**Tropical Fish International (PVT) LTD.**

**OPR for Monitor ongoing projects: its approvals, financial status**

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| **SUBJECT** | OPR for Monitor ongoing projects: its approvals, financial status |
| **RECORDER (Name Designation)** |  |
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**Introduction**

Monitor ongoing projects: its approvals, financial status, bottlenecks etc.

**Content**

1. Assigned project details.
2. Update records of ongoing projects.
3. Material supply records

**Process**

1. Have a better understanding of the assign project. Especially the starting date ending date and the time allocated for it.
2. Obtain information and records regarding the project like financial requirement, quotations, details of suppliers and service providers.
3. Apply and obtain necessary approvals depending upon the requirement.
4. Coordinate with relevant agencies for obtaining approvals and with finance dept. to allocate funds.
5. Prepare an action plan for the project.
6. Coordinate with relevant departments and outside parties if required.
7. Once all requirement are ready starting of the project.
8. Continuous follow up and updating the progress to relevant parties concerned.
9. Monitoring of financial flow of the project like payment of suppliers and service providers, purchases, returning of invoices to finance dept.
10. While project is going on, have a record of difficulties and issues which effect to the smooth flow of the project.
11. Coordinate with other departments and outside parties to solve existing issues.
12. Once the project is complete settle all outstanding matters like payments.