

STATE OF ALASKA, DEPARTMENT OF LAW, CIVIL DIVISION
QUESTION #22, ATTACHMENT 3, GLOBAL AND PERSONAL ABBREVIATION LISTS

Here are illustrative examples of global and personal abbreviations used in our current LMMS to streamline data entry. These abbreviations can automatically populate fields such as time-entry narratives, document descriptions, notes, and other text-based areas. By typing just the abbreviation, the system expands it into full word or complete sentences, helping users work faster, and maintain consistent language across the system.

Global Abbreviations	Personal Abbreviations
A/R = Awaiting Response	ANL = Analysis
ADM = Administrative Work	ARCH = Archive / Organize Materials
APPT = Appointment	CFG = Configuration Notes / Review
BKUP = Backup / Support Work	CLN = Cleanup Tasks
CAL = Calendaring	COORD = Coordination with Stakeholders
CNF = Conference	DB-CHK = Database Check / Audit
CNT = Contact with Client / Counsel	DIR-Q = Director Inquiry / Request
DRA = Drafting	LMMS = LMMS Project Work Item
EM = Email	MAP = Mapping Fields / Data Map
F/U = Follow-Up	MGMT-NT = Notes for Management / Leadership
FIL = Filing	MGT = Management-Level Work
FYI = For Your Information	MTG-OPS = Operations Meeting
IMPL = Implementation Work	OPS = Operations Work
INT = Interview	PL-SUP = ProLaw Support Task
MSG = Message Logged	POL-EDT = Policy Editing
MTG = Meeting	POL-REV = Policy Review
NOT = Notice	PREP-MTG = Prep Work for Meeting
PH = Phone Call	REQV = Review Vendor Questions
POL = Policy Work	RFP = Request for Proposal Work
PRP = Preparation / Prep Work	RISK = Identified Risk / Issue
QC = Quality Check	SUPSM = Supervisor Meeting Engagement
RCH = Research	TKC = Timekeeping Communication
REQ = Request	TKP = Timekeeping Task
REV = Revision / Edit	TRAK = Tracking / Monitoring
RSP = Response / Respond	TST = Testing / Test Case Entry
RVW = Review	UPD = Update Sent / Completed
SCH = Scheduling	VND = Vendor Coordination
SUM = Summary	WKFL = Workflow Design / Updates
TC = Team Call / Teleconference	
TRN = Training	
VM = Voicemail	