

Issue and Risk Summary

Team Update Report

Issue Summary

Issue	Owner	Status	Comments/Actions
Delayed API integration	Jane Doe	Open	Awaiting response from vendor, ETA next week
Testing environment instability	Alex Smith	In Progress	System patch deployed, monitoring ongoing

Risk Summary

Risk	Probability	Impact	Mitigation Plan
Resource shortage due to overlapping projects	Medium	High	Request additional resources from PMO
Unclear requirements from client	High	Moderate	Schedule weekly clarification meetings

Important Notes:

- This summary should be regularly updated for each reporting period.
- Ensure ownership and status are kept current to drive accountability.
- Use clear, concise language to communicate risk and issue details.
- Action items and mitigation plans should be specific and trackable.
- This report supports proactive project management and transparency.