**Teknowledge Shared Services Pvt. Ltd**

**OPR for Following up with other departments**

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| **SUBJECT** | OPR for Following up with other departments |
| **DEPARTMENT** | ExecAdmin |
| **RECORDER (Name & Designation)** | Nadira Navaratne – Project Coordinator |
| **APPROVEDBY (Name & Designation)** |  |
| **CREATED DATE** | 28-June-2016 |
| **LAST UPDATED** |  |
| **PATH ON NETWORK FOLDER** |  |
| **NO. OF PAGES INCLUDING THIS PAGE** | 2 |

**Objective**: Make sure all projects are executed and finished off on time

INTRODUCTION

1. Projects are assigned by Sam and Varuni copying to the ExecAdmin requesting F/U with different departments
2. ExecAdmin must forward these mails to relevant individual who deals with each subject
3. All emails must be copied to relevant HOD while forwarding to relevant individual as per Email policy
4. The relevant documents must be attached for reference
5. Based on urgency, viber massages or phone calls must be made as per relevant OPRs
6. Project initiator must be kept updated and create PMS when necessary



