

AHCA Florida Health Care Connections (FX)

P-2: Attachment A – CRAIDL Fields Descriptions

Version: 600

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Author: The SEAS Vendor

Submitted To: AHCA FX Program Administration Team





Revision History

DATE	VERSION	DESCRIPTION	AUTHOR
12/13/2022	401	<p>P-2: Attachment A – CRAIDL Fields Descriptions – converted spreadsheet to a Word document and refresh updates include:</p> <ul style="list-style-type: none"> ▪ DET #548 - Change CRAIDL Issue Log field name Issue Resolution to Issue Outcome ▪ DET #549 - Add new field "Issue Resolution Plan" before the "Issue Outcome" field. ▪ DET #550 - Hide from view "Large IT Project Failures" column, no longer needed/utilized ▪ DET #551 - Project Name not Mandatory for Decision Log - Please add ▪ DET #558 - Identify By field/column in the Change Log is Not Required/Mandatory ▪ DET #559 - Requestor field/column in the Risk Log is Not Required/Mandatory ▪ DET #560 - Assigned To is not designated as Required/Mandatory in P-2/Attachment A for the Action Item Log ▪ DET #561 - Issue Log - P-2 Attachment A - Missing key fields as Required - Assigned To, Due Date, Identified By ▪ DET #562 - Decision Log missing key fields/columns as Required/Mandatory - Description, Status, Assigned To, Identified By, Decision Type ▪ DET #563 - Lessons Learned Log - Missing Key fields designated as Required/Mandatory - Topic, Identified By, Date logged ▪ DET #564 - Rename the Category field to 'Workflow Status' per 8/23/2022 SharePoint Governance Meeting ▪ DET #566 - Update Action Item Process Definitions (PDs) to reflect use of new Workflow Status field ▪ DET #568 - Add new column/field to Risk Log "Next Review Date" per SharePoint Governance meeting 9/6/2022 	FX EPMO Team
2/16/2023	402	P-2: Attachment A – CRAIDL Fields Descriptions remediated from Agency review and also updated Section 2.1 per new DET #587 to add the <i>Projects Impacted</i> column for the CRAIDL Risk Log	FX EPMO Team
3/16/2023	403	P-2: Attachment A – CRAIDL Fields Descriptions remediated from Agency review	FX EPMO Team
3/28/2023	500	P-2: Attachment A – CRAIDL Fields Descriptions approved final	Carol Williams



DATE	VERSION	DESCRIPTION	AUTHOR
11/29/2023	501	P-2: Attachment A – CRAIDL Fields Descriptions refresh updates made as follows: <ul style="list-style-type: none"> ▪ Updated per DET #630 to update Change Log with drop-down options ▪ Updated per DET #631 to add <i>Next Review Date</i> field to Change Log ▪ Updated per DET #632 to add <i>Next Review Date</i> field to Decision Log ▪ Updated per DET #633 to add <i>Attachments</i> field to Risk Log ▪ Updated per DET #635 to add Lessons Learned Summary Flag ▪ Updated per DET #637 to rename Subprogram to Subproject 	FX EPgMO Team
12/13/2023	502	P-2: Attachment A – CRAIDL Fields Descriptions no comments to address from Agency review	Carol Williams
12/14/2023	600	P-2: Attachment A – CRAIDL Fields Descriptions approved final	Carol Williams

Modifications to the approved baseline version (100) of this artifact must be made in accordance with the FX Artifact Management Standards.

Quality Review History

DATE	REVIEWER	COMMENTS
11/30/2022	Michael Stephens	EPMO Lead Review
12/13/2022	Carol Williams	Conducted quality review
2/10/2023	Carol Williams	Conducted quality review
3/16/2023	Carol Williams	Conducted quality review
11/28/2023	Carol Williams	Conducted quality review



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SECTION 1 CHANGE LOG

1.1 CHANGE LOG – FIELDS AND DESCRIPTIONS

The **Exhibit 1-1: Change Log – Fields and Descriptions** table below describes all the fields and associated descriptions that are in the Change Log.

#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
1	ID	Numeric	The Master SEAS Log ID, used to uniquely identify the item in reports such as the Monthly Status Report.	X	X	
2	Change ID	Alphanumeric	Autogenerated unique identifier.	X	X	
3	Title	Single line of text	The name of the change.	X		
4	Owner	Person or Group	The person that identified or logged the change.	X		
5	Description	Multiple lines of text	The clear and concise description of the requested change.	X		
6	Status	Choice	The current state of the change. ("New," "Open," "Closed"). "New" denotes that the item is proposed and has not been accepted by the team for tracking. The status should not be set to any status other than "New" until the item has been discussed with appropriate stakeholders, per the process definition.	X		
7	Disposition	Choice	The resulting state of the Change ("Pending," "Approved," "Rejected," "Deferred," "Withdrawn").			
8	Project Name	Lookup	The projects affected by the change.	X		
9	Status Update	Multiple lines of text	The description of the update provided on the change.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
10	Scope Impact	Select	The impact of the change on Project Scope - N/A-No Impact; Low; Medium; High			If Status <> not New, require the user to enter, make mandatory
11	Scope Impact Description	Multiple lines of text	A narrative description of the change to scope.			
12	Cost Impact	Select	The impact of the change on project costs - N/A-No Impact; Low; Medium; High			If Status <> not New, require the user to enter, make mandatory
13	Cost Impact Description	Multiple lines of text	A narrative description of the change to cost.			
14	Schedule Impact	Select	The impact of the change on project timelines/schedule - N/A-No Impact; Low; Medium; High			If Status <> not New, require the user to enter, make mandatory
15	Schedule Impact Description	Multiple lines of text	A narrative description of the change to the schedule.			
16	Quality Impact	Select	The impact of the change on project quality - N/A-No Impact; Low; Medium; High			If Status <> not New, require the user to enter, make mandatory
17	Quality Impact Description	Multiple lines of text	A narrative description of the change to project quality.			
18	Impact Score	Number	The score of the change when assessed against the impact matrix.			
19	Identified by	Person or Group	The person that identified or logged the change.	X		
20	Change Analysis Owned By	Person or Group	The name(s) of the individual(s) who performed the impact analysis.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
21	Contract/Task Order	Single line of text	The identifier of the contract or task order associated with the requested change.			
22	Impact of no change	Multiple lines of text	The impact to the project if change not implemented.			
23	Alternate Work-Around	Single line of text	The alternative to this change that should be considered.			
24	Disposition Date	Date and Time	The Date/Time of the decision to dispose the change.			If Disposition = "Approved" require the user to enter, make mandatory
25	Disposition By	Choice	The person or body of people that is to disposition the change. If the Change is open this should represent the current expectation and be updated upon closure. Values are "FX Director," "Executive Steering Committee (ESC)," "Program Governance Group (PGG)," "Project Sponsor," and "Agency Project Lead." These are the levels of Governance, and the Impact analysis tool specifies the layer at which the Change decision should be made.			If Disposition = "Approved" require the user to enter, make mandatory
26	Disposition Comments	Multiple lines of text	A narrative description of the outcome of the Change Request.			If Disposition = "Approved" require the user to enter, make mandatory
27	Date Closed	Date and Time	The date that the change was executed.			If Status = "Closed" require the user to enter, make mandatory



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
28	Dependencies	Multiple lines of text	The key items that are delayed until this change is addressed.			
29	Risk Log #	Hyperlink or Alternative Text	URL to the associated Risk Log entry.			
30	Action Log #	Hyperlink or Alternative Text	URL to the associated Action Item Log entry.			
31	Issue Log #	Hyperlink or Alternative Text	URL to the associated Issue Log entry.			
32	Decision Log #	Hyperlink or Alternative Text	URL to the associated Decision Log entry.			
33	Sensitive	Flag	A flag used to exclude the Risk from certain reports for Procurement Integrity purposes.		Program Log Only	
34	Subproject	Choice	The name of the subproject associated with the CRAIDL item, if applicable (i.e., ISIP Module Integration (MI-Core, UOC, PSM, PBM)). List maintained by SharePoint Administrator.			
35	Agency	Choice	The name of the external Agency (i.e., DCF, DOH) associated with the CRAIDL item, if applicable. List maintained by SharePoint Administrator.			
36	Task Order #	Choice	The ID number of the Task Order associated with the CRAIDL item, if applicable (i.e., ISIP-0001). List maintained by SharePoint Administrator.			
37	Vendor	Choice	The name of the Vendor associated with the CRAIDL item, if applicable (i.e., Deloitte, NTT Data, etc.). List maintained by SharePoint Administrator.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
38	Confidential	Choice	A flag used to mark the CRAIDL item as confidential or exempt from Public Records requirements (i.e., contains information about Agency infrastructure/security designs).			
39	Next Review Date	Date	The date that the Change will be reviewed again.	X		
40	Attachments	Attachment Upload Widget	A control used to upload supporting documents required for the Action Item.			
41	Created	Date and Time	The date that the Change record was created in the list.	X	X	
42	Created By	Person or Group	The person that created the change record.	X	X	
43	Modified	Date and Time	The Date/Time of the last record modification.	X	X	
44	Modified By	Person or Group	The person that last changed the record.	X	X	

Exhibit 1-1: Change Log – Fields and Descriptions



SECTION 2 RISK LOG

2.1 RISK LOG – FIELDS AND DESCRIPTIONS

The **Exhibit 2-1: Risk Log – Fields and Descriptions** table below describes all the fields and associated descriptions that are in the Risk Log.

#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
1	ID	Numeric	The Master SEAS Log ID, used to uniquely identify the item in reports such as the Monthly Status Report.	X	X	
2	Risk ID	Alphanumeric	Autogenerated unique identifier.	X	X	
3	Title	Single line of text	The name of the risk.	X		
4	Description	Multiple lines of text	The clear and concise description of the risk.	X		(If/Then) Format
5	Status	Choice	The current state of the Risk. ("New," "Increasing," "Decreasing," "Stable," "Closed"). "New" denotes that the item is proposed and has not been accepted by the team for tracking. The status should not be set to any status other than "New" until the item has been discussed with appropriate stakeholders, per the process definition.	X		
6	Project Name	Lookup	The projects associated with the risk.	X		
7	Probability	Choice	The likelihood of the risk to occur based on information at a point in time. ("Low" - Unlikely, "Medium," - Likely, and "High" - Very likely)	X		



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
8	Impact	Choice	The severity of impact to the project/program if the risk occurs. ("Low," "Medium," "High"). See Section 6.6.2 of P2 - Project Management Standards for detailed definitions of these Impact values.	X		
9	Projects Impacted	Choice	FX Project(s) impacted by the identified Risk.			
10	Risk Exposure	Calculated (calculation based on other columns)	The calculated value representing the level of risk associated with this entry. Calculated based on probability and impact.	X	X	
11	Imminent	Yes/No	The flag used to indicate an expected, short-term increase in the probability of the risk triggering.			
12	Owner	Person or Group	The assigned owner of the risk.	X		
13	Status Updates	Multiple lines of text	The description of the update provided on the change.			
14	Risk Response	Choice	The categorization of the response plan for the risk. ("Avoid," "Accept," "Mitigate," "Transfer")	X		
15	Response Plan	Multiple lines of text	The narrative of the strategies identified to address the risk.			If Status is New no Response plan is OK once status changed to any value other than New, require the user to enter, make mandatory
16	Contingency Plan	Multiple lines of text	The narrative of strategies identified to address the risk should the response plan be inadequate.			
17	Trigger Description	Multiple lines of text	The descriptor of the circumstances and/or factors that would indicate the realization of this risk.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
18	Risk Tolerance	Choice	The Agency's willingness to accept the risk's impact if it were to occur, rated at low (little variability in project results [scope, schedule, quality, or cost] is allowable due to the risk), medium (some variability in project results due to the risk is acceptable), or high (wide variability in project results is acceptable due to the risk).			
19	Date Identified	Date and Time	The date that the risk was identified.	X		
20	Requestor	Person or Group	The Name of Project Stakeholder who identified the Risk.	X		
21	Next Review Date	Date	The date that the risk will be reviewed next.			
22	Date Closed	Date and Time	The date that the risk was closed.			
23	Risk Category	Choice	The project aspects which will suffer the impacts of the occurrence of the risk (e.g., schedule, cost, quality).			
24	Issue Log	Hyperlink or Alternative Text	URL to the associated Issue Log entry.			
25	Action Log	Hyperlink or Alternative Text	URL to the associated Action Item Log entry.			
26	Decision Log	Hyperlink or Alternative Text	URL to the associated Decision Log entry.			
27	Change Request #	Hyperlink or Alternative Text	The associated Change Log entry.			
28	Sensitive	Flag	A flag used to exclude the Risk from certain reports for Procurement Integrity purposes.		Program Log Only	



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
29	Subproject	Choice	The name of the subproject associated with the CRAIDL item, if applicable (i.e., ISIP Module Integration (MI-Core, UOC, PSM, PBM)). List maintained by SharePoint Administrator.			
30	Agency	Choice	The name of the external Agency (i.e., DCF, DOH) associated with the CRAIDL item, if applicable. List maintained by SharePoint Administrator.			
31	Task Order #	Choice	The ID number of the Task Order associated with the CRAIDL item, if applicable (i.e., ISIP-0001). List maintained by SharePoint Administrator.			
32	Vendor	Choice	The name of the Vendor associated with the CRAIDL item, if applicable (i.e., Deloitte, NTT Data, etc.). List maintained by SharePoint Administrator.			
33	Confidential	Choice	A flag used to mark the CRAIDL item as confidential or exempt from Public Records requirements (i.e., contains information about Agency infrastructure/security designs).			
34	Created	Date and Time	The date that the record was created in the list.	X	X	
35	Created By	Person or Group	The person that created the record.	X	X	
36	Modified	Date and Time	The Date/Time of the last record modification.	X	X	



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
37	Modified By	Person or Group	The person that last changed the record.	X	X	
38	Attachments	Attachment Upload Widget	A control used to upload supporting documents required for the Action Item.			

Exhibit 2-1: Risk Log – Fields and Descriptions



SECTION 3 ACTION ITEM LOG

3.1 ACTION ITEM LOG – FIELDS AND DESCRIPTIONS

The **Exhibit 3-1: Action Item Log – Fields and Descriptions** table below describes all the fields and associated descriptions that are in the Action Item Log.

#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
1	ID	Numeric	The Master SEAS Log ID, used to uniquely identify the item in reports such as the Monthly Status Report.	X	X	
2	Action ID	Alphanumeric	Autogenerated unique identifier.	X	X	
3	Title	Single line of text	The name of the Action Item.	X		
4	Description	Multi line text	The clear and concise description of the Action Item.	X		
5	Status	Choice	The current state of the Action Item. ("Open," "Working," "Completed", "Canceled").	X		
6	Assigned To	Person or Group	Individual assigned responsibility for completing Action Item.	X		
7	Workflow status	Choice	The status of the log item based on the perspective of the "Assigned To" resource (i.e., Ready to review, Due date change request, Additional information requested). List maintained by SharePoint Administrator.			
8	Project Name	Lookup	The projects associated with the Action Item.	X		
9	Due Date	Date and Time	The date that the Action Item is needed by.	X		
10	Status Update	Multiple lines of text	The description of the update provided on the Action Item.			
11	Assigned By	Person or Group	The person that assigned the Action Item.	X		
12	Date Assigned	Date and Time	The date that the Action Item was assigned.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
13	Risk Log #	Hyperlink or Alternative Text	URL to the associated Risk Log entry.			
14	Issue Log #	Hyperlink or Alternative Text	URL to the associated Issue Log entry.			
15	Decision Log #	Hyperlink or Alternative Text	URL to the associated Decision Log entry.			
16	Change Log #	Hyperlink or Alternative Text	URL to the associated Change Log entry.			
17	Sensitive	Flag	A flag used to exclude the Risk from certain reports for Procurement Integrity purposes.		Program Log Only	
18	Alternate Assigned To	Email Lookup	The person who is assigned as the alternate to complete the action item as backup to the "Assigned To" resource.			
19	Attachments	Attachment Upload Widget	A control used to upload supporting documents required for the Action Item.			
20	Subproject	Choice	The name of the subproject associated with the CRAIDL item, if applicable (i.e., ISIP Module Integration (MI-Core, UOC, PSM, PBM)). List maintained by SharePoint Administrator.			
21	Agency	Choice	The name of the external Agency (i.e., DCF, DOH) associated with the CRAIDL item, if applicable. List maintained by SharePoint Administrator.			
22	Task Order #	Choice	The ID number of the Task Order associated with the CRAIDL item, if applicable (i.e., ISIP-0001). List maintained by SharePoint Administrator.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
23	Vendor	Choice	The name of the Vendor associated with the CRAIDL item, if applicable (i.e., Deloitte, NTT Data, etc.). List maintained by SharePoint Administrator.			
24	Confidential	Choice	A flag used to mark the CRAIDL item as confidential or exempt from Public Records requirements (i.e., contains information about Agency infrastructure/security designs).			
25	Created	Date and Time	The date that the record was created in the list.	X	X	
26	Created By	Person or Group	The person that created the record.	X	X	
27	Modified	Date and Time	The Date/Time of the last record modification.	X	X	
28	Modified By	Person or Group	The person that last changed the record.	X	X	

Exhibit 3-1: Action Item Log – Fields and Descriptions

SECTION 4 ISSUE LOG

4.1 ISSUE LOG – FIELDS AND DESCRIPTIONS

The **Exhibit 4-1: Issue Log – Fields and Descriptions** table below describes all the fields and associated descriptions that are in the Issue Log.

#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
1	ID	Numeric	The Master SEAS Log ID, used to uniquely identify the item in reports such as the Monthly Status Report.	X	X	
2	Issue ID	Alphanumeric	Autogenerated unique identifier.	X	X	
3	Title	Single line of text	The name of the Issue.	X		
4	Description	Multi line text	The clear and concise description of the Issue.	X		
5	Status	Choice	The current state of the Issue. ("New," "Pending," "Open," "Escalated," "Closed"). "New" denotes that the item is proposed and has not been accepted by the team for tracking. The status should not be set to any status other than "New" until the item has been discussed with appropriate stakeholders, per the process definition.	X		
6	Assigned To	Person or Group	The person assigned to drive resolution of the issue.	X		
7	Project Name	Lookup	The project associated with the Issue.	X		
8	Due Date	Date and Time	The date that issue resolution is needed or expected by.	X		
9	Status Update	Multiple lines of text	The description of the update provided on the Issue.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
10	Date Received	Date and Time	The date that the issue was identified.			
11	Issue Resolution Plan	Multiple lines of text	The description of the plan to resolve the issue.	X		
12	Issue Outcome	Multiple lines of text	The outcome, or planned outcome, of the issue.			If Status = "Closed", require the user to enter, make mandatory
13	Date Closed	Date and Time	The date that the issue was resolved.			If Status = "Closed", require the user to enter, make mandatory
14	Identified By	Person or Group	The person that identified or reported the issue.	X		
15	Risk Log #	Hyperlink or Alternative Text	The URL to the associated Risk Log entry.			
16	Action Log #	Hyperlink or Alternative Text	The URL to the associated Action Item Log entry.			
17	Decision Log #	Hyperlink or Alternative Text	The URL to the associated Decision Log entry.			
18	Change Log #	Hyperlink or Alternative Text				
19	Sensitive	Flag	A flag used to exclude the Risk from certain reports for Procurement Integrity purposes.		Program Log Only	
20	Subproject	Choice	The name of the subproject associated with the CRAIDL item, if applicable (i.e., ISIP Module Integration (MI-Core, UOC, PSM, PBM)). List maintained by SharePoint Administrator.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
21	Agency	Choice	The name of the external Agency (i.e., DCF, DOH) associated with the CRAIDL item, if applicable. List maintained by SharePoint Administrator.			
22	Task Order #	Choice	The ID number of the Task Order associated with the CRAIDL item, if applicable (i.e., ISIP-0001). List maintained by SharePoint Administrator.			
23	Vendor	Choice	The name of the Vendor associated with the CRAIDL item, if applicable (i.e., Deloitte, NTT Data, etc.). List maintained by SharePoint Administrator.			
24	Confidential	Choice	A flag used to mark the CRAIDL item as confidential or exempt from Public Records requirements (i.e., contains information about Agency infrastructure/security designs).			
25	Attachments	Attachment Upload Widget	A control used to upload supporting documents required for the Action Item.			
26	Created	Date and Time	The date that the record was created in the list.	X	X	
27	Created By	Person or Group	The person that created the record.	X	X	
28	Modified	Date and Time	The Date/Time of the last record modification.	X	X	
29	Modified By	Person or Group	The person that last changed the record.	X	X	

Exhibit 4-1: Issue Log – Fields and Descriptions



SECTION 5 DECISION LOG

5.1 DECISION LOG – FIELDS AND DESCRIPTIONS

The **Exhibit 5-1: Decision Log – Fields and Descriptions** table below describes all the fields and associated descriptions that are in the Decision Log.

#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
1	ID	Numeric	The Master SEAS Log ID, used to uniquely identify the item in reports such as the Monthly Status Report.	X	X	
2	Decision ID	Alphanumeric	Autogenerated unique identifier.	X	X	
3	Title	Single line of text	The name of the Issue.	X		
4	Description	Multi line text	The clear and concise description of the Issue.	X		
5	Status	Choice	The current state of the Decision. ("New," "In Progress," "Deferred," "Closed"). "New" denotes that the item is proposed and has not been accepted by the team for tracking. The status should not be set to any status other than "New" until the item has been discussed with appropriate stakeholders, per the process definition.	X		
6	Due Date	Date and Time	The date that the Decision is needed by.	X		
7	Assigned To	Person or Group	Name of person assigned to make decision or drive decision conclusion.	X		
8	Project Name	Lookup	The project associated with the Decision.	X		
9	Status Update	Multiple lines of text	The description of the update provided on the Issue.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
10	Identified By	Person or Group	The name of the person that raised the decision and/or clarification.	X		
11	Decision Type	Choice	Project or Governance Decision.	X		
12	Impact Score	Text	The Impact Score resulting from the Impact Analysis.			
13	Date Decision Made	Date and Time	The date that the decision was finalized.			If Status = "Closed", require the user to enter, make mandatory
14	Outcome	Multiple lines of text	The final result of the decision including any information known at the time on the results of the decision.			If Status = "Closed", require the user to enter, make mandatory
15	Sensitive	Flag	A flag used to exclude the Risk from certain reports for Procurement Integrity purposes.		Program Log Only	
16	Attachments	Attachment Upload Widget	A control used to upload supporting documents required for the Action Item.			
17	Subproject	Choice	The name of the subproject associated with the CRAIDL item, if applicable (i.e., ISIP Module Integration (MI-Core, UOC, PSM, PBM)). List maintained by SharePoint Administrator.			
18	Agency	Choice	The name of the external Agency (i.e., DCF, DOH) associated with the CRAIDL item, if applicable. List maintained by SharePoint Administrator.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
19	Task Order #	Choice	The ID number of the Task Order associated with the CRAIDL item, if applicable (i.e., ISIP-0001). List maintained by SharePoint Administrator.			
20	Vendor	Choice	The name of the Vendor associated with the CRAIDL item, if applicable (i.e., Deloitte, NTT Data, etc.). List maintained by SharePoint Administrator.			
21	Confidential	Choice	A flag used to mark the CRAIDL item as confidential or exempt from Public Records requirements (i.e., contains information about Agency infrastructure/security designs).			
22	Next Review Date	Date	The date that the Decision will be reviewed again.	X		
23	Created	Date and Time	The date that the record was created in the list.	X	X	
24	Created By	Person or Group	The person that created the record.	X	X	
25	Modified	Date and Time	The Date/Time of the last record modification.	X	X	
26	Modified By	Person or Group	The person that last changed the record.	X	X	

Exhibit 5-1: Decision Log – Fields and Descriptions



SECTION 6 LESSONS LEARNED LOG

6.1 LESSONS LEARNED LOG – FIELDS AND DESCRIPTIONS

The **Exhibit 6-1: Lessons Learned Log – Fields and Descriptions** table below describes all the fields and associated descriptions that are in the Lessons Learned Log.

#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
1	ID	Numeric	The Master SEAS Log ID, used to uniquely identify the item in reports such as the Monthly Status Report.	X	X	
2	Lesson ID	Alphanumeric	Autogenerated unique identifier.	X	X	
3	Title	Multiple lines of text	The name of the Lesson Learned.	X		
4	Description	Multiple lines of text	Freeform text field to capture the lesson learned: What went well, what didn't and what should be done differently?	X		
5	Cause for Lesson	Multiple lines of text	The background on where the lesson originated from (e.g., specific event, project-wide theme)			
6	Topic	Choice	Identifies an area that the Lesson Learned relates to on the project; similar to the Category field used in other logs.	X		
7	Project Name	Lookup	The project that learned the lesson or was most closely related to the lesson.	X		
8	Identified By	Person or Group	The person that identified the Lesson Learned.	X		
9	Date Logged	Date and Time	Date the Lesson Learned is recorded in the log.	X		
10	Notes	Multiple lines of text	Freeform text field to capture supporting narrative, status updates or other relevant information.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
11	Sensitive	Flag	A flag used to exclude the Risk from certain reports for Procurement Integrity purposes.		Program Log Only	
12	Lessons Learned Summary	Flag	A True/False Flag that will designate the Lessons Learned item as a summary under specific topic to assist key stakeholders in their review of overall Lessons Learned by Topic.	X		
13	Subproject	Choice	The name of the subproject associated with the CRAIDL item, if applicable (i.e., ISIP Module Integration (MI-Core, UOC, PSM, PBM)). List maintained by SharePoint Administrator.			
14	Agency	Choice	The name of the external Agency (i.e., DCF, DOH) associated with the CRAIDL item, if applicable. List maintained by SharePoint Administrator.			
15	Task Order #	Choice	The ID number of the Task Order associated with the CRAIDL item, if applicable (i.e., ISIP-0001). List maintained by SharePoint Administrator.			
16	Vendor	Choice	The name of the Vendor associated with the CRAIDL item, if applicable (i.e., Deloitte, NTT Data, etc.). List maintained by SharePoint Administrator.			



#	FIELD NAME	FIELD TYPE	DESCRIPTION	REQUIRED	SYSTEM-GENERATED	CONDITIONAL CHECKS (IF APPLICABLE)
17	Confidential	Choice	A flag used to mark the CRAIDL item as confidential or exempt from Public Records requirements (i.e., contains information about Agency infrastructure/security designs).			
18	Attachments	Attachment Upload Widget	A control used to upload supporting documents required for the Action Item.			
19	Created	Date and Time	The date that the record was created in the list.	X	X	
20	Created By	Person or Group	The person that created the record.	X	X	
21	Modified	Date and Time	The Date/Time of the last record modification.	X	X	
22	Modified By	Person or Group	The person that last changed the record.	X	X	

Exhibit 6-1: Lessons Learned Log – Fields and Descriptions