Notes on Checklists

Base Checklists:

- New Store
  - New Quix Store
  - New C1 CMSI (e.g. Florida)
  - New C2 CMSI (e.g. BP)
  - Training Lab
- New Computer Image Creation
  - Store Image
  - Office Image
- New Users
  - Office
  - Megatravel
  - Remote
- Closings and Terminations
  - Store
  - Office User
  - Remote User
  - Megatravel User

Online Checklist Steps:

1. Create each "Base Checklist" (4) in Excel Format
2. In a new tab in each "Base Checklist" document, create the additions / changes necessary to fit each use case. (e.g. "New Store" would have 5 tabs - the base list, and a tab for "New Quix Store", "New C1 CMSI", and so on.)
3. Use Base Templates to build HUB task list templates
4. Use HUB Base Templates and use case tabs to create a HUB Template for each use case.

New HUB Subsite will be placed at hub.strasburger.net/checklists to house all templates. The create function on this site will be used to make a new list for each instance of a use case. Consolidator web parts will pull the disparate lists together as one assigned tasks pane for the user.