**Progress Report**

**Date**: 2/19/2018 – 2/23/2018

**Consultant**: Beimar Medina

Accomplishments This Week

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| 1. Reviewed New Spec or Revision Workflow Requirements, Business Design, and Business Decisions with Business Owner. 2. Finalized Analysis and Design of New Spec or Revised Workflow.    1. Allow the Tech Writer to submit a New Spec or Revised Spec to one or more group areas in the Organization for Review    2. New Spec or Revised Workflow will be initialized and will Notify internal/external reviewees via email that a New Spec or Review Spec was submitted by Tech Writer    3. Allow the internal/external reviewee(s) to review document submitted by Tech Writer and add review status (Accept, Accept with Comments or Reject).    4. New Spec or Revised Workflow will send out a Notification via email to internal/external reviewee(s) that New Spec or Revised Spec Revision has reached 10 days without document review and change status.    5. New Spec or Revised Workflow will send out a Notification via email to internal/external reviewee(s) that New Spec or Revised Spec Revision has reached 20 days without document review and change status.    6. New Spec or Revised Workflow will send out a Notification via email to Tech Writer when New Spec or Revised Spec Revision has reached 30 days without any document review and change status. Allow the Tech Writer to escalate this New Spec or Revised Spec Revision to Management for action.    7. New Spec or Revised Workflow will send out a Notification via email to Tech Writer when New Spec or Revised Spec Revision has been accepted by all reviewee(s) without restrictions or document changed request.    8. New Spec or Revised Workflow will send out a Notification via email to Tech Writer when New Spec or Revised Spec Revision has been accepted by all reviewee(s) with restrictions or document changed request.    9. New Spec or Revised Workflow will send out a Notification vial email to Tech Writer when New Spec or Revised Spec Revision has been denied by reviewee(s).    10. Allow the Tech Writer to fill out an exception form if a New Spec or Revised Spec Revision has been accepted with restrictions or document changed request.    11. Allow the Tech Writer if New Spec or Revised Spec Revision has been accepted with or without restrictions or document changed request to upload New Spec or Revised Spec to MSQS (Oracle). 3. Started the Implementation of the New Spec or Revised Workflow |

Goals for next week

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| 1. Continue with the implementation of the New Spec or Revision Workflow.    1. Allow the Tech Writer to submit a New Spec or Revised Spec to one or more group areas in the Organization for Review    2. New Spec or Revised Workflow will be initialized and will Notify internal/external reviewees via email that a New Spec or Review Spec was submitted by Tech Writer    3. Allow the internal/external reviewee(s) to review document submitted by Tech Writer and add review status (Accept, Accept with Comments or Reject).    4. New Spec or Revised Workflow will send out a Notification via email to internal/external reviewee(s) that New Spec or Revised Spec Revision has reached 10 days without document review and change status.    5. New Spec or Revised Workflow will send out a Notification via email to internal/external reviewee(s) that New Spec or Revised Spec Revision has reached 20 days without document review and change status.    6. New Spec or Revised Workflow will send out a Notification via email to Tech Writer when New Spec or Revised Spec Revision has reached 30 days without any document review and change status. Allow the Tech Writer to escalate this New Spec or Revised Spec Revision to Management for action.    7. New Spec or Revised Workflow will send out a Notification via email to Tech Writer when New Spec or Revised Spec Revision has been accepted by all reviewee(s) without restrictions or document changed request.    8. New Spec or Revised Workflow will send out a Notification via email to Tech Writer when New Spec or Revised Spec Revision has been accepted by all reviewee(s) with restrictions or document changed request.    9. New Spec or Revised Workflow will send out a Notification vial email to Tech Writer when New Spec or Revised Spec Revision has been denied by reviewee(s).    10. Allow the Tech Writer to fill out an exception form if a New Spec or Revised Spec Revision has been accepted with restrictions or document changed request.    11. Allow the Tech Writer if New Spec or Revised Spec Revision has been accepted with or without restrictions or document changed request to upload New Spec or Revised Spec to MSQS (Oracle). |

Issues or Concerns:

Questions

* No issues.