

Risk and Issue Tracking Progress Report

Project:

Project Name Placeholder

Report Date:

2024-07-16

Prepared by:

Team Member Name

1. Risk Summary

ID	Description	Impact	Likelihood	Owner	Mitigation Plan	Status
R-001	Key resource may become unavailable	High	Medium	J. Smith	Cross-train team members	Open
R-002	Delay in vendor delivery	Medium	High	M. Brown	Regular vendor follow-ups	Monitoring

2. Issue Summary

ID	Description	Impact	Owner	Action Taken	Status	Target Resolution Date
I-001	Budget shortfall identified	High	A. Lee	Requesting additional funding	Open	2024-08-02
I-002	Access issues to critical system	Medium	S. Patel	IT ticket raised, awaiting response	In Progress	2024-07-20

3. Progress Update

- 2 new risks identified, 1 risk closed since last report
- All issues under active management
- Mitigation plans reviewed and updated

Important Notes:

- This report provides a regular snapshot of key project risks and issues.
- It enables proactive management and transparent communication among stakeholders.
- Action plans, ownership, and target dates are essential for accountability.
- Document should be updated regularly to reflect current project realities.
- Clear risk and issue tracking supports effective project delivery and decision making.