Detailed Issue-to-Recommendation Mapping

#	Issue	Details	Recommendation	Expected Outcome
1	Inconsistent Data Entry	Multiple instances found where date formats and naming conventions are not standardized across departments.	Implement unified data entry guidelines and provide staff training.	Enhanced data quality and easier cross-departmental reporting.
2	Lack of Access Controls	Sensitive information is accessible to all employees, with no role-based restrictions enacted.	Introduce and enforce access control policies according to user roles.	Improved data security and compliance with privacy regulations.
3	Delayed Issue Resolution	Average time to resolve IT support tickets exceeds two weeks due to unassigned responsibility.	Define clear responsibility and escalation pathways for all support requests.	Faster ticket resolution times and higher stakeholder satisfaction.
4	Manual Reporting Processes	Quarterly reports are created manually, increasing the risk of human error and inefficiencies.	Automate report generation via data integration tools.	Reduced time and errors in reporting activities.

Important Notes:

- This mapping format facilitates a clear traceability from each identified issue to its corresponding recommendation and expected outcome.
- Use specific and actionable language for both issues and recommendations to ensure clarity and effectiveness.
- Regularly update the document as new issues and resolutions are identified.
- Involve all relevant stakeholders during issue identification and recommendation formulation for better buy-in and accuracy.