State of Vermont

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Project Name Here

Issue Management Plan

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Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

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# Revision History

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| --- | --- | --- | --- |
| Version | Date | Author(s) | Revision Notes |
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# Purpose

This section contains a brief statement that defines the purpose of the plan such as “The Issue Management Plan describes how project issues will be managed, evaluated, escalated, and integrated into the project.” (Remove this comment section from final document.)

# Problem Definition and Issue Escalation

This section describes how you determine which problems are escalated as issues and which problems are addressed within the project team.

(Remove this comment section from final document.)

# Roles and Responsibilities

You can describe who is responsible for establishing and managing project issues, who will have input into the issue definition and resolution, etc.

# Templates

It is common for there to be one or more templates in issue management process. The templates should be listed and described. Copies of the templates could be included at the end of the Issue Management Plan.

# Reports

Comment here on the types and names of reports you are using to define and manage issues, who will receive them, the frequency, etc. For example, the Sponsor may receive an Issue Log attached to the Project Status. Another example is an Issue Log Form may be provided to the person or group assisting the project team in resolving an issue.

# Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name and Title | Signature | Date |
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