

Issue Management Plan Template

Activity	Comments	Responsibility to resolve	Frequency of Tracking
1. Raising an issue	Anyone can raise an issue	Project Manager	Weekly
2. Logging and tracking		Project Manager	Weekly
e.g.			
Inter-team conflict issues	The team members should try to resolve it between themselves first. If a resolution is not possible, then raise the issue to the Project Manager	Project Manager	
Scope/functionality issues	This may impact cost or schedule, hence raise to Project Manager immediately.	Project Manager	
3. Assigning an issue for evaluation and resolution		Project Technical Lead	

Above are only a few examples of the kinds of issues that one might want to plan for. The list for your project may be longer.