

Cost approval workflow process

Business Requirement Document

Business requirement attributes

Project name / code	Cost approval work flow process
Project requestor	PVE team
Project sponsor	PDIT
Digital Experience - Head	Lakshmi Narasimhan
Digital Experience - Member	Chandramouli M R
Date of initiation	TBD
Date of completion	TBD
Project Interim review criteria (if any)	Not applicable

Stakeholders

Name	Team	Stakeholder's interest
Initiators	Plant vehicle Engineering	User
PVE Lead	Plant vehicle Engineering	User
Performance Unit (PU) - Head	Plant vehicle Engineering	Approvers
Performance Unit (PU) - Leader	Accounts	Approvers
Sr VP FDPD		Approvers
VP-CDMM		Approvers
Head	Customer Care	Approvers
Head	Quality Assurance	Approvers
Chief Operating Officer	COO	Approvers
Chandramouli M R	Digital Experience	Member
Lakshmi Narasimhan	Digital Experience	Head
S Karthick	CORDYS	Development team

Current situation

In current situation, approvals for any cost impact affecting changes are routed through multiple approval levels and done manually.

To be Situation

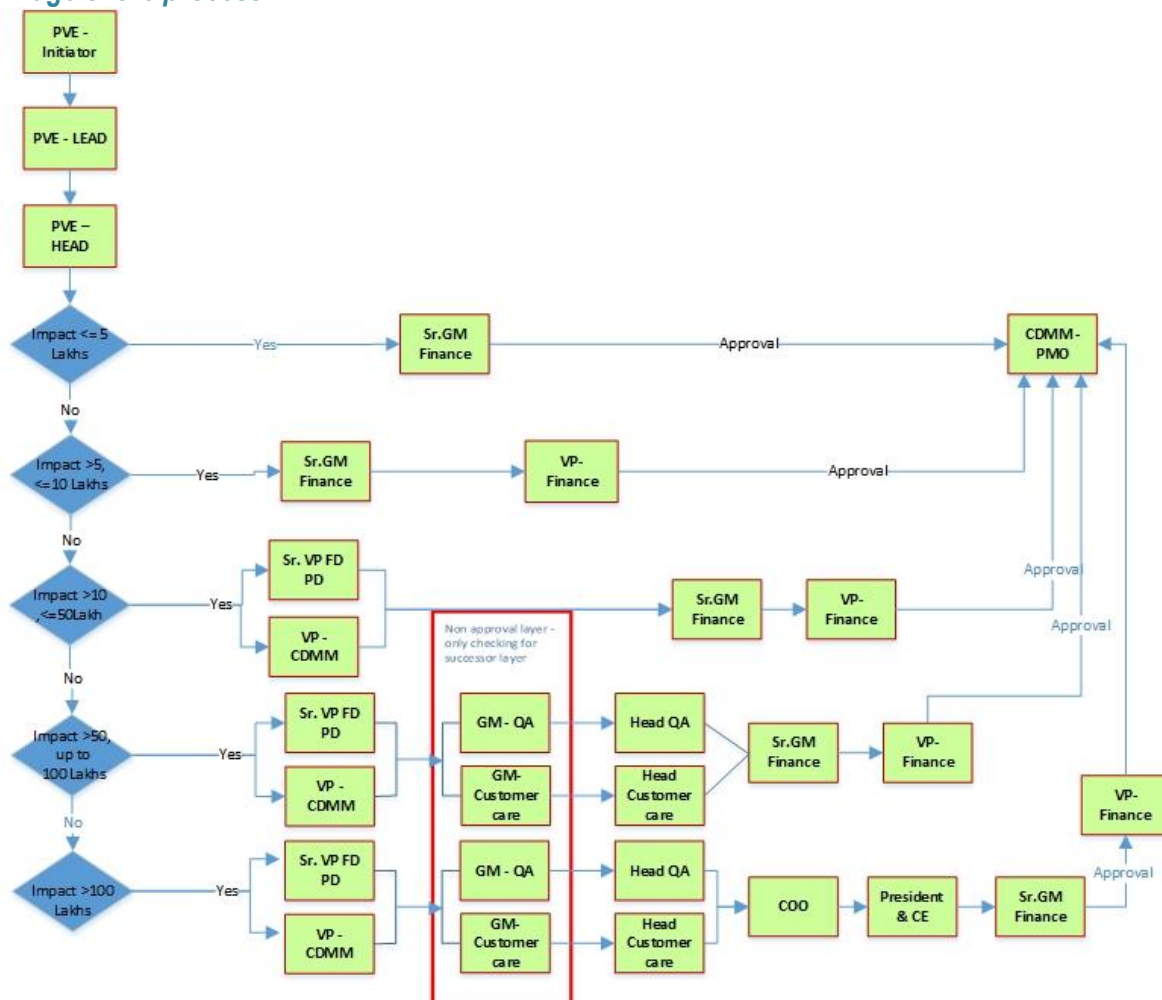
The need is to introduce an automated process for the above said manual process.

Project Scope

The scope of the project is to develop an automated work flow process which maps the present manual process. With this proposed automated work flow process, we intend to achieve simplicity, digitalization, sustainability, transparency, live tracking when paralleled to current manual process.

This flow confines its scope to the approval of the parts for its cost impact. The interfacing domains such as manufacturing, material planning, and others are not considered in this approval flow process. Any such identified impact shall be accommodated in future scaling of this workflow.

Image of the process



Note: Any rejection at any level by any person, even for parallel flow, will have to be re-directed to Initiator and approval flow shall be re-initiated.

Cost Approval matrix

Annual Impact in Lakhs	Approving authorities						
	PVE – Head COE-head	Leader A/c & Finance	Sr. VP FD PD	VP CDMM	Head customer care	Head - QA	President & CE /COO
Up to 10	•	•					
10 - 50	•	•	•	•			
50 - 100	•	•	•	•	•	•	
Above 100	•	•	•	•	•	•	•

* Above 1 Cr, additionally EL- S & CO and CE will approve.

Project requirement

Functional Requirement	Performance requirement
Primary functional requirement <ul style="list-style-type: none"> The flow shall check for data validity inside TC The work flow shall carry the data's required for the each approval stage The work flow process shall carry list for personal at each stage The work flow containing personals data shall be editable. The work flow shall carry an administrator login for editing personal list. The work flow shall be flexible for choosing approval status request as set by initiator. 	<ul style="list-style-type: none"> Nil
Secondary functional requirement <ul style="list-style-type: none"> TC shall check for data sanity <ul style="list-style-type: none"> Latest release status (Data room) The work flow shall trigger e-mail to assigned personal beyond the assigned date of approval. The work flow shall notify the initiator for approvals. Provide a summary of approvals with all the attributes data upon approve or rejection status. The work flow, upon rejection at any level, shall trigger e-mail to all preceding approvers. 	

Application Integration requirements

Web based access (HTML) for both laptops and handheld devices.

Data Safety / Access requirements

- Access shall be defined based on the personals assigned to roles.
- Personal list shall be editable through administrator of the process flow.

Testing / acceptance criteria

- Transaction of the workflow both in,
 - Workstations based approvals
 - Handheld device based approvals
- The work flow shall record the time and date of rejections / approvals.
- The workflow shall record all the e-mail notification along with the day and time.
- Triggering notification for rejection at any level of workflow to initiator.
- Provide a summary sheet with all data of attributes along with approval data.

Elements (attributes) for work flow:

- These elements shall contain all the required data belonging to the cost approval process. These data shall be included by the initiator of the workflow.

Project	Change	Stock details
Project code	Description of change	Interchangeability affected (y/n)
Old and new part number	<ul style="list-style-type: none"> Category of change <ul style="list-style-type: none"> Design review Standardization Product Improvement Testing and CAE I/P's Marketing requirement 	Salvage / scrap
Old and new part name	Reason for change	Capacity existing part / year
Old and new C/L	Change affecting other part numbers	Capacity new part / year
Vendor	Models affected (provision to attach files, word, excel, pdf)	Tooling or facility change required (if yes, basic cost affected)
Vendor code		Budget provision
		Landed cost affected Basic cost affected (increase / decrease) Part landed cost (increase/ decrease)
		Verified by (provision to enter name)

Stakeholder's agreements / sign-off

Customer	Customer
Shanti Shanbhogue	Chordia Nilesh
Functional Experts	Digital Experience
Ravindran Retheesh / Dinesh B	Chandramouli M R