

## Innovation Configuration Checklist

**Innovation:** Faculty and staff (Users) e-mail announcements.

Component	Optimal	Acceptable	Unacceptable
<b>Acquiring e-mail address.</b>	Users have existing e-mail accounts.	Users access school e-mail accounts.	Users access no e-mail accounts.
<b>Providing e-mail address to administrator.</b>	Users e-mail administrator.	Users provide hard copy of e-mail address to administrator.	Users provide no e-mail address.
<b>Use of e-mail system.</b>	Administrator provides e-mail accounts with directions for use.	Administrator provides e-mail accounts.	No e-mail account is provided.
<b>Checking for understanding of system.</b>	An e-mail dialogue is generated between user and administrator.	The administrator receives user e-mail.	No correspondence begins.
<b>Message delivery.</b>	Users immediately verify receiving message.	Within two days users verify receiving message.	No verification of receiving e-mail is given.
<b>Checking for understanding of message.</b>	Users apply information appropriately and share comprehension with others.	Users apply information.	Users do not apply information.