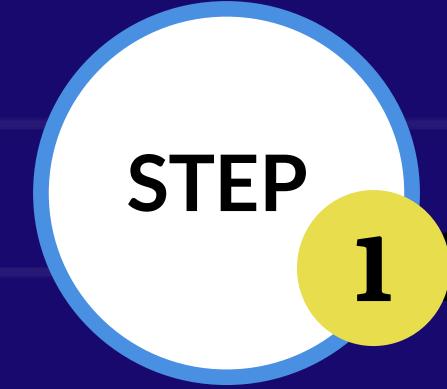
Issue Submission Example



What is a Issue?

A current adverse problem or a risk that has occurred.



Enter Issue Date and Title

Today's Date: 9/30/2020 - Note: Use calendar to select date. Title: Virtual Meeting Limitations



Enter Issue Statement

Since we are 100% remote, we are limited to 250 participants in meetings/events using our current virtual meeting tool.

Note: The Issue should be phrased without "if" and "then", since the

Note: The Issue should be phrased without "if" and "then", since the issue is an event that has already occurred, or is currently impacting the Program/Project.



Enter Issue Description

Limited to 250 participants means that meetings/ events must be offered multiple times creating scheduling and resource impacts.

Note: The description expands the Issue Statement.



Enter Issue Likelihood and Impact

Likelihood: Issue (100% Likelihood) Always 100% for Issue Impact: Moderate

Note: Issues should always be marked as "Issue - 100%". Impact should reflect the best understanding of the Issue if not resolved.



Enter Trigger Date

1/1/2021

Note: This is the estimated date for completion of the Response

Plan(s) to resolve the Issue.

Use the calendar to select the date.



Enter Issue Category

Organizational Change Management

Note: This is the category most impacted by the Issue. If you do not see a category that fits, you should select "Other" and then type in the category.



Enter Issue Owner

Rita Jones

Name of person who is responsible for the Issue and tracking the Response Plan(s).

Note: This is <u>not necessarily</u> the owner of the individual Response Plans or the Person submitting the Issue.



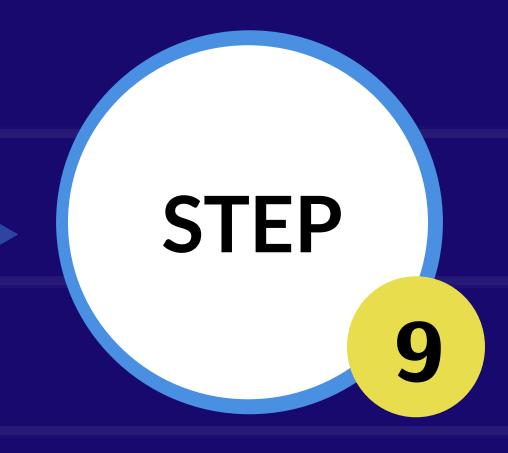
Enter Response Plan 1, Owner, Status

Response Plan: Research virtual meeting/event tools that will accommodate up to 2,000 participants.

Owner: John Smith

Status: In Progress

Note: The Response Plan(s) should address the actions needed to be taken to resolve the Issue, the Owner of the Response Plan, and the current status.



Enter Response Plan 2-5, Owner,

Status

Response Plan: Ensure virtual meeting/event tools are cleared for use by relevant DOC, OFMS, and individual bureau security points of contact Owner: James Smith

Status: In Progress

Submit additional Response Plan(s), Owner(s), Completion Date(s), and Status, if appropriate. Up to 5 Response Plans can be included per Issue.