

Issue Management Template Example

The following issue management template is filled out in reference to the experiment and personnel described below.

Experiment Title: Identify a genetic marker and develop an assay for disease X

Team: Dr. D (PI), Lillian (Co-PI), Chase (clinician/Co-I), David (research scientist), Marie (genetic counselor), Daniel (graduate student), Jay (mouse technician), Anna (lab manager)

Big Picture:

1. Discover/establish association between biomarker and disease X (Year 1-2)
 - a. cell culture, genome wide association studies, candidate gene approaches, mouse studies
2. Develop Assay based on identified biomarker (Year 2)
 - a. Selection of variant, selection of technology or platform for genotyping, determination of sample and sample handling conditions, patient recruitment
3. Test performance of defined assay in targeted population (Year 3-5)
 - a. Refine assay based on initial test performance
 - b. Determine effects (benefits/harms on important decision making health outcomes)
 - i. Compare to existing tests

Issue Management Template

- For information about Project Issue Management, visit www.mindtools.com/rs/IssueManagement.
- For more on project management and planning, visit www.mindtools.com/rs/ProjectManagement.

Issue Name	Issue Type	Raised By	Date Raised	Description/ Background	Priority (High/Medium/Low)	Assigned To	Target Resolution Date	Status/Action Taken	Description of Final Solution