## Scope

* Replace the Post Job Communication (Word) template that is filled out and emailed by the supervisor on location after the job.
  + Provide an email or pdf report of all the same information in the post job word template
  + Post job email must be sent to interested parties immediately after the job package has been received
* Cement Volumes
  + Allow the supervisor to enter cement volumes in eService so they can automatically update the bins within the Rig Board
  + Ensure Rig Board is updated with data provided by the supervisor
* Maintenance Required
  + Provide a location for supervisor to enter required maintenance for specific units, silos and Iron.
  + This data will be stored in the database and accessible for a future workflow process to consume
* Additional Information
  + Provide a free text information box for supervisors to enter any additional information that needs to be communicated on the post job communication
* Incidents
  + Currently most of this information is already entered into eService.
  + We need to map these existing fields from the Job Performance section of eService into the Post Job communication
  + May require additional fields added to eService express or the job performance section of eService for things like CVS file upload and sample collection.

## Not in Scope

## Maintenance Required workflow and task tracking is not in scope. A process very similar work already under construction by the EOS team. To be more efficient and reduce the number of systems used by users, we should integrate to the Pre-Post trip/workorder system once it’s up and running. This would be a separate project

* Any information not currently in the Post Job template is out of Scope

## Schedule

Development and UAT testing to occur over a 10-week period, from Sept 28th to December 7th

## Cost

* No external cost, internal labors only from current staff to complete the work

## Key Deliverables

* Post Job Communication in the form of email or PDF to support all current information in the post job template
* eService modifications to handle date entry for required Cement Volumes
* eService modifications to handle date entry for required Maintenance
* eService modifications to handle date entry for required Incidents

## Risks

* Any lack of understanding or communication related to the Post Job process may result in changes to Scope from the original understanding. Any changes to scope must follow the Change Request process and may result in changes to the project schedule.