

Project Action Item Spreadsheet

5/11/2009 20:07

Instructions:

- 1 Use this spreadsheet to log action items for each project.
- 2 If you are entering an item for someone else, put ** in front of their name and let them set due date.
- 3 Each action items owner reviews their action items periodically at the request of the project lead.
- 4 Update each item with status & progress. Start w/date, e.g. 1/30: blah, blah, blah, and end w/your initials, -kw
- 5 Retain the history of the original due date as well as previous status for continuity.

PRIORITY CODES

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|----------|----------|---|
| | 1 | *HOT - Urgent, Important and Overdue item. Stop everything and do this now, or tell the PM why it cannot be done. |
| | 2 | HIGH - Important and/or Overdue item. If you can't make progress on this, alert the PM immediately. |
| | 3 | LOW - Keep goosing this along, and if you get stuck let the PM know. |
| | 4 | POSTPONE - There is a due date, but it's not anytime soon and don't need to work on it yet. |
| (lowest) | 5 | SOMEDAY - We don't want to forget about this, but we don't want to work on it yet either. |
| | 6 | CLOSED - Either done or removed from the list because we don't plan to do it. |

Thank you for your help in keeping our project on track and assuring things don't fall through the cracks!

NS Project Action Items

Index	Priority	Status	Category	Description	Who Logged It?	Date Logged	OWNER/Lead	Date Due	Risk Analysis	Status Details
<small>Just a sorting field.</small>	<small>Importance and Urgency, as interpreted by PM</small>		<small>Which category or area does it fall into?</small>	<small>Action Item</small>	<small>Who put this on the list and guessed at the "lead" for it?</small>		<small>Who is taking the lead on getting it done?</small>	<small>When will it be done?</small>	<small>What will happen if it is not done, or delayed beyond due date?</small>	<small>List step by step how to make it happen again.</small>
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Project

D=Decision Maker
 I = Influences Decision
 F = Inform of Decisions

Decision Matrix

Responsibility	Name	Name	Name	Name	Name	Name	Name
Escalation Mgmt.							
Financial							
Marketing Collateral							
PR							
Market Segmentation							
Market Analysis							
Competitive Analysis							
Pricing							
Branding							
Packaging							
Positoining							
Customer Support							
Professional Services							
QA							
Training							
User Documentation							
Technical Implementation							
Architecture							
Engr. Documentation							
Schedule							
Resource Allocation							
Engr. Liaison							