1) name of all departments

- *Accounting*
- *Engineering*
- *Research and Development*
- *Sales*
- *Operations*

2) Attributes of each department

- ***Accounting***

  - Employee names, contact information and ID's → emergency contacts
  - Salaries/ pay stubs
  - T4's
  - Purchase Orders
  - Expense claims
  - Holiday Calendar
  - Invoice creation
  - Receiving invoices
  - Purchase order creation
  - Packing list creation
  - Cost of goods sold reporting
  - Departmental spending reports
  - Account holds
  - Credit card payment support
  - On-boarding

- ***Engineering + Research and Development***

  - NEW PRODUCT STAGE GATE
    - Idea presentation
    - Competitive evaluation
      - Technical hurdle identification
      - Estimated budget
      - Estimated timelines
      - Resources needed
      - Conceptualization
    - Design and engineering
      - Concept testing
      - Quoting
      - Regulatory Review
    - Prototyping
      - Testing
      - Manufacturing Documentation
      - User Documentation

- - - - - Marketing Materials
  - Tooling
    - Certifications
    - QC Procedures
    - Pilot Manufacturing Run
    - Additional Testing
    - Documentation Update
  - Operations hand off
    - Inventory Procurement
    - Catalog Item Status
  - Meeting Notes
  - Production Drawings
  - Internal Drawings
  - Custom Project

- ***Sales***

  - Customers (contact information)
  - Price List
  - Quote creation
  - Bidding Status
  - Sales order creations
  - Work order creation
  - Sales report
  - Outreach program
  - Marketing

- ***Operations is linked to INVENTORY***

2) Project Attributes

CUSTOMER	PURCHASE ORDER NUMBER	PURCHASE ORDER VALUE (CND)	NEMALUX PROJECT NUMBER	CUSTOMER CONTACT PERSON	ACCOUNT MANAGER	DATE RECEIVED	SHIPMENT CHARGES	ESTIMATED SHIP DATE	SHIPMENT CHARGES	PROJECT STATUS	FREIGHT FORWARDER	TRACKING NUMBER

BEING ABLE TO ATTACH FILES AND LEAVE COMMENTS ON EACH COLUMN WOULD BE VERY IMPORTANT.

3) When parts are ordered from Vendors there needs to be the following features

VENDOR/SUPPLIER	PURCHASE ORDER NUMBER	ORDER DATE	PPURCHASE ORDER ACKNOWLEDGMENT	ESTIMATED SHIP DATE	DATE RECEIVED	FULLY RECEIVED	PARTIALLY RECEIVED	QC REQUIRES