Opportunities Log Instructions

Goals	Priority 1 to 10	CPAR#	Op Log Action No.	Assigned to	Due date	Do not change width of columns Action description - **Opportunities Log Instructions**	Assigned	Close date	Days to close	Comment
1	2	3	4	5	6	7	8	9	10	11
						Key to column entries:				
						1 = these entries relate to the organization's goals. The action will qualify as				
This database contains a list of all						one of the following:				
items identified for potential action during						$ = our goal for more profit / or reduce cost				
Management Review. Items in column 3						CS = customer satisfaction				
were identified for action and moved to the						Q = meet quality requirements				
CPAR Log so they can be audited upon						OT= on-time delivery				
completion.						C I = continual improvement of QMS (ISO req. 5.6 & 8.5.1)				
						You may add other abbreviations for goals.				
Items selected for action are reviewed						**2** = Priority of 1 to 10 (1=high 10=low) If a High Critical item assign a 1 or 2				
at defined time intervals by top management.						**3** = Enter a "Yes" if the action will be entered into the Corrective Preventive				
This review takes place monthly,						Action Request (CPAR) Log database. The person managing CPAR				
quarterly (or other defined interval)						database enters the item into CPAR database, and enters the CPAR				
to ensure that the implementation						database number in this database (replacing the "yes").				
targets or activity calendar is meeting						The status or completion of items selected for action is reported at Mgt Review meetings				
its goal.						and during iterim reviews that are at defined intervals.				
						4 = Each item is assigned an Opportunities Log Action Number during the management				
			21			review. Items not selected for action may be selected at a later date.				
			21+	new 12/15/03		**Before entering data of the next management review:**				
						In column 4, repeat the last action number, add a +, and enter the date of				
Items in column 3 with no entry are						the new review in the next column. This will allow sort to work.				
items that can be selected for action										
when resources are available.						**5** = Each action is assigned an action owner at the time the potential action				
Op Log Action Numbers (column 4) that						is identified. When a sort is done, this will indicate if one person has				
have a plus sign behind the number are						been identified to do too much. The preliminary plan for the action should				
items that were identified as needing						be reviewed to see if the action owner will perform the work or delegate				
little time and few resources to						part of the work.				
implement.						**6** = enter due date for actions selected				
						7 = short description of the action or opportunity for improvement				
						An evaluation is done of completed actions during management review. An evaluation comment can be				
						added here to serve as a record that an evaluation was done of closed actions during management review.				
						8 = date action assigned				
						9 = date action closed. The action should be documented (and audited to indicate the action taken was effective).				
						10 = number of days to close (database will compute this)		**Click Browser Back button**		
						11 = comment - This can be a short status comment. Text will wrap to fit in cell.		**(in top left corner) to Return**		

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