Creating a Project Issue

Quick Reference Guide

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A project issue is an event or condition that has negative consequences for a project. The term implies a situation that is recoverable or that can be mitigated in some way. An issue differs from a risk in that a risk has not occurred yet. Issues roll up to programs and portfolios, and can also be seen on the project Status Report and PMO Dashboard

1. Once you have opened the project scroll to the bottom of the form to view the related lists. Select the Issues related list and click the **New** button.

2. Complete the form fields and **Save** the form.

3. The Issue can be modified by clicking on the Number field and opening the form or inline editing certain fields by double clicking on the field.