

Risk/Issue Management Log (Sample)

Continue adding to the log as additional risks are identified.

Project Name:	Hospital Policy Oversight
Project Manager:	Jason Voorhees
Project Description:	Hospital policy system is being overhauled. Different interface and support needed will require training manuals and a new computer server to be set up in the hospital.

Date	Status	Likelihood	Impact	Description	Project Impact	Response Strategy	Contingency	Owner
7/1/2020	Closed	Likely	High	Main supplier cannot deliver materials on time because of other commercial commitments.	Schedule delays and potential cost overruns	Include financial penalties in contract & monitor contract performance	Revise project schedule	Project Manager (Jason V.)
10/7/2020	Open	Very likely	High	Release of the new system is delayed because user acceptance testing begins after the planned start date.	Delays to timeline	Employ temporary staff to free resources for testing	Build 8-week contingency into schedule.	Project Manager (Jason V.) IT Supervisor (Annie W.)