OPR for Work flow task

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| **SUBJECT** | OPR for workflow task |
| **RECORDER (Name Designation)** | Manori Hewawitharana |
| **APPROVED BY (Name Designation)** | Manori Hewawitharana |
| **CREATED DATE** | 24/06/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 03 |

1. Check emails and reply biological queries
2. Read email and understand the question
3. Reply relevant person with correct answer
4. Review project proposal/Review project reports/Analyze method of each research/Create new reports/Create new research
   1. Read complete report
   2. Analyze result
   3. Check whether the project has reached the Objectives
   4. Conclude research by measuring whether is it positive or negative
   5. Read project proposal and check whether is it related to the objective
   6. Create new reports if requested by managers for each operation or breeding programs
   7. Create new research related to operational issues and for the quality improvements of product
5. Sample testing and send sample test report
   1. Take suppliers list of the stocks ready for shipment
   2. Tank observation according to supplier list
   3. Take sick or moribund specimens as sample
   4. Check sample to find any parasites or disease
   5. Inform relevant officer regarding issues found
   6. Update sample test report
   7. Report update through ETF
6. OPR writing and Presentation for staff training
   1. Write OPR related to operation or when requested by managers
   2. Conduct presentation or Staff training programs if requested by managers
   3. Prepare power point presentation
   4. Gather required information for training programs
7. Literature review for new diseases or topics of ongoing research
   1. Reading previously done researches of relevant topics or new diseases and studying the history
   2. Compare and contrast different authors view on issue
8. Farm visits/Required staff training/Check results of R and D projects/ Testing new medication and treatment/Supplier visit
   1. Weekly farm visit of Horana and Wadduwa to check the results of R and D projects
   2. Check result and give instructions if needed
   3. Supplier visit/Staff training/Testing new medication and treatment if requested by managers
9. Review ETF report
   1. Log in to ETF site
   2. Go to menu
   3. Select report document calendar
   4. Click Report review panel
   5. Select current week report or previous week report
   6. Select relevant report
   7. Analyze data
   8. Send report review details to managers
10. Attend weekly R and D meeting
    1. Discuss each project progress
    2. Suggest new research projects