

Issue Submission Example



What is a Issue?

A current adverse problem or a risk that has occurred.

STEP

1

Enter Issue Date and Title

Today's Date: 9/30/2020 - **Note:** Use calendar to select date.
Title: Virtual Meeting Limitations

STEP

2

Enter Issue Statement

Since we are 100% remote, we are limited to 250 participants in meetings/events using our current virtual meeting tool.

Note: The Issue should be phrased without "if" and "then", since the issue is an event that has already occurred, or is currently impacting the Program/Project.

STEP

3

Enter Issue Description

Limited to 250 participants means that meetings/ events must be offered multiple times creating scheduling and resource impacts.

Note: The description expands the Issue Statement.

STEP

4

Enter Issue Likelihood and Impact

Likelihood: Issue (100% Likelihood) Always 100% for Issue
Impact: Moderate

Note: Issues should always be marked as "Issue - 100%". Impact should reflect the best understanding of the Issue if not resolved.

STEP

5

Enter Trigger Date

1/1/2021

Note: This is the estimated date for completion of the Response Plan(s) to resolve the Issue.

Use the calendar to select the date.

STEP

6

Enter Issue Category

Organizational Change Management

Note: This is the category most impacted by the Issue. If you do not see a category that fits, you should select "Other" and then type in the category.

STEP

7

Enter Issue Owner

Rita Jones

Name of person who is responsible for the Issue and tracking the Response Plan(s).

Note: This is not necessarily the owner of the individual Response Plans or the Person submitting the Issue.

STEP

8

Enter Response Plan 1, Owner, Status

Response Plan: Research virtual meeting/event tools that will accommodate up to 2,000 participants.

Owner: John Smith

Status: In Progress

Note: The Response Plan(s) should address the actions needed to be taken to resolve the Issue, the Owner of the Response Plan, and the current status.

STEP

9

Enter Response Plan 2-5, Owner, Status

Response Plan: Ensure virtual meeting/event tools are cleared for use by relevant DOC, OFMS, and individual bureau security points of contact

Owner: James Smith

Status: In Progress

Submit additional Response Plan(s), Owner(s), Completion Date(s), and Status, if appropriate. Up to 5 Response Plans can be included per Issue.