

## Issue Definition

The **Issue** Screen is used to manage financial or non-financial issues that may arise during the project lifecycle. If the issue has a financial impact, the issue line item cost will automatically update the anticipated cost on the capital project itself. Issues can be associated with capital project meeting minutes for tracking purposes by date and by meeting. Issues can also be promoted to construction change proposals, direct expenses, and construction change directives. This screen assists greatly with the day-to-day management of project activities that could ultimately change the scope of the project.

Only line item costs update the anticipated cost on the capital project. The header “planned cost” is merely for planning purposes and does not update any project totals.

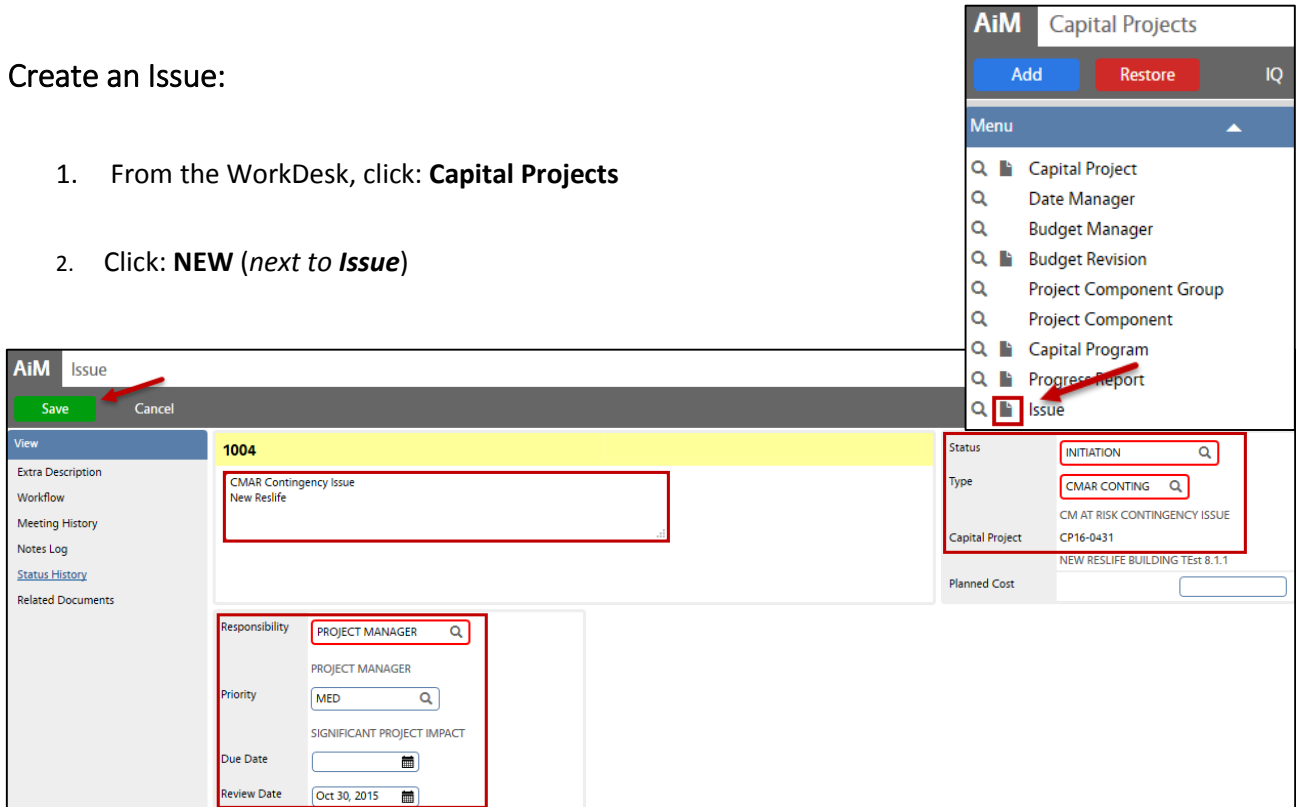
Issues do not require line items.

### Responsibility: PROJECT MANAGER

The Project Manager will perform the following procedures in AiM for creating an Issue in AiM.

#### Create an Issue:

1. From the WorkDesk, click: **Capital Projects**
2. Click: **NEW** (next to **Issue**)



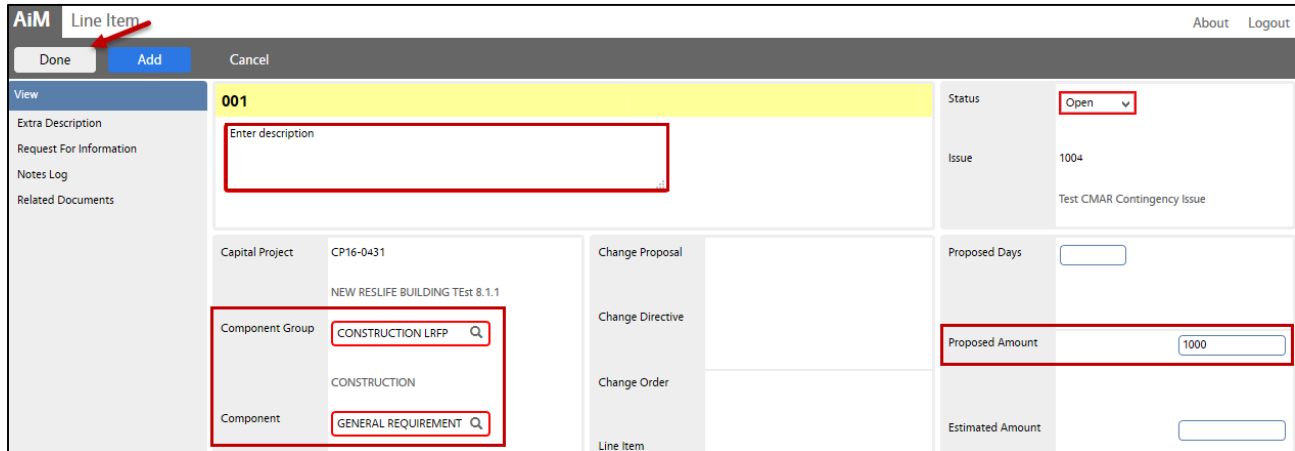
3. The **Issue Number** and **Status** will be populated automatically.
4. Enter a **description** of the issues
5. Select **Type**, Click: Zoom
6. Select **Capital Project**, Click: Zoom
7. Select **Responsibility**, Click: Zoom
8. Select **Priority**, Click: Zoom

9. Enter **Due Date** and **Review Date**

10. From Line Item, click: **Add**



11. Enter the following:



- a. **Description**
- b. **Component Group**
- c. **Component**
- d. **Proposed Amount**

12. Click: **Done**

13. From Issue screen, click: **Save**