AIM

Action Items Manager

Key features of AIM

- ✓ Creation, allocation, monitoring and tracking of Action Items

- ✓ Recording and display of actions relevant to workflows from other ECLIPSE software modules

- ✓ Dynamic search and export capability, based on project-specific metadata

- ✓ Customisable Action Item metadata, based on specific customer requirements

- ✓ Ability to operate and progress multiple actions in bulk

- ✓ Never miss an action you need to perform through customisable notifications that go to your mailbox

- ✓ Extensive search and reporting capabilities via customisable reports (DASH)

- ✓ Centralised access point to all existing actions within a specific project environment

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Action Items Manager

Action Items tracking is important not only for dealing with technical issues and monitoring the progress of their resolution and closure but also for commercial and financial reasons. A complete project **Action Item List (AIL)** is often a **deliverable at key project milestone reviews**.

Beyond formal Action Item Lists, organizations may need to keep track of important process decisions and information (e.g. approvals, requests for information, etc.).

AIM allows the creation, allocation, monitoring and tracking of Action Items and their associated information across small and large project teams alike.

Each Action Item can be allocated to an actionee and multiple contributors, who can access and contribute on-line to the Action Item's progress, completion and closure, in accordance with security permissions. Each Action Item enables all those involved to **collaborate via a thread-based discussion** which enables additional information to be provided (e.g. video, images or file attachments).

AIM functions as a dashboard, as it monitors and reports on all the workflow actions created by other ECLIPSE software suite modules (DCCM, eRID, EEE, eRISK, eNCTS and DAB).

The integration of AIM with the DASH module empowers project managers to generate customisable MS Excel based dashboards to monitor the status of the project actions more easily.

LEARN MORE

And request
a demonstration!

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