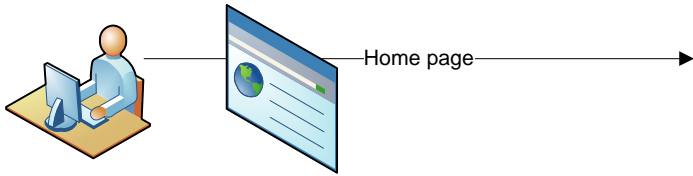


# Cam-Ful website Work Flow



This workflow is focused on the web site its elements, access, documents and workflow.

Each document and some process elements are live links which you can use to access the web site, the folders, templates or file examples.

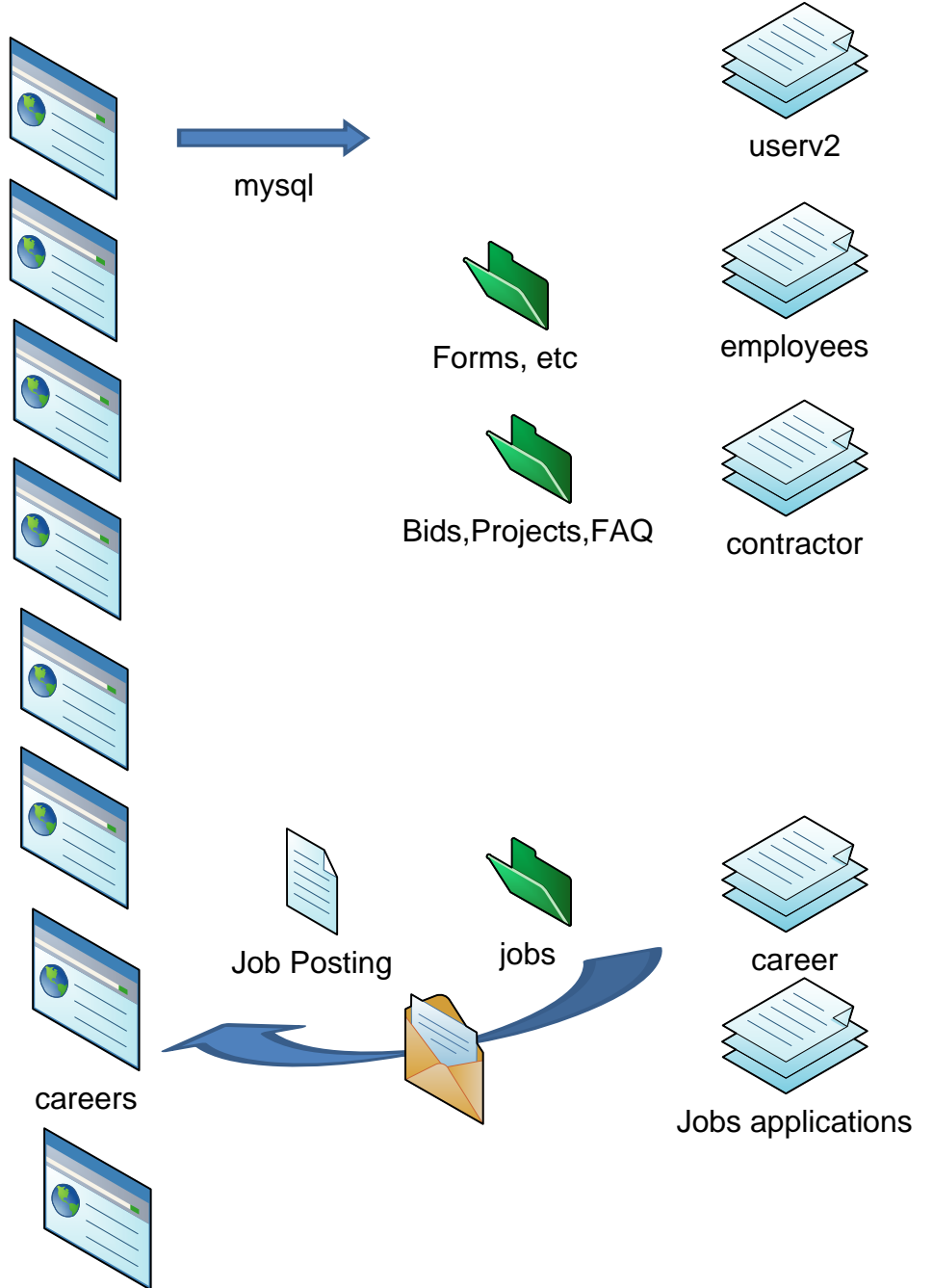


## Process

1. Project is defined by the eBusiness Director and a Charter is created,
2. The Charter is sent to Accounting.
3. Accounting assigns a Project Number and sends to BA, PM, Dir, RM, QA updated Charter.
4. BA enters project NAME and # (TRCABS) into ACE.
5. PM, Judge, QA and ICTEAS are notified by ACE.
6. PM enters Project Details into ACE from Charter, accepts project, ACE emails details to reviewers. and
7. PM Creates MS Proj with Proj Name and Number, then exports ACE into Microsoft Project using template.
8. PM saves Project to M:drive pmdocs/projects folder for management/team access.
9. ICTEAS enters Task worked hours into ACE time sheet.
10. PM maintains routine MS project schedule updates from ACE.
11. PM manually enters ACE timesheet hours into MS Project Resource sheet weekly for each Project Task and marks all completed task as 100%.
12. Judge/vendors create invoices with Project Name, Project Number, and Task Numbers. These invoices are submitted to the Exec Assistant for review.
13. The Exec Assist checks all invoices against the MS Project file for accuracy.
14. The Exec Assist submits all completed invoices to ebusiness Director for approval.
15. The ebusiness Director sends approved invoices to accounting for payment.

## Options

Use CRM Activities to track process, initiate email Charter handoff, invoices, approvals, and project updates to Team.



The Exec Assistant has read access of Project Plan to validate Task Level project invoicing from vendors.