

Web Strategy Status Form

J. Biebel 01.28.2008 revised 02.06.2008, Version 2

Notes:

Each entry will automatically generate a new identifier (number)

Optional Features in *italic*

*
= required field

REQUEST DATE:

Default will be 'Today's Date'

DUE DATE REQUESTED:

REQUESTOR:

Pull info from the active directory

* PROJECT CLASSIFICATION:

PROJECT NAME:

WEB LOCATION:

http://

* PROJECT GOAL:

Limit = 50 words

* DESCRIPTION:

ATTACHMENTS:

Future feature

(drop down)

Correction (fix)
Existing Project
New Project
Updated Information

IF project already has a name (continuing project) WEB LOCATION will show up on screen

ADMINISTRATIVE VIEW

BEGIN DATE:

HISTORY:

1)
2)
3)

NEW COMMENTS:

Auto date, each new comment before it moves into the history below.

STATUS:

Drop-down options: Open, In Progress, Cancelled, Complete, Closed

ATTACHMENTS:

ASSIGNED TO: