

## ENGINEERING, DESIGN + VARIATIONS (PROJECTS)

ACTIVITY	APPROVAL	DEFIN. OF DONE	ONGOING TASKS	OUTPUT
PLACE ORDERS OVERSEAS (STAGE 1)	CHERRA	RECEIVE PI FROM SUPPLIER	TRANSFORMER	EVERYONE CC'D UPDATE MYOB ONCE PAID
RECEIVE DESIGN DRAWINGS	SAGAR	RECEIVE DRAWINGS VIA EMAIL	7 - 10 DAYS TURNAROUND	ADDED TO PROJECT FOLDER "APPROVE"
REVIEW DESIGN VS. DOCS	SAGAR	QUOTE SPEC DRAWING ALIGNS		ARRANGE KICK-OFF MEETING
STAGE 2 DESIGN	KEVIN	MIKE PRODUCE DRAWING		DRAWING SENT TO SAGAR
KICK-OFF MEETING	SAGAR	EVERYONE SIGNS OFF	COMPLIANCE • SCOPE AU • STANDARDS USER • FRIENDLY • SPECIAL REQUEST	CHECKLIST ADDED TO JOB PACK
DOC SENT TO CLIENT FOR APPROVAL	SAGAR	CLIENT RECEIVES EMAIL		ADDED TO CLIENT FOLDER
DESIGN AMENDMENTS	SAGAR	NO MORE CHANGES		SEND FINAL REVISION + FILE
CLIENT SIGNATURE ON DESIGN	SAGAR	DOC SIGNED + CONFIRMED RECEIPT	INCLUDE ETA IN CONF. EMAIL	CLIENT "APPROVED" FOLDER
GRANT APPROVAL TO SUPPLIER	SAGAR	STAMPED VERSION	GRANT STAMP	SENT TO SUPPLIER + CHERRA NOTIFIED
PAY DEPOSIT STAGE 1 & 2 SUPPLIER	CHERRA	LOADED COMMBANK + MARCO APPROVE	PAYMENT REQUEST TO SYDNEY	RECONCILE MYOB + SEND RECEIPT TO SUPPLIER + CC SAGAR

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ACTIVITY	APPROVAL	DEFIN. OF DONE	ONGOING TASKS	OUTPUT
DOC + SCOPE REVIEW	KEVIN	EVERYTHING ALIGNS + SIGN OFF		UPDATE JOB PACK
TRANS DESIGN	KEVIN	DESIGN DONE + ALIGNED TO SCOPE + SIGN OFF	COMPLIANT TO STANDARDS (GRANT + AUS)	RECORD DESIGN IN DATABASE + FILE
PRODUCT DESIGN	KEVIN	PRODUCE DESIGN + DRAWING + SIGN OFF	WRITE UP BILL OF MATERIALS	UPDATE JOB PACK + SEND TO CHERRA
PREPARE PRODUCTION SHEET	CHERRA	TEMPLATE FILLED	<ul style="list-style-type: none"> <li>SERIAL NO.</li> <li>INVOICE NO.</li> <li>QUANTITY</li> </ul>	PRINT + ADD TO JOB PACK + HAND TO BERNARDO
GAP ANALYSIS (JOB PACK)	BERNARDO	HIGHLIGHT + SIGN OFF	<ul style="list-style-type: none"> <li>DRAWINGS</li> <li>CLARIFY DESIGN SHEETS</li> <li>PRODUCTION SHEET</li> <li>PLANNED</li> </ul>	ADD TO PRODUCTION LINE