What is a Issue?
A current adverse problem or a risk that has occurred.

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

**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.

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

**Enter Issue Likelihood and Impact**
- Likelihood: Issue (100% Likelihood) - Always 100% for Issues
- Impact: Moderate
Note: Issues should always be marked as "Issue - 100%". Impact should reflect the best understanding of the Issue if not resolved.

**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.

**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.

**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.

**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.

**Enter Response Plan 2-5, Owner, Status**
- Response Plan: Ensure virtual meeting/event tools are cleared for use by relevant BOC, OFMS, and individual bureau security points of contact.
- Owner: James Smith
- Status: In Progress
Note: Submit additional Response Plan(s), Owner(s), Completion Date(s), and Status, if appropriate. Up to 5 Response Plans can be included per Issue.