**Decision Table of Level 1 DFD – Manage Personnel Requests**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Rules | | | | | | | | | |
|  |
| Conditions | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Type of personnel request | NE | NE | NE | NE | NE | NE | NE | NE | CM | A |  |
| Outstanding debts of Client | N | N | N | N | Y | Y | Y | Y | N/A | N/A |  |
| Need for personnel | Y | Y | Y | N | N | Y | Y | Y | N/A | N/A |  |
| Communication with CM | N | Y | Y | N/A | N/A | N | Y | Y | N/A | N/A |  |
| Agreement with CM | N/A | N | Y | N/A | N/A | N/A | N | Y | N/A | N/A |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Courses of Actions |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Create contract number | X |  |  |  |  | X |  |  |  |  |  |
| Maintain active contracts with Client |  |  |  | X | X |  |  |  |  |  |  |
| Issue personal request | X |  |  |  |  | X |  |  |  |  |  |
| Send personnel request back to Client |  | X |  |  |  |  | X |  |  |  |  |
| Send personnel request to Placement |  |  | X |  |  |  |  | X |  |  |  |
| Notify and send documents to Client, including Memo |  |  |  |  |  |  |  |  | X |  |  |
| Notify and send documents to Client |  |  |  |  |  |  |  |  |  | X |  |
| **Keys:** | | | | | | | | | | |  |
|  | | | | | | | | | | |  |
| N = No N/A = Not Applicable NE = New Note: Documents = personnel request and invoice | | | | | | | | | | |  |
| Y = Yes A = From Arrangement Department Memo = Unable To Fill | | | | | | | | | | |  |
| CM = From Contract Manager | | | | | | | | | | |  |