

### TSPi Issue Tracking Log - Form ITL

Name	นางสาววิศรา ฤทธิธร	Date	01 ม.ค. 2565
Team	4	Instructor	อ.อภิสิทธิ์ แสงใส
Part/Level	การจัดการความเสี่ยง	Cycle	3

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
01 ม.ค. 2565	R	1	HIGH	TEAM 4	01 ม.ค. 2565	01 ม.ค. 2565
Description: <span style="border-bottom: 1px solid black;">มีงานบางงานที่ทำเสร็จเกินเวลาที่กำหนด</span>						

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
01 ม.ค. 2565	I	2	HIGH	TEAM 4	01 ม.ค. 2565	01 ม.ค. 2565
Description: <span style="border-bottom: 1px solid black;">สมาชิกพูดคุยกันน้อย</span>						

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
01 ม.ค. 2565	I	3	MEDIUM	TEAM 4	01 ม.ค. 2565	01 ม.ค. 2565
Description: <span style="border-bottom: 1px solid black;">สมาชิกป่วย</span>						

Date	Risk/Issue	Number	Priority	Owner	FU Date	Resolved
01 ม.ค. 2565	I	4	MEDIUM	TEAM 4	01 ม.ค. 2565	01 ม.ค. 2565
Description: <span style="border-bottom: 1px solid black;">มีงานหลายงานที่ไม่สามารถทำให้เสร็จภายใน Sprint เดียว</span>						

### TSPI Issue Tracking Log Instructions - Form ITL

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

<b>Description</b>	<p>Describe the risk or issue as clearly as possible, for example:</p> <ul style="list-style-type: none"><li>- a change to be made or interface to be checked</li><li>- a requirements question to answer</li><li>- a possible delay in obtaining a support tool.</li></ul> <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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