Issues Summary Sheet

Project: _

Project Manager:

This form documents critical organizational issues identified by participants during the project rollout. These need to be brought to the attention of the corporate sponsor or executive and should be reviewed at each status meeting with the client.

| Issue | Date/Session Identified | Impact | Assigned to |
|-------|----------------------------|--------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |