Column	Instructions For Completing This Document
	Complete the Project Name, Project Manager Name, and Project Description fields.
	For each issue identified, complete the following:
A	**ID**: A unique ID number used to identify the issue in the issue tracking log.
B	**Current Status:** Valid options include the following: **o Open**: The issue is currently open but has not yet been addressed. **o Work In Progress**: The issue is being actively worked on to develop a resolution. **o Closed**: The issue is no longer considered an active project threat and can be closed with or without resolution. Some other potential options include: **o Late**: The issue resolution is not yet resolved and it is past the expected resolution date. **o On Hold**: The issue has been put on hold. **o Combined**: Two issues found to be similar have been combined.
C	**Priority**: Valid options include the following: **o Critical**: Issue will stop project progress if not resolved. **o High**: Issue will likely move the project back in terms of budget or timeline, or will materially affect quality or scope. **o Medium**: Issue will have material effect on project, has potential to be moved to high category and/or requires significant resources to manage. **o Low**: Issue is expected to have a moderate effect on the project, but will require resources to address.
D	**Issue Description**: Describe the issue.
E	**Assigned to Owner**: Name the issue's owner (the individual most responsible for working towards resolving the issue).
F	**Expected Resolution Date**: Identify the date the issue is expected to be resolved.
G	**Escalation Required (Y/N)**: Choose “Yes” if the program/project manager feels an issue needs to be escalated and “No” if escalation is not needed to resolve the issue.
H	**Impact Summary**: Describe the impact of the issue. The impact may be expressed in terms of one or more of the following: schedule, scope, resources and space. Include a reference to any milestones impacted.
I	**Action Steps**: Identify the proposed steps to address the issue. Examples include, but are not limited to, developing alternatives analysis or submitting a change request.
J	**Issue Type:** Identify the issue type: **o Informational**: The issue was generated and logged in response to a request for information external to the immediate project/project team. **o Procedural**: The issue impacts process or procedure. **o System**: The issue impacts systems (hardware or software). **o Other**: The issue impacts other areas.
K	**Date Identified**: Record the date the issue was identified.
L	**Associated ID(s)**: Identify the project ID of any associated milestones that may be impacted by the issue or that the issue is dependant upon for resolution. Please note, this value may require coordination with other program/project managers or the PMA.
M	**Entered By**: Name the individual who first identified the issue.
N	**Actual Resolution Date**: Record the date the issue was resolved.
O	**Final Resolution & Rationale**: Describe the final resolution and rationale of the issue. The resolution may be expressed in terms of one or more of the following: schedule, scope, resources and space. Include a reference to the milestones impacted.

Column	Instructions For Changing the Contents of Drop-Down Menus
B, C G, J	Highlight the cell you want to edit. From the file menu click "Data" -> "Validation" and change the content of the source field.

Column	Instructions For Filtering Data
Any	Highlight the header of the cell you wish to filter data on. From the file menu click "Date" -> "Filter" ->"Auto Filter." Select your filter criteria from the drop-down menu that appears on your header cell.