

# SANS SMART ACTION ITEM ASSIGNMENT

Action item title:	
Action assigned by:	
Action assigned to:	
Department action is for:	
Primary customer:	
Action assignment date:	
Action due date:	

**Specific Description of task** (A non-technical description of the task assigned and the expected results)

**Benefits** (Financial benefit, if known; cost avoidance, if known)

**Project subtasks:**

Subtask title:	
Subtask assigned by:	
Subtask assigned to:	
Department action is for:	
Primary customer:	
Action assignment date:	
Action due date:	

Subtask title:	
Subtask assigned by:	
Subtask assigned to:	
Department action is for:	
Primary customer:	
Action assignment date:	
Action due date:	

**Evaluation/ assessment plans** (How will we know action is completed properly?)