

Document:**Issue Submission Form**

Larger projects need more rigor and structure in how issues are raised and managed. The Issue Submission Form is used to capture, screen, prioritize, and evaluate issues. Each form should be used to describe one specific issue. Be sure to include enough information so that the issue can be identified and tracked, but not so much information that the form becomes a report. A summary of all open and closed issues is kept in the Issues Log.

Project Name – Issue Submission Form

| | | |
|----------------------|---------------------|-----------------------|
| Issue Number: | Reported By: | Date Reported: |
|----------------------|---------------------|-----------------------|

| | | |
|----------------------|---------------------------|-----------------------|
| Issue Status: | Issue Assigned To: | Date Resolved: |
|----------------------|---------------------------|-----------------------|

Description of Issue:

Project Impact:

Alternatives and Recommendation:

Final Resolution: