

Information Documents

You can define the Information Documents in the **DEFINE MODEL > Review/Refine Model > Information Documents** page.

This screen allows you to create and/or edit information documents for:

- The Goal
- Objectives
- Sub Objectives
- Covering Objectives
- Alternatives with respect to Covering Objectives

Alternatives	Goal: Optimize IT Portfolio To Improve Performance														
	Leverage Knowlec			Improve Organizational Ef				Maintain Serviceal			Minimize Risks		Financials		
	Vendor/Partner Ac	Customer Access	Internal Access	Improve Service E	Leverage Purchas	Improve Time to A	Manage Resource	Scalability	Responsiveness	Resources	Leverage Proven	Ensure Re		Maximize NPV	Maximize ROI
AS/400 Replacements															
Cisco Routers															
Customer Service Call Center															
Desktop Replacements															
EMC Symmetrix															

Clicking any Edit Information Document button will open the **Rich text editor**, where the Project Manager can add or edit the **information document** -- which may consist of texts, rich texts, and images.

The blue information document icon means that it has content, while gray means it is empty.

When there is no information document icon in a given cell, it means that the alternative is not contributing to the objective.

NOTE: Due to security reasons, only images are allowed to be attached to the information documents. You can add hyperlinks to link to any external files. Just upload your PDF (or any other file) to any external servers such as Dropbox, GoogleDrive, OneDrive, Amazon, etc., and put the link to this file in the information documents.