

Project Challenge Identification Sheet

Project Name

Date

Prepared By

1. Challenge Summary

Briefly describe the identified challenge...

2. Details of the Challenge

Describe in detail what the challenge is, how it was discovered, and its potential impact...

3. Root Cause (if identified)

Provide information on the suspected or confirmed root cause...

4. Stakeholders Affected

List individuals, teams, or partners affected by the challenge...

5. Proposed Actions / Next Steps

Suggest actions or steps to address this challenge...

Priority

e.g., High, Medium, Low

Status

e.g., Open, In Progress, Closed

Additional Notes

Other remarks or information...