Step 1: Solve all the issues related to OFPD\_Procurements\_ and OFPD\_Projects

Step2: Migrate Project\_Reference To OFPD\_Projects\_

* Migrate columns Procurement name, Procurement number and phase
* Write a workflow in OFPD\_Projects\_

1. If phase is yes for planning, then it need to go in planning phase
2. If phase is yes for Activation, then it need to go in Activation phase and vice versa…
3. If it’s No for all phases, then consider it as Construction
4. Neglect all the project names which contains TEST

Step 3: Create a new list- **Procurement Access Import**

1. Import all the items from MS Access Procurement to Procurement Access Import
2. Create a workflow that copies all the items in the list to OFPD\_Procurements\_ Library