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___.