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| ID | Name | Primary Actor | Brief Description | Risk |
| 1 | Apply for Grants | Senior Director/Donor | Research available grants, fill out grant forms, send off application. | Low |
| 2 | Process Grants Received | Senior Director | Evaluate grant, record grant, generate receipt. | Low |
| 3 | Send Reports | Senior Director/Assistant Director/Donor | Print report for filing, email report | Low |
| 4 | Track Benchmarks | Senior, Assistant, and Program Directors | Input results from meetings, analyze results | High |
| 5 | Track Outcomes | Senior, Assistant, and Program Directors | Input results from surveys from students and parents, review results from school, analyze results | High |
| 6 | Generate Enrollment for Urban Youth Golf Program | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 7 | Track Students for Urban Youth Golf Program | Senior/Assistant Director/Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 8 | Generate Reports for Urban Youth Golf Program | Senior Director/Assistant Director | Input requirements for report, Run reports requested | Low |
| 9 | Generate Enrollment for Summer Youth Employment | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 10 | Track Students for Summer Youth Employment | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 11 | Generate Reports for Summer Youth Employment | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 12 | Generate Enrollment for Project Ready  School Year | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 13 | Track Students for Project Ready School Year | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 14 | Generate Reports Project Ready School Year | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 15 | Generate Enrollment for Project Ready Summer Reach | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 16 | Track Students for Project Ready Summer Reach | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 17 | Generate Reports for Project Ready Summer Reach | Senior Director/Assistant Director | Input requirements for report, Run reports requested | Low |
| 18 | Generate Enrollment for Rising 5th Graders | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 19 | Track Students for Rising 5th Graders | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 20 | Generate Reports for Rising 5th Graders | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 21 | Generate Enrollment for Street Academy | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 22 | Track Students for Street Academy | Senior/Assistant Director/Program Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 23 | Generate Reports for Street Academy | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 24 | Generate Enrollment for Supplemental Education Services | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 25 | Track Students for Supplemental Education Services | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 26 | Generate Reports for Supplemental Education Services | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 27 | Generate Enrollment for Digital Connectors | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 28 | Track Students for Digital Connectors | Senior/Assistant Director/Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 29 | Generate Reports for Digital Connectors | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 30 | Generate Enrollment for Rising 5th graders – summer | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 31 | Track Students for Rising 5th graders - summer | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 32 | Generate Reports for Rising 5th graders - summer | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 33 | Generate Enrollment for “Doing the Right Thing” (community engagement) | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 34 | Track Enrollment for “Doing the Right Thing” (community engagement) | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 35 | Generate Reports for “Doing the Right Thing” (community engagement) | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 36 | Generate Enrollment for Education Summit | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 37 | Track Students for Education Summit | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 38 | Generate Reports for Education Summit | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 39 | Generate Enrollment for Golf Scramble | Assistant Director/Program Director | Obtain enrollment forms, process forms | Low |
| 40 | Track Enrollees for Golf Scramble | Senior/Assistant Director/ Program Director | Make schedule, take attendance, run program, enter attendance into system, input attendance and satisfaction numbers | Low |
| 41 | Generate Reports for Golf Scramble | Senior Director/Assistant Director | Input requirements for report,  Run reports requested | Low |
| 42 | Administration of System | System Administrator | Performing back-ups, maintain the system, security of the system | High |
| 43 | Create New Grantor/Donor | Senior Director | Enter new grantor/donor info into system | Low – Alternate Flow to Process Grants Received |