

**Issue Management Form**

**Project Name:** XYZ Computer System

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