracking log. - In each team meeting, the Support Manager provides status data on the risks and issues. - Examples would be number of issues/risks with past-due follow-up dates, number with current dates, etc. - The team decides who should address each risk or issue and when.
General	<ul style="list-style-type: none"> - Issues are certainties; without action, they will likely cause problems. - Risks are things that may or may not happen. - Record a risk or issue in each segment of the form. - Use additional copies of the form as needed. - If the number of risks or issues becomes too large, use a database system to track them.
Header	<ul style="list-style-type: none"> - Enter your name, date, team name, and instructor's name. - Name the part or assembly and its level. - Enter the cycle number.
Date	- Enter the date the risk or issue was entered in the ITL system.
Risk/Issue	- Enter an <i>R</i> for a risk or an <i>I</i> for an issue.
Number	- Assign a control number to each risk and issue.
Priority	<ul style="list-style-type: none"> - For risks, enter the risk evaluation. - Use H, M, and L for high, medium, or low evaluations. - Evaluate the risk in terms of likelihood and schedule impact. - A priority of HM would be a risk with a high likelihood of occurring and a medium schedule impact on the project.
Owner	- Name the engineer who is tracking the risk or issue.
Follow-up Date	- Note the date when the risk or issue should be resolved.
Date Resolved	- Record the date the risk or issue was resolved.

Description	<p>Describe the risk or issue as clearly as possible, for example:</p> <ul style="list-style-type: none"> - a change to be made or interface to be checked - a requirements question to answer - a possible delay in obtaining a support tool. <p>Describe the risk or issue completely enough to permit you or someone else to later take the needed action.</p>
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