


Action Item Template

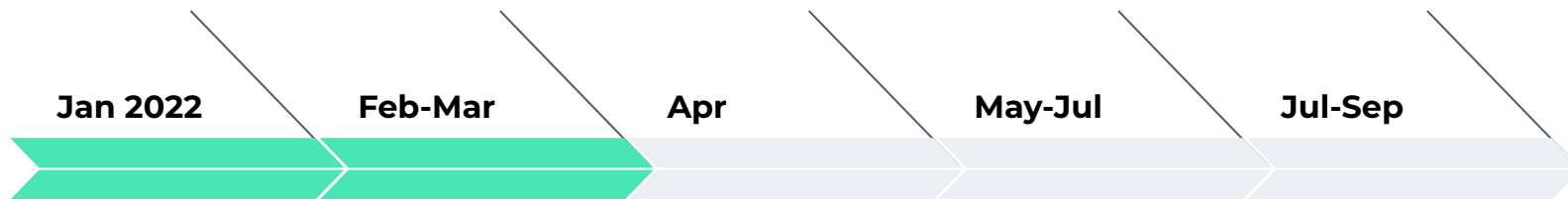
 **NOTE: to edit this deck, go to File → Make a copy**

SCR #	Description	L/M/H		Due Reported	Owner	Due Date	Status
SCR #1	Describe action item		Low	<Due date>	Becca	<Due date>	Open
SCR #2	Describe action item		Medium	2/2/2022	Bob	<Due date>	Closed
SCR #3	Describe action item		High	<Due date>	Leah	2/2/2022	Query
SCR #4	Describe action item		Low	2/2/2022	Christine	<Due date>	Open
SCR #5	Describe action item		Medium	<Due date>	Alexa	<Due date>	Closed
SCR #6	Describe action item		High	<Due date>	Nhu	<Due date>	Query
SCR #7	Describe action item		Low	<Due date>	Rick	<Due date>	Open

Stretch color bars to adjust priority

Project Roadmap Template

Enter your subheadline here



Planning and Requirements

- Describe change
- Consider the impact / scope
- Submit change request form

User Testing Research

- Verify scope / specification
- Assess resource / asset needs
- Cost benefit analysis
- Impact analysis
- Submission approval

Establish App Scope

- Review cost-benefit analysis
- Review impact analysis
- Resource / asset allocation
- Plan timeline

Design and Approve

- Implement change
- Evaluate milestone success / challenges
- Implement revisions (if needed)
- Finalize data

Build and Launch

- Assess change impact
- Find process improvements
- Compile findings report
- Share report with stakeholders