

Project Lone Star Relocation (LSR-2026)

- Integrated Action Item/Risk/Issue Log

- Client: Global Tech Solutions (GTS)
- Project: Data Center Operations Office Move
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- Date: 2025-10-17

This integrated log provides the consolidated status of all project Risks (potential future problems), Issues (current blockers), and required Action Items (tasks needed for progress). This document is maintained by the PM Team Lead (Contractor) as the project's **Single Source of Truth (SOT)** for governance control.

1. Active Issues (Current Blockers)

Issues are current problems impacting the project baseline, requiring immediate resource allocation and formal resolution.

ID	Title	Status	Impact/Root Cause	Resolution Plan	Owner	Date Raised	Due Date
I-002	Vendor Legal Fee Overrun	OPEN - CRITICAL	Impact: Directly caused the CPI to drop to 0.80. Root Cause: Unexpected complexity in the facilities contract required 40% more legal hours than budgeted.	Submit Change Request (CR-001) for budget reallocation from Logistics Contingency to Legal Fees. Awaiting CCB review.	Client Project Manager	2025-10-10	2025-10-24
I-003	Missing Fire Suppression Specs	OPEN - HIGH	Facilities Build-out team cannot finalize ceiling plans until the exact specs for the new office space fire suppression system are provided by the local Houston vendor.	IT/Operations Lead to schedule a mandatory 1-hour vendor meeting to secure specification document.	IT/Operations Lead	2025-10-15	2025-10-22

2. Top Risks (Future Potential)

Risks are potential future events that require defined mitigation and contingency plans. All high-exposure risks are immediately escalated to the Steering Committee.

ID	Title (Category)	Exposure (P x I)	Mitigation Plan (Owner)	Contingency Plan	Status
R-003	Severe Weather Impact (External)	9 x 9 = 81 (EXTREME)	Action: Define two specific, non-contiguous backup move dates in February 2026. Review insurance coverage for weather-related delays. (Facilities Lead)	Utilize the designated weather-contingent budget buffer to cover vendor rescheduling fees (Client PM).	AMBER
R-009	Key Staff Retention (Resource)	8 x 8 = 64 (HIGH)	Action: HR/PM to implement a targeted retention bonus strategy for the 5 most critical Operations staff (PM Team Lead/HR).	Cross-train three junior staff members on core DC monitoring tasks by Jan 2026.	AMBER
R-011	Network Hardware Lead Time (Technical)	7 x 10 = 70 (HIGH)	Action: Require immediate Steering Committee approval on network hardware specs to initiate the 16-week procurement process (Client PM/IT Lead).	Identify alternative, lower-spec, off-the-shelf hardware options for temporary installation if procurement fails.	AMBER

3. Mandatory Action Item Tracking

Action items arise from meetings, risk mitigation plans, and issue resolution tasks. Closure evidence must be documented for every item.

ID	Description	Source	Responsible Party	Closure Evidence Required	Status	Due Date
A-15	Distribute the updated SharePoint Naming Convention presentation to all vendor	Weekly PM Review (10/14)	PM Team Lead	Confirmed email distribution list and read receipts.	OPEN	2025-10-17



	teams.					
A-16	Review and confirm ANSI/TIA-942 Tier III requirements for the new office network closet build-out.	IT Operations Checkpoint	IT/Operations Lead	Signed vendor compliance sheet.	OPEN	2025-10-21
A-17	Provide a summary of the \$225K cost overrun for the CCB (in support of CR-001).	Issue I-002 Resolution	Client Project Manager	Formal memorandum documenting variance analysis.	OPEN	2025-10-20
A-18	Confirm availability of backup dates in Feb 2026 with the primary Relocation Vendor.	Risk R-003 Mitigation	Facilities Lead	Signed agreement addendum.	OPEN	2025-10-27