

Issues and Risk Management Summary

Current Issues

#	Issue	Description	Status	Owner	Action Required
1	Delayed Vendor Delivery	Vendor shipment has not arrived as scheduled, impacting timeline.	Open	John Doe	Follow up with vendor and adjust project plan.
2	Resource Shortage	Lack of available developers for sprint tasks.	In Progress	Jane Smith	Seek temporary contractor support.

Key Risks

#	Risk	Description	Likelihood	Impact	Mitigation Plan
1	Scope Creep	Uncontrolled changes could increase costs and delay delivery.	Medium	High	Strict change control process in place.
2	Technical Debt	Accumulating shortcuts may affect long-term maintainability.	Low	Medium	Schedule regular code reviews and refactoring.

Important Notes

- This document should be updated regularly to reflect the current project status.
- Ensure all issues and risks are clearly described and assigned to owners.
- Review mitigation plans and actions periodically for effectiveness.
- Keep communication open among project stakeholders to address issues promptly.
- Maintain records to support decision-making and project transparency.