

Action Item List

MC/EA Service: _____ **Resource:** _____ **Requirement:** _____

Task	Assigned to:	Relation to other Requirement #'s	Due	Resolution

ACTION ITEM LIST

MC/EA Service _____ **Resource** _____ **Requirement** _____
Description _____

Task	Assigned to:	Relation to other Requirement #'s	Due	Resolution
<p>What is the resolution of the Task? Is it completed, needs more time or work, unable to complete, etc.?</p> <p>Does the Task need to be redeveloped or broken into smaller parts?</p> <p>What are the impediments to a completion?</p>	<p>Name of: the individual, agency, group, or organization responsible for completing the task.</p>	<p>If the Task(s) are related to other resources and requirements, indicate here. Idea is to reduce duplication or share Task assignments.</p>	<p>Date Due</p>	<p>What is the resolution of the Task? Is it completed, needs more time or work, unable to complete, etc.?</p> <p>Does the Task need to be redeveloped or broken into smaller parts?</p> <p>What are the impediments to a completion?</p>