Section 2.9 Plan

Issues Log *[Example]*

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| --- |
| **Time needed**: 4 hours to set up; 1 hour weekly to maintain  **Suggested other tools**: CCC Program Project Plan; CCC Program Change Management; Communication Plan |

| **#** | **Issue** | **Description** | **Reported by** | **Assigned to** | **Status** | **Priority** | **Date Reported** | **Date Resolved** | **Comments** | **Resolution** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Holiday timeline | Project timeline depends on scheduling client meetings in December | L.L. | A.M. | Closed | Med | 11/7/13 | 11/22/13 |  | Meetings re-scheduled for January; may impact the 1/31 date |
| 2 | Scope | Client is pushing for activities that are out of scope | B.S. | K.M. | Active | High | 11/12/13 |  | K.M.is working with G.G. manage scope |  |
| 3 | Financials | Initial phases appear to be very tight financially | S.S. | B.S. | Closed | High | 11/13/13 | 2/3/14 | B.S. to manage and quantify it | Decreased team size (and costs) |
| 4 | Clinical expertise | Need SME expertise with a clinical and Care Coordination experience | L.B. | B.S. | Closed | High | 1/21/14 | 2/12/14 |  | M.B. added to the team as the SME |

<Program name> Issues Log

| **#** | **Issue** | **Description** | **Reported by** | **Assigned to** | **Status** | **Priority** | **Date Reported** | **Date Resolved** | **Comments** | **Resolution** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | xxx | xxx | xxx | xxx | x | x | <date> | <date> | xxx | xxx |
| 2 | xxx | xxx | xxx | xxx | x | x | <date> | <date> | xxx | xxx |
| 3 | xxx | xxx | xxx | xxx | x | x | <date> | <date> | xxx | xxx |
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