

Sometimes it will be helpful to plan your CO Groups on paper before configuring them in the system.

**HOW TO USE THIS TOOL:** Use this worksheet to plan the configuration of your CO Groups.

This CO Group belongs to the following CO:

## A. The CO Group: Metadata

1	Name	
2	Description	
3	Open? - Can anyone in the CO request membership?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Status	<input type="checkbox"/> Active <input type="checkbox"/> Suspended
4	Does this group have nested groups?	<input type="checkbox"/> Yes (complete section B below) <input type="checkbox"/> No
5	Does this group need an email list	<input type="checkbox"/> Yes (complete section C below) <input type="checkbox"/> No

## B. CO Group - Email lists

8	Email List Name	
9	Description	
10	Status	<input type="checkbox"/> Active <input type="checkbox"/> Suspended
11	Members Group <i>which group contains the people who are the</i>	

	<i>members of this email list?</i>	
12	Administrators Group <i>Which group contains the administrators? (used only if supported by mailing list service)</i>	
13	Moderators Group <i>Which group contains the moderators? (used only if supported by mailing list service)</i>	