

ISSUE LOG — Project Issue Tracker

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Project		PM / Issue Manager		Last Updated
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Priority: Critical = blocks delivery · High = major impact · Medium = workaround exists · Low = minor | Status: Open · In Progress · Escalated · Resolved · Closed | Log every issue; never mana

Issue ID	Date Raised	Raised By	Category	Issue Description	Impact on Project	Priority	Owner	Due Date	Resolution / Action	Status
I-001	03/01/26	Customer Ops	Scope	Customer requesting additional reporting module not in scope statement	Scope increase — 3 days effort + cost impact	High	PM	10/01/26	Raise Change Request CR-001; present impact to steering committee	Open
I-002	10/01/26	IT Architect	Technical	API endpoint for ERP integration returns timeout after 30 seconds — intermittent	Integration testing blocked; risk to schedule	Critical	Architect	15/01/26	Vendor engaged; workaround via batch processing implemented	In Progress
I-003	15/01/26	PM	Stakeholder	IT Head resistant to new system — blocking infrastructure provisioning	Infrastructure not ready; development start at risk	High	PM	20/01/26	Escalated to Sponsor; alignment meeting scheduled	Escalated
I-004	18/01/26	BA	Scope	Requirements document v1.2 not signed off — customer delayed review by 2 weeks	Planning phase closure delayed	Medium	BA	25/01/26	Chasing customer; interim sign-off requested for planning to proceed	In Progress
I-005	22/01/26	QA Lead	Technical	Test environment configuration differs from production — incorrect database version	Test results may not be representative	High	QA Lead	28/01/26	IT provisioning updated environment; re-run smoke tests	Resolved
I-006	25/01/26	PM	Resource	Business Analyst assigned to another project from March without backfill confirmed	drops to 20% during critical planning	High	PM	01/02/26	Resource manager notified; requesting replacement or timeline extension	Open
I-007	28/01/26	Vendor PM	Vendor	Vendor unable to deliver integration module by agreed date — 3-week slip	pushed to June 3; cascade impact on Training	Critical	PM	30/01/26	Vendor issued formal notice; penalty clause invoked; recovery plan requested	Open
I-008	01/02/26	Change Mgr	Stakeholder	End user training materials not yet approved by customer training department	delivery at risk before go-live	Medium	Change Mgr	15/02/26	Revised materials submitted; feedback cycle agreed at 5 days	In Progress
I-009	03/02/26	Finance	Budget	FX rate movement increases vendor contract cost by approximately \$8,000	Budget contingency partially covered	Low	PM	10/02/26	Contingency buffer covers; documented in budget log	Resolved
I-010	05/02/26	QA Lead	Process	No formal UAT entry criteria defined — risk of premature UAT start	gate may be bypassed under schedule	High	QA Lead	12/02/26	UAT entry criteria document drafted; requires PM and customer sign-off	Open

ISSUE SUMMARY

Total Issues	10	Open	4	In Progress	3	Escalated	1	Critical	2	Resolved/ Closed
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Closed Date	Risk / CR Ref
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	CR-001
	R-04
29/01/26	
	R-08
05/02/26	R-11

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