Approvals Policy document for Microsoft Consulting Business

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| Owner:  Mark Groves | Type: Dynamics 365 Project transactions-Approval policy |
| Contact: Approval Policy team | Category: Project team member compliance |
| Effective Date: 5/18/2024 | Policy Number: MS-001 |

Purpose:

Approval policy document to help project managers identify anomalies with project transactions.

Summary:

This policy document enables organizations to specify which project transactions need to be flagged for review by the project manager.

If no policy is defined in requirements, then none of the project transactions will get flagged.

Managers must carefully review transactions flagged as “needs review” and approve them after ensuring that the issues have been addressed as this directly impacts project invoicing.

Requirements:

Transactions that meet the criteria defined below should be flagged as “Needs review” by the approver. Remaining transactions can be marked as “Ready for approval”.  If there are transactions that are marked as “Ready for approval” but however must be flagged for review in the future, then those should be added to this policy document.  To stop flagging transactions pertaining to a specific policy type, remove the related criteria from the requirements section.

Criteria for compliance of time transactions:

1. Time entries with revenue of time submitted as 0.
2. Time entries that exceed NTE limits set up on the project contract or project contract line or project contract customer or project contract line customer.
3. Time entries that exceed the budget set up on the project.
4. Time transactions that exceed the resource capacity for the resource on an assigned project or task
5. Time entries submitted on a non-working day.
6. Time entries that exceed the total working capacity of the resource for the day it was submitted.
7. Time entries that were logged as non-billable or non-chargeable.
8. Time entries rejected by approver and resubmitted by user.
9. Time entries that were submitted with comments having spelling or grammar mistakes.
10. Time entries that do not have a project task.
11. Time entries that were submitted beyond the finish date on the associated task.
12. Quantity of time for the bookable resource submitted against a subcontract line exceeds the available capacity on the subcontract line.
13. Time entries submitted by newly joined team members.
14. Time submitted by all contractors for project “Robotics Installation”

Exceptions

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| For the org unit USPM, Project “Holidays” | Project specific approval | Mark all transactions as “Ready to approve” |
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