A database to keep track of

* the concurrence/approval process
  + a workflow that sends emails to the next person in concurrence chain
  + a form for each document entered by typists
  + a set of concurrence groups (e.g., if a document involves environmental, have the env. SME on concurrence; for each person initiating a document, have that person’s management chain on concurrence up to the approver)
* detailed information of members that only the specific member and managers can see
* action tracking
  + each member can see their actions
  + each member can see all open actions

Log in to the site and be taken to a page that lists

* member’s documents for action
  + documents initiated by user
  + documents for concurrence of user
  + documents for approval by user
* member’s open actions

The site has roles:

* members (if you are not a member, you don’t get in). this is the lowest level.
* Group leaders (most people are in a group but not all)
* Division directors (group leaders are in divisions. Non-management staff report to a group leader or division director or manager.

There are 3 divisions in the office: Operations, Projects, Business

Operations has two teams – Fac Reps and ES&H. Both teams have a team leader. Team members report to the team leader

Business has two teams – Contracts and Finance. Both teams have a team leader

Projects Division does not have teams. Members report directly to Director

DDs and direct reports report to manager

Users:

* Username – change this to e-mail later
* Division Id nullable (DDs and direct reports to manager have no dd)
* Team Id nullable (Projects Team has no teams and team leaders do not have a team leader)
* Principal job function
* Hire date
* Birth date
* Office Phone
* Mobile Phone
* Home Phone
* Home address

Need dropdowns for:

* Division
* Team
* Principal job function