Task Ownership

Task	Responsible	Accountable	Consulted	Informed
Jira Audit	Reddy, Rohit Ks, Sachin	Ks, Sachin Reddy, Rohit	Julka, Sharad Michaud, Nicolas	Michaud, Nicolas
Jira/Confluence SLC	Reddy, Rohit	Reddy, Rohit	Julka, Sharad	Michaud, Nicolas
Jira/Confluence Access Requests	Jakkula, Priyanka	Jakkula, Priyanka	Reddy, Rohit	Michaud, Nicolas
Monthly Report Highlights	Reddy, Rohit Ks, Sachin	Reddy, Rohit	Ks, Sachin	Michaud, Nicolas

Jira Audit

Task	Before	During	After
Jira Audit	1. verify that the Project boards exist and are populated **Boards** 2. This is split in 2 ways a. Script is Run, on Sample Set Projects b. Manual Run is done on Sample Set of projects c. Output is Compared between Automated Script and manual Run d. If any issues it will fixed 3. Date is Finalized 2nd or 4th of every other mont	1.Manually Auditing the Script Results	2.Validating Criteria Below **Criteria1-14** **Criteria 15A-E** 3.Move the data to Smartsheet once Manual Audit is done