AIM Project Meeting: Request Log Project

05/07/2014

Present: Mike Nyland-Funke, Katie Jones, Mike Beyna, Cindy Hooley

Brainstorm Ideas:

1. Change/add fields on form for clarity (Prioritize)
	1. Split the Requestor/Organization field into two fields
	2. Option to include multiple data sources for a request
	3. Expand the list of disease/risk factors so “other” is not chosen most of the time.
	4. Internal or external data requestor
2. Add a field that specifies if the data requestor is internal or external to the Health Department. (Prioritize)
3. Examine how often “other” is chosen as the type of data request. (Do it Soon)
4. Create a system so that any files created can be listed, included, or easily accessed in a shared folder to help replicate a similar request in the future. (Prioritize)
5. Survey analysts on their experience using the request log. (Prioritize)
6. Description of what should be included in the comment field. (Do it Soon)
7. Email reminder to increase usage. (Do Quickly)

Impact Effort Plot:

“Analyze Later”

Low Impact

High Effort

“Do it Soon”

Low Impact

Low Effort

“Prioritize”

High Impact

High Effort

“Do Quickly”

High Impact

Low Effort