

Issue Log

1. Application
2. Description Of Broken Functionality
3. List Customers Impacted
4. Describe Impact To Customers
5. Describe The Root Cause
6. Is Or Is Not
7. Description Of Workaround
8. Date
9. Description Of Resolution

Issue Log

The _____ Application is not working as expected because _____ description of broken functionality.

The problem _____ list customers impacted. The impact to this group is _____ describe impact to customers.

The root cause of this issue is due to _____ describe the root cause.

There _____ is or is not/is not a workaround. The workaround is _____ Description of workaround.

The problem is expected to be resolved by _____ date. The resolution will be to _____ description of resolution.