

Action Opportunities Worksheet



Team: Inst. Purchasing & Selection

Near Term

- Comment on James' Presentation
make comments
- Make info for Agilent and Spectro
Available
- Who is go to person for various
instruments?
- Join list server of instrument
experts and users @ google
plasmachem listserv
listerv@listerv.syr.edu

Long Term

- Develop a list of common questions
(and of course answers)!
- Who is a good person to contact
about method ???
- Develop a list of helpful accessories

Action Priorities Worksheet



Team:

**Not Capable/High
Priority**

Capable/High Priority

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**Not Capable/Low
Priority**

Capable/Low Priority

Action Assignments



Team: _____

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1	Action Idea: Make Comments on James' Presentation	Champion: James	Date Started:	
			Target	
WHAT needs to be done?		WHO will do it?	WHEN will it be done?	<input checked="" type="checkbox"/>
Comment on James' presentation -		Forum Participants	04/19	
James compile & distribute revised presentation/comments		James	07/19	
Develop a list of common questions (and answers)!		James	07/19	

2	Action Idea: Make info for Agilent and Spectro Available	Champion: Bill	Date Started: 03/19	
			Target	
WHAT needs to be done?		WHO will do it?	WHEN will it be done?	<input checked="" type="checkbox"/>
Make all presentations available to Forum attendees and in next OP		Bill, Joe & Melinda	03/19	

Action Assignments



Team: _____

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3	Action Idea: Who is go to person for various instruments?	Champion: James	Date Started:	
			Target	
WHAT needs to be done?		WHO will do it?	WHEN will it be done?	✓
Identify Go-To person(s) for various instruments		James/Dion/Christine	??	

4	Action Idea: Join list server of instrument experts and users @ google plasmachem listserv - listserv@listserv.syr.edu	Champion: Dion	Date Started: 2/19	
			Target	
WHAT needs to be done?		WHO will do it?	WHEN will it be done?	✓
Get specific ling to use for a resource		Dion	03/19	