SUBJECT: "To-Do-List" Procedure	Effective Date: 03/12/12	Procedure Number: FS 2012 FS0003
	Supersedes:	Page 1 Of 2
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)	

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to University of Central Florida Facilities and Safety directors.

PROCEDURE STATEMENT:

This procedure establishes the procedures for the "To-Do-List".

DEFINITIONS:

Dept	Name	Others	Item #	Task	Status	Added	Date Added	Dup.	Prev. #	Date X'd
FS	All		All087	Do this and this and this		8/10/2010				

- *Column 1: Dept* – This is the department that the individual directs.
- *Column 2: Name* – This is the name of the individual(s).
- *Column 3: Others* – This is if others are involved in the task.
- *Column 4: Item #* - This is the number assigned to the task. The numbering system is simple. It is the individual's initials and the next number in sequence in three-digit form. These numbers must not be changed.
  - For example: John Jackson's last entry was JJ038, his next would be JJ039. Linda Wood's last entry was LW001, the next one would be LW002. Jack Price's last entry was JP435, the next would be JP436.
- *Column 5: Task* – This is the particular task.
- *Column 6: Status* – This is whether or not the task is completed. If completed, an "X" is inserted. If it is not completed, it is left blank.
- *Column 7: Added* – This is when the task was added.
- *Column 8: Date Added* – This is when the task was added. When a task is moved from someone else's, the date that it was added to theirs is left in Column 7, and the new date is put into Column 8.
- *Column 9: Dup.* – This is if it is a duplicate. If it is, an "X" is inserted. If not, it is left blank.
- *Column 10: Prev. #* - This is the previous task number that corresponded to the task if it was moved from another's list.
- *Column 11: Date X'd* – This is the date that the task was completed.

PROCEDURE:

A printed version of the entire list is provided to the AVP. Each individual is provided with his or her own list to review prior to meeting with the AVP. At the AVP-Individual meeting, the AVP makes changes to her list which shows changes and completions. The individual lists serve only as a note-taking device for each of the individuals and cannot be provided as evidence of completion. The "To Do List Administrator" is provided with the entire list from the AVP, including AVP-approved edits and any additions (handwritten or typed) that may arise. The Administrator proceeds with the following steps. The turn-around time is dependent upon the amount of changes that must be made.

Receive the changes. The only changes that will be made come from the AVP-approved list. Additions may also come in the form of a handwritten document. In this event, it may be necessary to highlight the words that are unreadable and return this document to the AVP office for further clarification.

Make the changes. The Administrator will open the document and make the changes. The columns are shown above.

Sort. The sort function will be used to show only the items that are not completed. This can be accomplished by selecting the "down arrow" on the header row of the columns. This also allows for alphabetizing the list.

Print the document. The entire document and each individual's list are printed once all the changes and additions have been made. When printing, the document will be sorted by individual names on the list. The individual and the AVP will be provided a copy for further use.

Approved By:	Date Approved:
Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	3/12/12