Appendix T. Business Rules

TEI BUSINESS RULES		
CATEGORY	**EXISTING**	**PROPOSED**
Employees	There are 4 types of employees: Executive, Department Heads, Supervisors, and Staff.	
Project Creation	Only executives, department heads, and supervisors can create a project and become a project owner.	
Terms	A task is the smallest unit with regards to a project.	
	A sub activity refers to the compilation of tasks.	
	A main activity refers to the compilation of sub activities and tasks.	
Task Delegation	Assigning an executive member as Responsible (R) is not allowed.	
	Only executives, department heads, supervisors, and project managers are allowed to assign/re-assign a task's RACI.	
	Department heads can assign any member within their respective department in a task they are tagged to delegate.	
	Supervisors can assign any member within their respective team in a task they are tagged to delegate.	
KPI	Individual performance is not measured.	The individual performance will reset to 0%, for both timeliness and completeness, every December.
	Team performance is not measured.	The team performance will reset to 0%, for both timeliness and completeness, every December.
Tasks	Tasks are highlighted on the due day.	Tasks are prioritized/highlighted 2 days before the target due date.
	Tasks that are dependent on a delayed task will not automatically adjust.	
		Executives will be notified after the task has been delayed for at least a week.

Change Requests	In approving a change performer change request, redelegation is required on approval.
	In approving a change performer change request, Accountable and Responsible team members may be altered entirely (Add and Remove) while Consulted and Informed team members cannot be removed but may add more team members.
	Only department heads, supervisors, and project managers can approve/deny/review a change request.

Table 5-1 Business Rules