

Issues, Challenges, and Mitigation Measures

Project: IT System Upgrade - May 2024

Issue/Challenge	Description	Mitigation Measure
System Downtime	Unexpected outages during migration affecting business operations.	Schedule upgrades during off-peak hours and prepare a rollback plan.
Data Loss	Potential data corruption or loss during transfer.	Implement full data backups and conduct verification before starting migration.
User Resistance	Staff may be reluctant to adapt to new process changes.	Organize training sessions and provide continuous user support.
Compatibility Issues	Legacy software failing to integrate with new systems.	Conduct compatibility testing and prepare alternatives for critical applications.
Resource Constraints	Limited skilled personnel available for deployment phase.	Outsource specific tasks and adjust project timeline as necessary.

Important Notes:

- Clearly define each issue or challenge for transparency.
- Document mitigation measures that are practical and actionable.
- Update this document regularly as project circumstances change.
- Engage relevant stakeholders in identifying both risks and solutions.