

### Commencement of new Project

- Project will be assigned to PE by the PM.
- The project stage will be at "Project Engineer Assigned".
- PE will receive a task alert when he logs on to SFDC notifying him of the new project assigned.
- Click on the link to go to the project that is assigned.
- Once in the project, pls complete the "Project Start Date" & tentative "Project End Date".

The screenshot shows a Salesforce interface for a Project record titled "Quotation for Security System of RWS GC". The record is in the "Project" tab, and the "Project Stage" is "Project approved". The "Project Start Date" is "2012/2/14". The "Project End Date" is blank. The "Project Description" is "Quotation for Security System of RWS GC". The "Created By" is "Amela Nong" and the "Created Date" is "3/8/2014 10:35". The "Last Modified By" is "Peter Kung" and the "Last Modified Date" is "04/02/2014 10:07". The "Customer Information" section shows the customer is "RESORTS WORLD AT SENTOSA PTE LTD" with the address "3 Ulu Temok Road #12-01 Genting Centre". The "Project Details" section shows the project name, start date, end date, and description. The "Project Information" section shows the project stage, date of T&C, date of DLP, and T&C. The "Project Actions" section shows buttons for "Unlock Record", "Edit", "Delete", "Close", "Sharing", and "Close Project".

Project Name	Project Stage	Project Start Date	Project End Date	Project Description	Created By	Created Date	Last Modified By	Last Modified Date
Quotation for Security System of RWS GC	Project approved	2012/2/14		Quotation for Security System of RWS GC	Amela Nong	3/8/2014 10:35	Peter Kung	04/02/2014 10:07

Customer Information	Project Information
Customer: RESORTS WORLD AT SENTOSA PTE LTD	Project Stage: Project approved
Bill-To Street: 3 Ulu Temok Road #12-01 Genting Centre	Date of T&C:
	Date of DLP:
	T&C:

### Project in Progress

Status of the project must be changed accordingly to project progress to "In Progress" or "Ready for Completion" or "Completion Pending" at any stage of the project before completion.

### Project completed

When the project is completed and the project stage is in either one of the following stages, "In Progress", "Ready for Completion", "Completion Pending", the PE should

1a) If project has monitoring, pls tick "With monitoring contract" under the section Project Detail.

This will send an email to inform CS & CMS.

Pls note that the T&C cert or svc report must already be uploaded under Notes & Attachment as CS will need the relevant documents.

1b) If any test signals have been sent during T&C to our CMS, pls indicate the date and time sent in the field, "Test signal sent to CMS".

If 1a or 1b is not applicable, pls leave the fields empty.

Click "Submit for approval",

At the bottom of the project page under Approval History, click "Approve/Reject". It will bring you to another page. Then click "Approve" again.

The project status will then be auto updated to "Completed<sup>Approved</sup> by Project Owner".

Once the status is auto updated, system will send an email to PM to final approve the project to be closed.