

Issue Management Form

Project Name: XYZ Computer System

Originator Section	
Control No.	1
Date Submitted:	03/06/09
Submitted By:	Bob Allison
Division:	Display
Department:	Engineering
Process or Product:	New display model xxx
Issue Description:	Final specifications not received yet from supplier. Cannot get a new due date.
Proposed Solution:	VP Manufacturing to contact supplier CEO to escalate issue and get new delivery dates.
Reviewer Section	
Date Reviewed:	03/10/09
Reviewed By:	Ken Owtrim
Reviewers Role:	PM
Issue Resolution:	Joe Blow to travel to supplier site on 03/11/09 to meet with their management to resolve delivery dates.
Resources Required:	Joe Blow – VP Manufacturing
Schedule Impacts:	None yet known
Systems Impacts:	none
Estimated Cost:	\$2000 for travel expenses
Resolution Target Date:	03/12/09
Date Returned:	03/10/09