

Issue / Risk Communication

Project: _____

Prepared By: _____ (Project Manager)

Date: _____

Use this template in identifying problems that are possible threats to the success of the project. Make sure that you document agreed upon solutions/mitigation strategies.

ISSUE/PROBLEM:

RISK TO PROJECT (Money, Schedule, Quality, People):

POSSIBLE SOLUTIONS/MITIGATION STRATEGIES:

1. _____

2. _____

RECOMMENDED SOLUTION/STRATEGY:

APPROVED SOLUTION/STRATEGY:

Accountable Individual: _____ **Date to Review:** _____

APPROVED BY: _____ **Date:** _____
(Signature of Accountable Executive)