



Open Issues List

Using the Open Issues List

Presented by:	Project Leader
Completed by:	Project Leader
Purpose:	To provide a record of all open issues so that they can be tracked to resolution.
How it is used:	<p>As issues are uncovered, document them on the Open Issues List. It is particularly important to log all issues uncovered during implementation, during the Readiness Assessment and for the first thirty to sixty days after going live. This insures that no issues are overlooked.</p> <p>Review the Open Issues List with your Implementation Consultant throughout the implementation and especially during Readiness Assessment to identify any problem areas that need to be corrected before going live.</p>
When it is used:	May be used throughout the implementation process and for the first month after go live .
Who uses it:	Customer and Local FACTS Office Project Team
File under:	Training and Testing/Readiness Assessment
Last revised:	05/01
File Location:	Open Issues List.exe

This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located at www.sofsol.com, in the Nexus, under Information Centers – Facts Technical.

Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.

OPEN ISSUES LIST						
Account:					Phone:	
Contact(s):					E-mail:	
Login:					Modem:	
*			DATE			
PR	#	ISSUE	ENTERED	COMP	OWNER	STATUS