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 Department belongs to...

… the following CO:

… and the following COU:

A. The CO Department: Metadata

1	Name	
2	Description	
3	COU *which COU is this department is a part?*	
3	Introduction	
4	Leadership Group *which group contains the people who are part of the department leadership (Chairs, PIs, VPs, etc)?*	*NOTE: you will need to create groups for any groups you include here*
5	Administrative Group *which group contains the people who are part of the department administration?*	
6	Support Group *which group contains the department support personnel*	

B. Department-related information

You can include informational information about the department that can be helpful to others that are seeing the department information from within COmanage.

7	Identifier(s)	
8	Email Addresses	
9	URLs	
10	Telephone Numbers	
11	Addresses	