

## **DO WE NEED A "NEEDS LIST"?**

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Isn't this an interesting question? Of course, needs lists are very common these days, usually as the tracking device on each project to ensure closure of all open issues. This may also be called and "Issues and Actions List". As you like it, the function is the same.

The basic premise is that something needs resolution, who will follow up, by when, and what is suggested, required or done as far a closing the issue and making proper adjustments in the project

Perhaps a form with some variation of this:

Item	Log Date	Description of the Specific Item/Need	Status	Notes/ Expectation/ Needed Resolution	Assigned To	Target Delivery Date
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Is it reasonable to think that such a device can be used for delineating the introduction, progression and resolution of organizational programs, initiatives and efforts?

In any organization this list could become quite lengthy depending on how active the group is, and also, how far-sighted the planning and thought may be. Of course, there can be both short-term lists as well as longer term lists, again depending on how the organization chooses to use the system.

One up-side of this device is its period publication, so the membership as a whole can see what is going on, who is active in pursuit of item finality and what kind of terminal date is in effect. Here it helps members stand abreast of all of the organizational efforts and how they are progressing, without need for a lot of rhetoric and information (progress reports and excuses/alibis) being issued.

Ideally, the form would be opened so member input could be included. This would allow proposals to be submitted, assessed at a higher level and resolution set out. It does not necessarily provide absolute inclusion of every suggestion but would allow for direct member input and some response, or combining with other similarly directed suggestions (i.e., several suggestions could be combined into one major effort or program)

This suggestion would allow "write-access" for members in the first 3 left-hand columns; "read only access" for members would occur in the other columns where input by others is necessary.

As simply a germ of an idea, we prose this for consideration and to illustrate the use let's start with the following:

Item	Log Date	Description of the Specific Item/Need	Status	Notes/ Expectation/ Needed Resolution	Assigned To	Target Delivery Date
1	8/14	Create orientation level instruction for prospective spec writers				<i>ASAP</i>
2	8/14	Create formal program for Chapters to contact local educational units for specs instruction				<i>ASAP</i>

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3	8/14	Approach other discipline organizations for liaison and education				<i>ASAP</i>
4	8/14	Establish closer and wider consultation with building code agencies for education				<i>ASAP</i>

(Add rows to enter your suggestions)

OK! So I cheated and made entries in the delivery date column (strictly for illustrative purpose, don't you know?) But we do have to start somewhere, some time, so why not NOW?

Put on your thinking cap, dream or be pragmatic, but.....come on; how about it?