

**ACTION ITEM PROCEDURE**

**Software Process And Quality Management**

**Team 5 K16T1**



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**REVISIONS**

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# OVERVIEW

## Description

This procedure describes the steps for inputting, tracking, and maintaining Action Items (AIs) generated as the result of meetings and Engineering Go/No-Go Recommendations.

## Entry Criteria

Complete the following before beginning this procedure:

* Action Items resulting from meetings and Engineering Go/No-Go Recommendations

## Exit Criteria

The following work product is a result of completing this procedure:

* Completed Action Item

# PROCEDURE STEPS

## Project Manager or Lead Engineer

**Assign and submit Action Item.**

Assign Action Items (AIs) during meetings and Engineering Go/No-Go Recommendations for completion by a specific date. Record the AI on the Action Item Form (optional). Submit the AI to the Project Configuration Manager.

## Project Configuration Manager

**Input Action Item and maintain database.**

Input all associated AIs into an AI database. Maintain the AI database by periodically reviewing the assignees and due dates to ensure the completion of the AIs.

## Action Item Assignee

**Complete the Action Item.**

Complete the AI, provide the requested work product, and notify the Project Manager and Project Configuration Manager.

## Action Item Assignee

**Request extension of Action Item due date.**

Ask the AI originator for an extension of the due date if circumstances, or lack of information, preclude its completion on schedule. The AI originator then must notify the Project Configuration Manager so the AI database will reflect the change.

## Project Configuration Manager

**Close out Action Item.**

When the AI originator accepts the solution, update the AI database with the solution and date closed.

## Project Configuration Manager

**Notify of impending or overdue Action Items.**

As directed by the Project Manager, provide status reports showing AI status (pending, overdue, or closed out).