

ESAAP Custom Activity Automation Worksheet

ESAAP-Campus Analytics and Automation

Convert organization-specific activities into forms, owners, approvals, reminders, dashboards, and reports.

1. Activity definition

- Activity name:
- Purpose:
- Departments involved:
- Who starts the activity?

2. Data fields

- Required fields
- Optional fields
- Attachments or documents
- Categories, dates, priority, and status

3. Ownership and approvals

- Creator
- Verifier
- Approver
- Escalation owner
- Closure owner

4. Follow-up rules

- Reminder schedule
- Overdue definition
- Return or correction rules
- Reopen or escalation conditions

5. Outputs

- Dashboard view
- Status report
- Department report
- Action taken report
- Compliance or review evidence

Use this resource during your ESAAP review, demo preparation, pricing discussion, or rollout planning conversation.

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