

Project Management Work Flow V3

Created - 08/01/2014
 Modified - 08/05/2014
 Modified - 08/06/2014
 Modified - 08/13/2014

USER ROLES

MD- Managing Director
 PM - Project Manager
 PI - Project In charge
 FS- Finance Specialist
 SI - Site Engineer
 PS- Purchase Specialist

Project Assigning Task

Project created by MD.

MD assigns Project to PM, PI, SI, PS and Fi.

Quote Creation/Submission WorkFlow

PM Creates **Work Order/Purchase Order**

Project info sent to PS .Notification by e-mail and SMS text message

PS creates multiple quotes under the project and uploads PDF to each quote.

Notification by E-mail and SMS text message to PI. Reviews Quotes.

PI reviews the quotes and submits to PM seeking approval.

Purchase Order WorkFlow

PS Creates **Purchase Order** under Project

PM Approves

FS **CheckFunds**

MD Approves

PS Check Issued to vendor

PS will close **Purchase Order**

Work Order WorkFlow

PS Created **Work Order** under Project.

PM Approves

FS **CheckFunds**

MD Approves

PS Finalizes

SI created Multiple **Stages** for each Work Order

Stage WorkFlow

PS will close work Order.

PS - Check Issued to Contractor

MD Approves

FS **Checkfunds**

PS - Review and requests for funds

PM **Site Survey.**

PI **Site Survey.**

Stage 1

Stage 2

...Stage n

If all Work Orders and Purchase Orders are closed on a project. Notification to PSM saying Project ready to be closed. If more Works orders or Purchase order need to be initiated then PS will create them and the same process will be followed.