

Task	Description
1	Identify new technology products and services that will benefit the Materials Laboratory and/or the employees. Status: Attending technology fairs and scheduling vendors.
2	Develop and complete a customer satisfaction survey of our IT services. Status: Survey was completed with 75 responses.
3	Develop a plan to attain Materials Laboratory software compliancy, meaning do we have a license for all used software. Establish software used, interview division. Status: Evaluating software packages to gather Materials Laboratory.
4	The imaging project is to develop a plan including budget to purchase, and install storage for the electronic preservation of the Status: Plan and budget has been approved and storage has been ordered. Awaiting delivery and installation. Project Complete
5	Disaster recovery Status: Currently doing DR/BC analysis.
6	A customer interview process and form will be created to ease the transition of the new PC, the interview will be given both prior to receiving a new PC and after the new PC has been delivered. Status: New PC form has been developed, and we are ready to test our new process.
7	Table of organization for all units with brief description of what people do, FAQs, including what each unit does, who to contact, clean up old reports and data. Status: Working on RSS Feeds.
8	FAQs, including what each unit does, who to contact, clean up old reports and date. Need strategic directions for each division. Status: Still getting data from divisions.
9	Develop and document requirements and plan for MATS. Status: Requirements are complete and plan is a living document.
10	Replace RegTec with MATS and continue to develop the remainder of MATS. Development is underway and expect to complete deployment of MATS by January 2008. Status: Transmittal has been completed. Looking at phasing in MATS and phasing out RegTec.