

Documents

Meeting Agendas and Notes

Project Management

Decision Documents

Communications

Shared Documents

Deliverables

Project Phase 1 Deliverables

Project Phase 2 Deliverables

Templates

Lists

Project Change Requests

Communication Log

Issues Register

Decision Log

Risk Register

Status Reports

Discussions

Team Discussion

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement".

[+ Add new announcement](#)

Calendar

There are currently no upcoming events. To add a new event, click "Add new event".

[+ Add new event](#)

Meeting Agendas and Notes

Meeting Date	Name
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There are no items to show in this view of the "Meeting Agendas and Notes" document library. To add a new item, click "Add document".

[+ Add document](#)

Links

<input type="checkbox"/>	Type	Edit	URL	Notes
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There are no items to show in this view of the "Links" list. To add a new item, click "New".

[+ Add new link](#)

Edit



Save



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Item

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Actions

Name *	ChangeRequestFormExample .JPG
Title	
Description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">A A B I U [List Icons] [Text Icons]</div>
DocCurrency	1-Current ▼
Chg #	
Brief Description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"></div>
Change Status	1-Not Evaluated ▼
Priority	4-Low ▼
Date Added	2/17/2014
Deadline / Target Date	<input type="text"/>
Completion Date	<input type="text"/>
Notes on Completion / Results	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"></div>
Exec Rpt?	<input type="checkbox"/>

Created at 2/17/2014 1:32 PM by Cobb, Cynthia
Last modified at 2/17/2014 1:32 PM by Cobb, Cynthia

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We are looking for 'significant' communications with non-AITS employees; this would include communications where decisions were made.

Title



Date of contact

2/17/2014



IAM Team Member



Person Contacted

Contacted person's title

Campus

- UA
- UIUC
- UIS
- UIC
- Medical Center



Department

Type of Communication

1 - Phone



Nature of Communication
(reason for
communication, outcome
of communication)

Attachments

[📎 Click here to attach a file](#)

Exec Rpt?

Check this box if this should be included in an executive report.
(project coordinators and CRM folks only)

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The content of this item will be sent as an e-mail message to the person or group assigned to the item.

Issues should be added into this register and assigned to the appropriate individual or team. Significant, project wide issues will be marked by the project manager for executive reporting. If you have issues that should be included in an executive report, please talk with your project manager.

Title	<input type="text"/>
Description	<input type="text"/>
Date added	2/17/2014
Impact (Notes on this issue's impact on the project or other activities)	<input type="text"/>
Severity (Severity of this issue: 1-High, 2-Medium, 3-Low)	1-High
Priority	(2) Normal
Assigned To	<input type="text"/>
Due Date	<input type="text"/>
Issue Status	1-Not evaluated
Running Status:	<input type="text"/>
Resolution Date (Date this issue was resolved)	<input type="text"/>
Notes on Resolution (Notes or results on the resolution of this issue, such as final decision document location, results of implementing requested fix, etc)	<input type="text"/>
Attachments	Click here to attach a file

Edit



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Decision Name	<input type="text"/>
Attachments	Click here to attach a file
Internal or External	Internal
Description	<input type="text"/>
Decision Body	<input type="text"/>
Projected Date	<input type="text"/>
Status	1-Not started
Date of Action	<input type="text"/>
Groups Impacted	<input type="text"/>
Impact	<input type="text"/>
Decision Made	<input type="text"/>
Notes	<input type="text"/>
Reference	Click here to insert a hyperlink
Owner	<input type="text"/>

Edit



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FileSpelling
▼

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Actions

Spelling

The content of this item will be sent as an e-mail message to the person or group assigned to the item.

Title *	<input type="text"/>
Description	<div style="border: 1px solid gray; padding: 5px;"> <div style="height: 100px;"></div> </div>
Impact	<div style="border: 1px solid gray; padding: 5px; height: 100px;"></div> <p>Notes on this issue's impact on the project or other activities</p>
Severity	<input type="text" value="1-High"/> Severity of this issue: 1-High, 2-Medium, 3-Low
Assigned To	<input type="text"/>
Date added	<input type="text" value="2/17/2014"/> Date this issue was added
Mitigation and Contingency Plans	<div style="border: 1px solid gray; padding: 5px;"> <div style="height: 100px;"></div> </div>
Re-evaluation date	<input type="text"/> <input type="text" value="12 AM"/> <input type="text" value="00"/>
Close Date	<input type="text"/> Date this risk is closed
Notes on Closing	<div style="border: 1px solid gray; padding: 5px; height: 100px;"></div> <p>Notes or results on the resolution of this risk.</p>
Executive Reporting	<input type="checkbox"/> A field used for filtering items for review with upper level management: Yes or No
Team	<input type="text" value="Tech Team"/> Please customize this team list for your project.