

View All Work Items

Associate: ALL

New Work Item

Refresh

Export All

Close

	ID ↓	DQD	ENV	Team	Type	Status	Status Date	Assigned To	Effort Size	Received	Target Date	Description	Requirements Owner	Sponsor	Sign-Off Contact	Created By	Requirements	Total Hours
Edit	1809	13	PRD	DG	Internal Defect	In Progress	2025-03-24	Emily Turcotte	M >8 and <=40 hours	2025-03-24	2025-03-28	Example 3	Emily Turcotte	Emily Turcotte	Emily Turcotte	Emily Turcotte	this is for UC CEAS Expo	6.0
Edit	1808		UAT	DG	Project	In Progress	2025-03-24	Emily Turcotte	L >40 and <=160 hours	2025-03-24	2025-04-04	Example 2	Emily Turcotte	Emily Turcotte	Emily Turcotte	Emily Turcotte	this is an example for UC CEAS Expo	10.0
Edit	1807		PRD	DG	Service	Assigned	2025-03-24	Emily Turcotte	S - <=8 hours	2025-03-24	2025-04-07	Example 1	Emily Turcotte	Emily Turcotte	Emily Turcotte	Emily Turcotte	this is an example for UC CEAS Expo	0.0

View All Work Items

- Ability to view work items for all users
- Conditional formatting on Status and Effort Size
- Ability to edit each work item
- *New:* Ability to export the data to CSV
- Button to add a new work item
- Dropdown to filter for a certain associate
- *New:* Sorting ascending/descending on: ID, Received, Target Date, Status Date, and Total Hours
- *New:* Multiselect Filtering on: ENV, Team, Type, Status, Effort Size, Requirements Owner, Sponsor, Sign-Off Contact, and Created By
- *New:* Display the current filter options
- *New:* Button to clear all filters

Functionalities

	ID ↓	DQD	ENV	Team	Type	Status	Status Date	Assigned To	Effort Size	Received	Target Date	Description	Requirements Owner	Sponsor	Sign-Off Contact	Created By	Requirements	Total Hours
Edit	1809	13	PRD	DG	Internal Defect	In Progress	2025-03-24	Emily Turcotte	M >8 and <=40 hours	2025-03-24	2025-03-28	Example 3	Emily Turcotte	Emily Turcotte	Emily Turcotte	Emily Turcotte	this is for UC CEAS Expo	6.0
Edit	1808		UAT	DG	Project	In Progress	2025-03-24	Emily Turcotte	L >40 and <=160 hours	2025-03-24	2025-04-04	Example 2	Emily Turcotte	Emily Turcotte	Emily Turcotte	Emily Turcotte	this is an example for UC CEAS Expo	10.0
Edit	1807		PRD	DG	Service	Assigned	2025-03-24	Emily Turcotte	S - <=8 hours	2025-03-24	2025-04-07	Example 1	Emily Turcotte	Emily Turcotte	Emily Turcotte	Emily Turcotte	this is an example for UC CEAS Expo	0.0

FILTERED BY | Status: Assigned, In Progress

	ID ↓	DQD	ENV	Team	Type	Status	Status Date	Assigned To	Effort Size	Received	Target Date
Edit	1809	13	PRD	DG	Internal Defect	In Progress	2025-03-24	Emily Turcotte	M >8 and <=40 hours	2025-03-24	2025-03-28
Edit	1808		UAT	DG	Project	In Progress	2025-03-24	Emily Turcotte	L >40 and <=160 hours	2025-03-24	2025-04-04
Edit	1807		PRD	DG	Service	Assigned	2025-03-24	Emily Turcotte	S - <=8 hours	2025-03-24	2025-04-07

Filter by Status

Assigned, In Progress

☐ ALL

☒ Assigned

☐ Canceled

☐ Completed

☒ In Progress

☐ Unassigned

FILTERED BY | Status: Assigned, In Progress -- Effort Size: L >40 and <=160 hours, S - <=8 hours

	ID ↑	DQD	ENV	Team	Type	Status	Status Date	Assigned To	Effort Size	Received	Target Date	Description
Edit	1807		PRD	DG	Service	Assigned	2025-03-24	Emily Turcotte	S - <=8 hours	2025-03-24	2025-04-07	Example 1
Edit	1808		UAT	DG	Project	In Progress	2025-03-24	Emily Turcotte	L >40 and <=160 hours	2025-03-24	2025-04-04	Example 2

My Active Work Items and Filtering Functionality

- Ability to view active (assigned/in progress) work items for the current user
- Conditional formatting on Status and Effort Size
- Ability to edit each work item
- Button to add a new work item
- Dropdown to change associate
- *New:* Sorting ascending/descending on: ID, Received, Target Date, Status Date, and Total Hours
- *New:* Multiselect Filtering on: ENV, Team, Type, Status, Effort Size, Requirements Owner, Sponsor, Sign-Off Contact, and Created By
- *New:* Display the current filter options
- *New:* Button to clear all filters

Functionalities

Edit Work Item

[Refresh](#)[Cancel](#)

Work Item ID: 1807

Environment:

PRD

Effort Size:

S - <=8 hours

Team:

DATAGOV

Requirements Owner:

Emily Turcotte

Type:

Service

Sponsor:

Emily Turcotte

Short Description:

Example 1

Sign-Off Contact:

Emily Turcotte

Date Received:

03/24/2025

Desired Completion Date:

04/07/2025

Assigned To:

Emily Turcotte

DQDID:

Status:

Assigned

Status Date:

03/24/2025

Detailed Description:

this is an example for UC CEAS Expo

Other Requirements:

Submit

NOTES

New Note

Edit Work Item

- Ability to update any field
- Fields automatically filled in with selected work item information
- Button to add a new note
- Display all notes for the associated work item
- Input Validation and Required Fields

Functionalities

New Work Item

Cancel

Environment: <input type="text" value="Select an Environment"/>	Effort Size: <input type="text" value="Select an Effort Size"/>
Team: <input type="text" value="Select a Team"/>	Requirements Owner: <input type="text" value="Select a Requirements Owner"/>
Type: <input type="text" value="Select a Type"/>	Sponsor: <input type="text" value="Select a Sponsor"/>
Short Description: <input type="text"/>	Sign-Off Contact: <input type="text" value="Select a Sign-Off Contact"/>
Date Received: <input type="text" value="03/24/2025"/>	Desired Completion Date: <input type="text" value="04/07/2025"/>
Assigned To: <input type="text" value="Select an Associate"/>	DQDID: <input type="text"/>
Status: <input type="text" value="Select a Status"/>	Status Date: <input type="text" value="03/24/2025"/>
Detailed Description: <input type="text"/>	Other Requirements: <input type="text"/>

Submit

Short Description:



Please provide brief name of Work Item

03/24/2025



New Work Item

- Date Received and Status Date set to current date
- *New:* Desired Completion Date set to current date plus two weeks
- *New:* Associate dropdown options change based on Team selection
- Input Validation and Required Fields
- *New:* Ability to type name to filter dropdowns

Functionalities

Weekly Planning

Close

Associate: Emily Turcotte

RefreshNew Work ItemPrevious PlanCurrent PlanNext Plan

Plan Week

2025-03-292025-04-04

New Plan Week

2025-04-052025-04-11

PlanActualNew

Capacity:20.020.0Capacity:20.0

Maintenance:8.04.0Maintenance:0.0

Unplanned Support:0.0<< Add New Task

Remaining Actual Hrs:0.0Remaining Plan Hrs6.0

	ID	DQD	ENV	Team	Type	Requirements Owner	Sponsor	Effort Size	Request Date	Due Date ↑	Description	Status	Status Date	Created By	Assigned To	Plan Hrs	Act. Hrs	Total Hrs		New Plan	Due In
Edit	1809	13	PRD	DG	Internal Defect	Emily Turcotte	Emily Turcotte	M >8 and <=40 hours	2025-03-24	2025-03-28	Example 3	In Progress	2025-03-24	Emily Turcotte	Emily Turcotte	4.0	6.0	6.0		0.0	4
Edit	1808		UAT	DG	Project	Emily Turcotte	Emily Turcotte	L >40 and <=160 hours	2025-03-24	2025-04-04	Example 2	In Progress	2025-03-24	Emily Turcotte	Emily Turcotte	8.0	10.0	10.0		10.0	11
Edit	1807		PRD	DG	Service	Emily Turcotte	Emily Turcotte	S - <=8 hours	2025-03-24	2025-04-07	Example 1	Assigned	2025-03-24	Emily Turcotte	Emily Turcotte	0.0	0.0	0.0		4.0	14

Weekly Planning

- Associate set automatically based on home page selection
- Ability to change the selected associate
- Plan Week and New Plan Week set based on current date
- Buttons to advance forward/backward a week
- Button to go back to the current weeks plan
- Ability to edit each work item
- Button to add a new work item
- Button (also used in hours calculation) to add a new support task
- Ability to change capacity and maintenance for actual and new plan
- Ability to change actual and plan hours for each work item
- *New:* Ability to sort ascending/descending on due date
- *New:* Conditional Formatting on Effort Size, Status, and Due In
- Remaining hours calculation: Cap. – Main. – The sum of hours for all work items

Functionalities

STARBASE

Associate:

My Active Work Items

New Work Item

My Support Tasks

Weekly Planning

New Support Task

View All Work Items

View Unassigned Work Items

View All Support Tasks

Home Page

- Associate set automatically based on user accessing the application
- Ability to change the associate to another user
- Navigation to all other pages

Functionalities