

Forms Lifecycle

Phase	Lifecycle Details	
Discovery	What	Forms is a simple, lightweight application that allows you to easily create surveys, registrations, questionnaires, quizzes and polls.
	Who	Faculty, Staff, Students
	Where	App Launcher
	When	When there is a need for any of the above mentioned forms
	Why	Collect feedback from students, parents, faculty, staff
	How	Contact the Technology Support Center
Create	Requests for the use of Forms, if not already available, can be made through the Technology Support Center.	
Active	Application	App Launcher in Microsoft O365 applications
	Resources	https://www.microsoft.com/en-us/microsoft-365/online-surveys-polls-quizzes
	Permissions	Permissions on by default
Retire	There is a natural progression for the retirement of a form. Once use is no longer needed, form can be retired. Responses submitted to the form can be saved and exported to excel prior to retiring the form.	
Dispose / Archive	Authors have the ability to create up to 400 forms. Each form can receive up to 50,000 responses. Authors can dispose of a form no longer needed and if close to reaching the 400 limit.	