

# DHOH Invoice Improvement Tasklist

Task List Modified 6/23/17

	At Risk	Task Name	Status	Start Date	End Date	Assigned To	% Complete	Comments
28		Creation of templates	In Progress	06/05/17	06/26/17	Olivia Ramoino	90%	
30		Review the website for needed edits	In Progress	06/23/17	06/26/17	Ian Campbell	50%	
31		Populate the vendor tracking tool	In Progress	06/26/17	06/26/17	Olivia Ramoino	25%	Tobias will assist
32		Post the edits to the site	Not Started	06/26/17	06/27/17	Gretchen Bennett		
33		Distribution of templates and instructions	Not Started	06/27/17	06/27/17	Olivia Ramoino		
34		Distribution of functional requirements	Not Started	06/27/17	06/27/17	Olivia Ramoino		
35		Go live with new template process	Not Started	06/27/17	06/27/17	Ian Campbell		
36		Create training video for usage of DSO templates	In Progress	06/05/17	06/28/17	Ian Campbell	25%	
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