

# ***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](mailto: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	<b>Action Idea:</b> Make Comments on James' Presentation	<b>Champion:</b> James	<b>Date Started:</b>	
			Target	
<b>WHAT needs to be done?</b>		<b>WHO will do it?</b>	<b>WHEN will it be done?</b>	✓
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	<b>Action Idea:</b> Make info for Agilent and Spectro Available	<b>Champion:</b> Bill	<b>Date Started:</b> 03/19	
			Target	
<b>WHAT needs to be done?</b>		<b>WHO will do it?</b>	<b>WHEN will it be done?</b>	✓
Make all presentations available to Forum attendees and in next OP		Bill, Joe & Melinda	03/19	

# Action Assignments



Team: \_\_\_\_\_

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<b>3</b>	<b>Action Idea:</b> Who is go to person for various instruments?	<b>Champion:</b> James	<b>Date Started:</b>	
			Target	
<b>WHAT needs to be done?</b>		<b>WHO will do it?</b>	<b>WHEN will it be done?</b>	<input checked="" type="checkbox"/>
Identify Go-To person(s) for various instruments		James/Dion/Christine	??	

<b>4</b>	<b>Action Idea:</b> Join list server of instrument experts and users @ google plasmachem listserv - <a href="mailto:listserv@listserv.syr.edu">listserv@listserv.syr.edu</a>	<b>Champion:</b> Dion	<b>Date Started:</b> 2/19	
			Target	
<b>WHAT needs to be done?</b>		<b>WHO will do it?</b>	<b>WHEN will it be done?</b>	<input checked="" type="checkbox"/>
Get specific ling to use for a resource		Dion	03/19	