IDEA	DATE ADDED	PRIORITY LEVEL (1-5)	WHOSE IDEA? (Note staff or volunteer)	PROJECT MANAGER (If assigned, note to whom)	NEXT STEPS (Be brief)	STATUS AT-A-GLANCE (Select color from key)	STATUS DATE (When last updated)	STATUS DETAIL	FINAL RESULT (Link to supporting doc, if needed)

	Done, or 80%+ complete
	In progress with no known issues
	In progress, known issues to be addressed
	Not yet started

A WORKSHEET FROM ASSOCIATIONSUCCESS.ORG
WITH SPECIAL THANKS TO JESSICA JOHNSON & THE SOCIETY OF HEALTHCARE EPIDEMIOLOGY OF AMERICA

IDEA	DATE ADDED	WHOSE IDEA?	PROJECT MANAGER	DATE COMPLETE	FINAL RESULT

A WORKSHEET FROM ASSOCIATIONSUCCESS.ORG
WITH SPECIAL THANKS TO JESSICA JOHNSON & THE SOCIETY OF HEALTHCARE EPIDEMIOLOGY OF AMERICA

IDEA	DATE ADDED	DATE EXPIRED	WHOSE IDEA?	PROJECT MANAGER	EXPLAIN WHY IDEA WAS SHELVED

A WORKSHEET FROM ASSOCIATIONSUCCESS.ORG
WITH SPECIAL THANKS TO JESSICA JOHNSON & THE SOCIETY OF HEALTHCARE EPIDEMIOLOGY OF AMERICA