

RIM Assessment Report Card

Divisional Name:	
Team/Channel Names:	
Date:	
Overall Grade:	
Grade Re-evaluation:	

Metrics:		
Green is > or = to 80% (Simple Fixes)	Yellow is 70% to 79% (Additional Work Required)	Red is < or = to 69% (Substantial Work Required)

Activities:	Metrics	Re-evaluation (DATE)
1. Team and Channel Structure Applied (general=lobby)		
2. Access Controls Team/Channel(s) Implemented (authorized users)		
3. Enterprise Folders Implemented (store records)		
4. Enterprise Folders Labelled (naming conventions)		
5. Content Filed (appropriate sub-folders)		
6. Naming Conventions Applied (sub-folders/records)		

Best Practice Action Items:

Note: Changes create errors for links or shortcuts shared with authorized users.