**Needs Analysis Workgroup**

**Summary of Accomplishments**

**As of 1/02/2013**

1. Identified typical administrative functions and grants process flow.
2. Based on the functions/flow identified, created a list of questions to ask our existing service center personnel, including ones that drill down to find out what is working well shared and what is not.
3. Met with DoIT/Engineering Business Center staff to go over our list of questions. They provided additional documentation and information regarding their lessons learned when combining business/administrative functions.

*Our next meeting is scheduled for January 14, 2013.*