Project Management
Topic 4.1 Action Planning

Open Issues List

- Tool used in the Action Planning Process

- Details action plan, owner, and target date

- Captures items not identified in the project schedule.

- Ensures resolution of items to maintain relationships and support project activity.

- Aids in issue resolution and stakeholder management

Open Issues List (cont'd)

- Single list avoids duplication and conflicts
- Active for entire project life cycle
- All stakeholders contribute
- Provides record of project
- Identifies Lessons Learned
- Available to all stakeholders

Action Planning Process

- Define an action to team's satisfaction
- Identify responsible team member
  - Volunteer, Team Negotiation
  - Supervisor Assignment, Natural Owner
- Specify an acceptable completion date
  - Owner sets date with team approval
  - This ensures owner's commitment
- Document and follow up regularly

Action Planning Format

Issue #	Date		Description	Owner	Action	Due Date	Status

Column 1: **Issue #:** Original number given to the item when it is created

Column 2: **Date:** Date the item is created

Column 3: **Blank:** Use this space to enter originator or categorize it

Column 4: **Description:** describes the issue in terms everyone can understand.

Column 5: **Owner:** identifies the individual, group or company responsible for taking action to resolve the issue or answer the question.

**Column 6:** **Action:** describes the action taken to resolve the issue.

Column 7: **Due Date:** expected date the described action is complete.

Column 8: **Status %:** the percentage of completion for the assigned action.

Action Planning for Goal Attainment

- Action planning can resolve issues or lead to goal attainment.

- Assemble information from the following worksheets:

  - Affinity Diagram Topic 3.1

  - Course Charter Topic 3.2
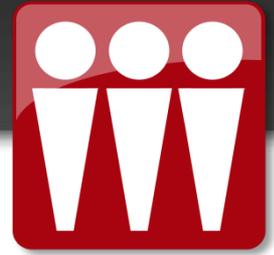
Action Planning

Learn by Doing Project Management
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