																			POST APPROVAL: IF DELETE: Complete post approval tasks.	Leaves to complete columns			DataOs and Claire complete columns						System eComm completes columns						
Business Unit Request Type	Campus	eComm Specialist	IF NEW: New Business Unit Name	IF RENAME/DELETE: Current Business Unit Name	IF RENAME/DELETE: Current Business Unit NEO	IF RENAME: Updated Business Unit Name	CU BOULDER ONLY Salesforce Visual Force Header Name	IF NEW/RENAME: Display Name for General Reply Email Address for BU	IF NEW: General Reply Email Address for BU	IF NEW: Do any users need to be reassigned to this business unit?	IF DELETE: Do any users need to be reassigned from this business unit? If yes, please provide user names, Business Unit names and NEO they need to be reassigned to below.	IF NEW/RENAME: Does this business unit need a new public group? If yes, please provide name of the desired public group below.	IF NEW/RENAME: If the business unit requires a new public group, please list the members of the public group below.	IF NEW: New Preference Name including the campus name (CU System, GCCS, CUS, CU System) Character Limit: 40	IF RENAME/DELETE: Current Email Preference Name	IF RENAME: Updated Email Preference Name Character Limit: 40	IF NEW/RENAME: Preference Description Character Limit: 120	IF NEW/RENAME: I have synthesized all fields (ex. Business Unit name, Public Group name, preference name, preference description, etc.)		Request Reviewed	Request Approved	NBC Notified IF DELETE: Reminded of Next Steps & Deadline to Complete	Unit Created / Renamed in NEOS	Final Name Display of Unit (if different from column A)	Name changed in Business Object in SF	Email Preferences Associated with Business Unit (see tab 2)	Business Unit Visibility Adjusted to Include all NBCs	Testing Complete	Business Unit Visible and Shared	License MC BU and Public Group Picklist Updated	License Object BU and Public Group Updated for each user	Test Send Completed with Opt-In	Test Send Completed with Opt-Out	NBC Notified Reminded of Next Steps