# LAB SOFT CONSOLIDATION PROJECT

# DECISION ISSUE DOCUMENT

*<Use this document to report significant issues in your project. Put summary information for each issue in the Issues Log.*

1. *Record details about the issue in section 1*
2. *Document the result of analysis in section 2, e.g. will resolution have impact on project cost or schedule*
3. *Record recommendations in section 3 and final management decision in section 4.>*

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| **Prepared by:** |  |
| **Date (MM/DD/YYYY):** |  |
| 1. Issue Background |
| *Fill in with appropriate information or place an “X” next to those that apply.* |
| **Issue Type:**  |
| **Request for Info** **[ ]** | Procedural Problem [ ] | System Problem [ ] | **Other**  **[ ]**  |
| **Issue Description:**  |  |
| **Potential Impact (if not resolved):**  |  |
| **Attachments (if any):** | **No [ ]** | **Yes [ ]** | Link\_To\_Supporting\_Document1**Link\_To\_Supporting\_Document2****Link\_To\_Supporting\_Document3** |
| **Date Resolution Needed:** (MM/DD/YYYY) |  |

| 2. Analysis |
| --- |
| **Reviewer Name:**  |  |
| **Review Completion:** (MM/DD/YYYY) |  |
| **Reviewer Comments:**  |
|  |
| **Options for Resolution** |
| **Option 1:** **Advantages:** **Disadvantages/Risks:** **Option 2:** **Advantages:** **Disadvantages/Risks:** **Option 3:****Advantages:** **Disadvantages/Risks:**  |
| Cost / Schedule Impact Analysis Required? | **No [ ]** | **Yes [ ]** |
| **Proposed Assignee:**  |  |
| Estimate of Additional Effort: *(insert rows as needed)* |
| **Resources Required** | **Work Days/Costs** |
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| 3. Recommendation |
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| Final Recommendation and Comments:  |
|  |
| *Name* | *Title* | *Signature* | *Date***(MM/DD/YYYY)** |
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| 4. Management Action |
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| **Recommendation Status:** *Fill in with appropriate information or place an “X” next to those that apply.* |
| **Accept** **[ ]** | **Defer** **[ ]** | **Reject** **[ ]** | **Need Additional Information [ ]** |
| **Assigned to:**  |  |
| **Planned Completion Date:** (MM/DD/YYYY) |  |
| *Name* | *Title* | *Date**(MM/DD/YYYY)* | **Comment** |
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| 5. Project Issue Document / Signatures |
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| Project Manager: |  |
| *I have reviewed the information contained in this* Project Issue Document *and agree:* |
| *Name* | *Title* | *Signature* | *Date****(MM/DD/YYYY)*** |
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*The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal* Project Issue Document*.*