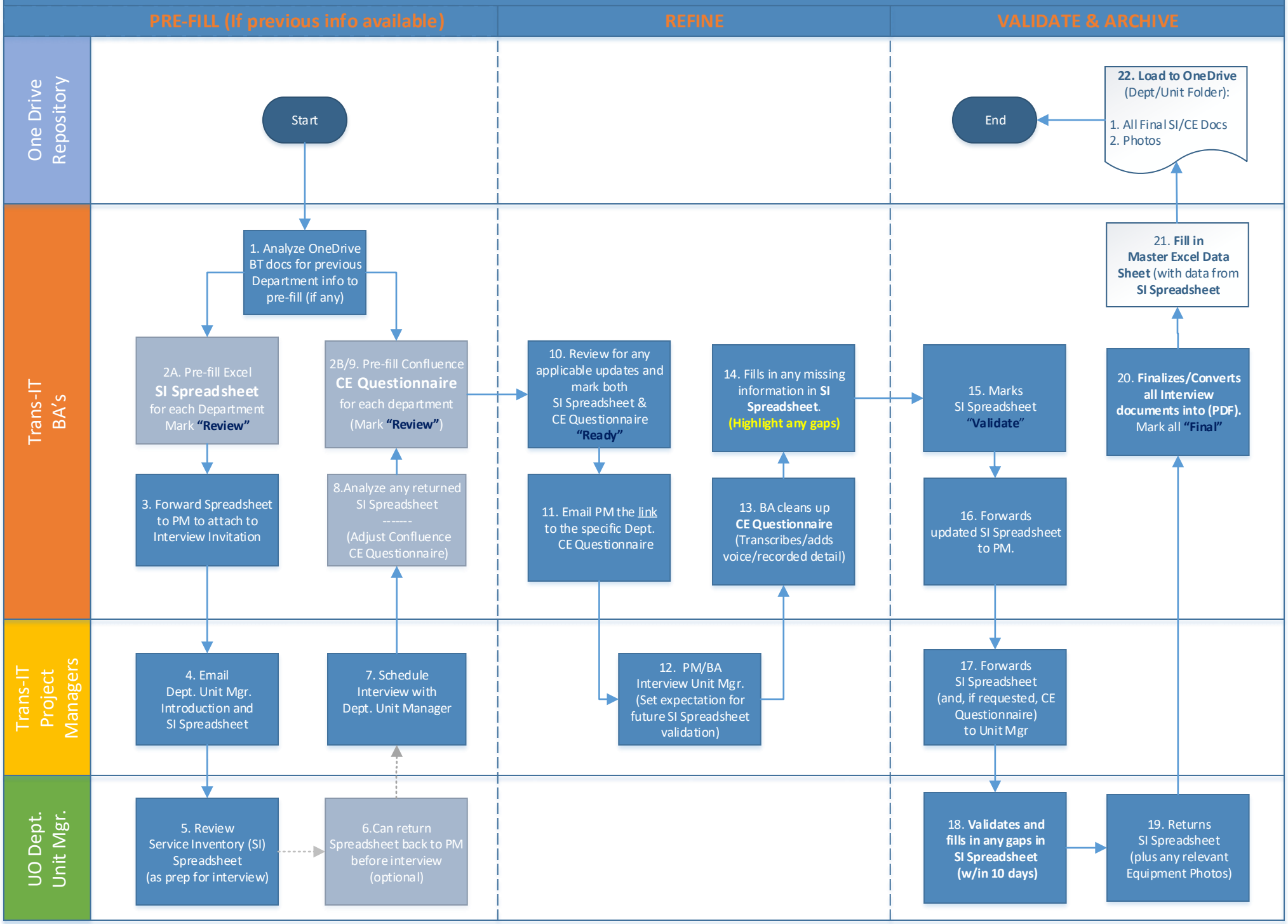
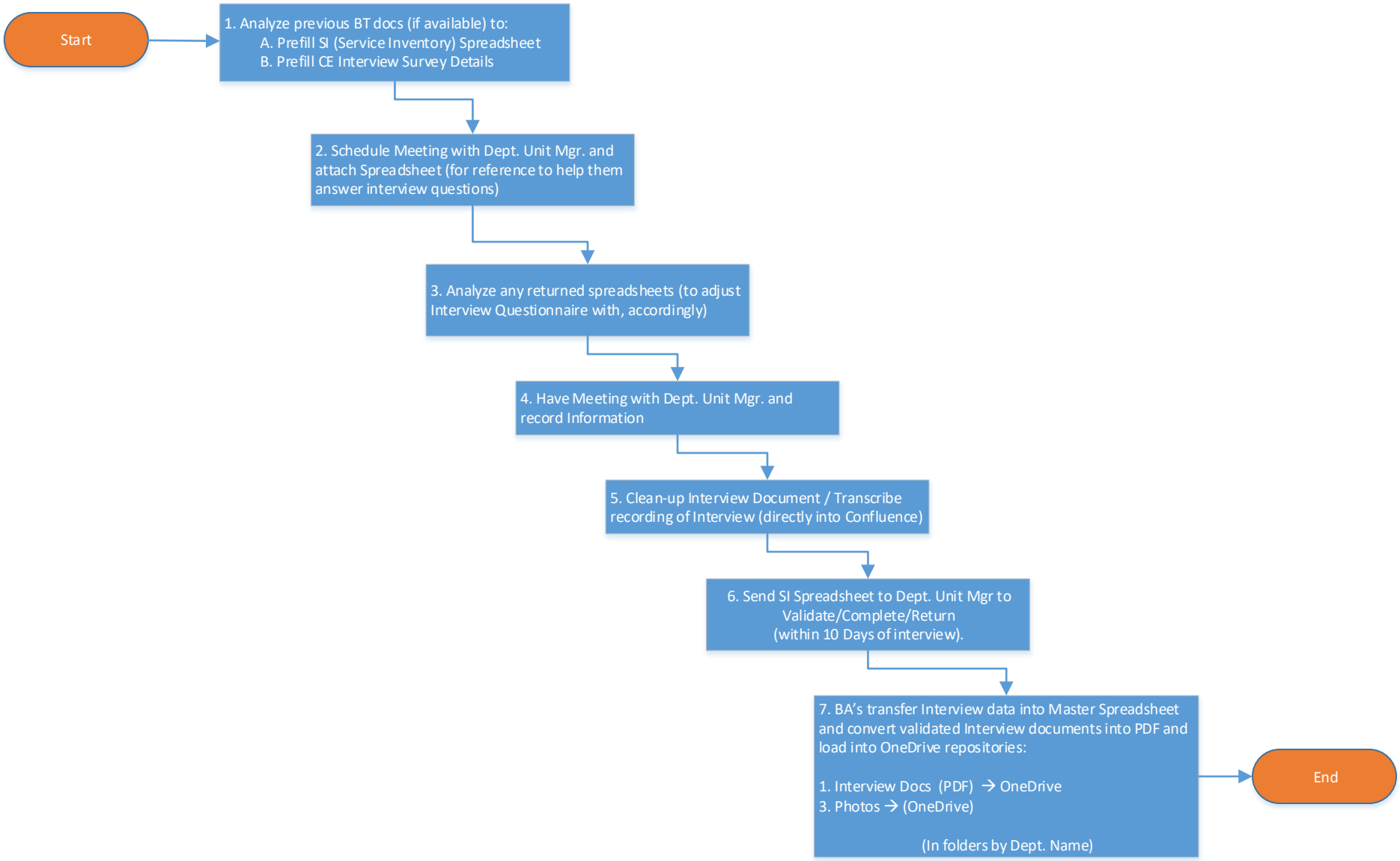
TRANSFORM IT – UO Campus Engagement (CE) - Service Inventory (SI) Interview Process

(V3.0 Baseline – 4/11/2018)




Start
1. Analyze previous BT docs (if available) to:
A. Prefill SI (Service Inventory) Spreadsheet
B. Prefill CE Interview Survey Details
2. Schedule Meeting with Dept. Unit Mgr. and attach Spreadsheet (for reference to help them answer interview questions)
3. Analyze any returned spreadsheets (to adjust Interview Questionnaire with, accordingly)
4. Have Meeting with Dept. Unit Mgr. and record Information
5. Clean-up Interview Document / Transcribe recording of Interview (directly into Confluence)
6. Send SI Spreadsheet to Dept. Unit Mgr to Validate/Complete/Return (within 10 Days of interview).
7. BA's transfer Interview data into Master Spreadsheet and convert validated Interview documents into PDF and load into OneDrive repositories:
1. Interview Docs (PDF) → OneDrive
3. Photos → (OneDrive)
(In folders by Dept. Name)
End