

# Task Details Report

**Planning Unit:** Marketing/College Communications

**Unit Manager:** Rodriguez, Megan

**Objective:** 748 - Create an effective working environment

**Objective Description:**

Create an effective working environment

---

<b>Start Date:</b> 2/26/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 2
<b>Due Date:</b> 3/31/2018	<b>Completion Date:</b>	<b>Task Status:</b> In Progress	<b>Budget:</b> \$0

Create an effective working environment

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

<b>Start Date:</b> 2/26/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 3
<b>Due Date:</b> 3/30/2018	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$2,601

Create an effective working environment

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
Supply	Marketing/College Communications	Office Chair	\$1200.00	\$1200.00
Supply	Marketing/College Communications	New Commencement Pole Banners	\$1400.00	\$1400.00
ITech	Marketing/College Communications	Large TV screen to display marketing and web projects in office.	\$1.00	\$0.00

**Assignment Details:**

Name:	Email:
No Data to Display	

<b>Start Date:</b> 2/26/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

Funds to increase Campus Ambassador hours to follow up with students who request information about the College as well as prospective students who have applied but not enrolled at the College

**Budget Remarks:**

Date:	Name:	Remarks:
02/26/2018	Rodriguez, Megan	Funds to increase Campus Ambassador hours to follow up with students who request information about the College as well as prospective students who have applied but not enrolled at the College

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

---

# Task Details Report

**Planning Unit:** Marketing/College Communications

**Unit Manager:** Rodriguez, Megan

**Objective:** 749 - Funds to increase ambassador hours

**Objective Description:**

Funds to increase Campus Ambassador hours to follow up with students who request information about the College as well as prospective students who have applied but not enrolled at the College

---

<b>Start Date:</b> 2/26/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b>	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

Funds to increase Campus Ambassador hours to follow up with students who request information about the College as well as prospective students who have applied but not enrolled at the College

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** Marketing/College Communications

**Unit Manager:** Rodriguez, Megan

**Objective:** 751 - Create an effective working environment

## Objective Description:

One collaborative space for entire the team to work together, creating a hub for creativity, idea sharing and optimal productivity.

**Start Date:**

2/26/2018

**Task Type:**

Resource Request

**Priority Level:**

High

**Task Order:**

1

**Due Date:**

**Completion Date:**

**Task Status:**

New

**Budget:**

\$0

One collaborative space for entire the team to work together, creating a hub for creativity, idea sharing and optimal productivity.

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

## Assignment Details:

Name:	Email:
No Data to Display	