# 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 | | | |
| --- | --- | --- | --- |
| 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 | | | |
| --- | --- | --- | --- |
| 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*.*