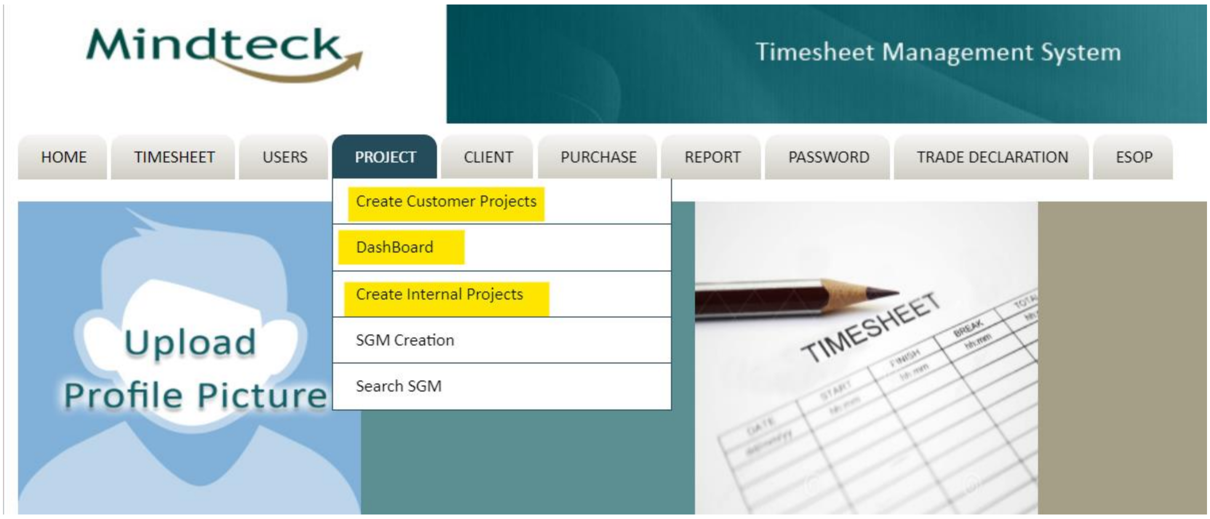
OCN / Project Module

Overview

TMS OCN (Order Cover Note) Module deals with the detailed information of all Mindteck Projects.
This module is being used by Sales, Finance and Delivery teams of Mindteck. TMS has following features under OCN module.

1. Create Project
2. Dashboard



Majorly there are two kinds of projects in Mindteck.

1. **Customer Projects**
    a. Involves
        i. Client Details
        ii. PS/SOW
        iii. SGM
        iv. Revenue – Resource Rates/Milestones
        v. Timesheet
        vi. Invoicing
        vii. Purchase
2. **Internal Projects**
    a. Involves
        i. Timesheet
        ii. Purchase (If Any)

Both these project types have their own life cycle and approval mechanisms.

Create Customer Projects

TMS users with the following Role(s) can create customer projects

- BDM
- Regional Sales Head
- Ocn Creator

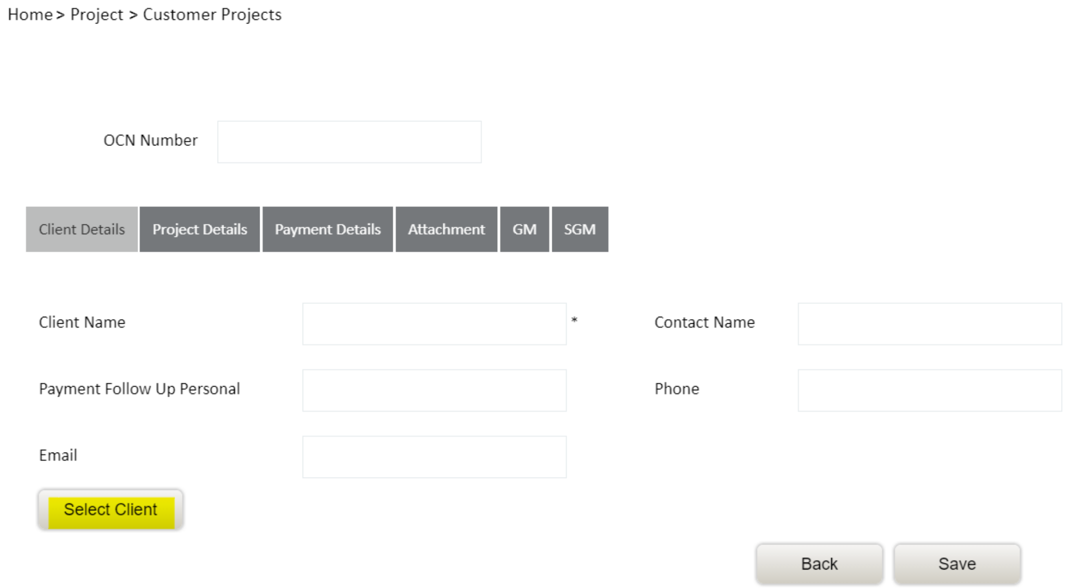
Prerequisites to create a new Customer Project are as follows.

- Customer details should be present in TMS
- SGM for the current project should be created in TMS
- PO/SOW
  - In case of not having PO/SOW, LOI (Letter of intent) is mandatory
- CEO approval - if the SGM % is less than 15 %
- All details related to mandatory fields should be filled

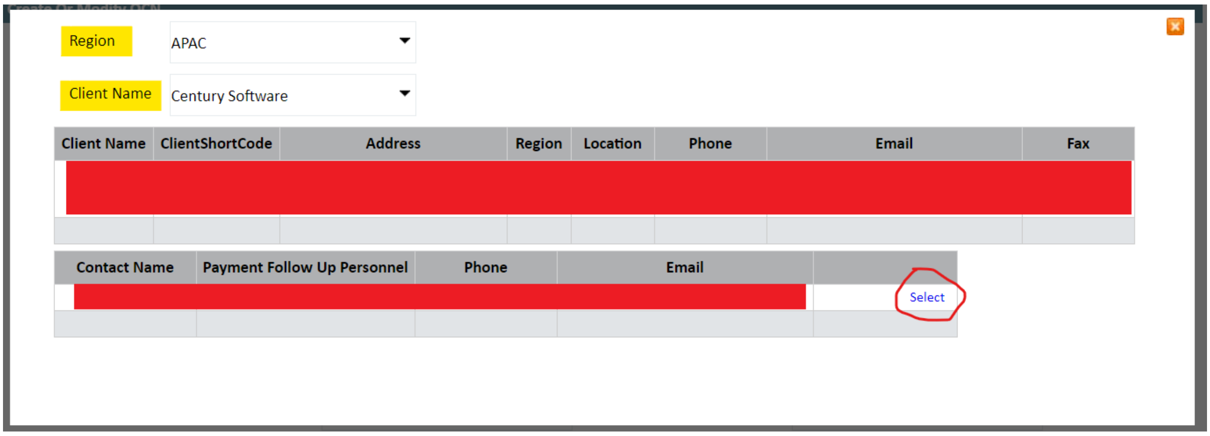
To create a new Client Project, the user must select "**Create Customer Project**" option under **PROJECT** menu.

Following are some import steps to be flowed while creating the client project.

1. Select client in **Client Details** tab



Click on "Select Client" and select the required options in the resultant popup screen.



Select the relevant Contact person. The Client details will be loaded in the Client tab.

2. Enter basic details about the project in **Project Details** tab

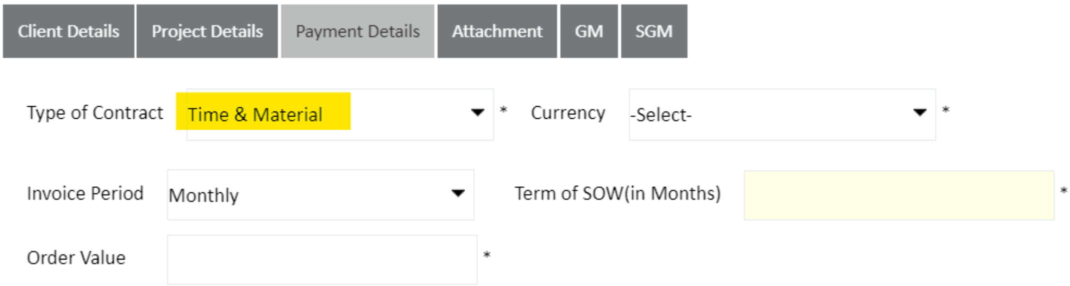
Current details can be Saved.

3. Enter Payment Details **Payment Details** tab

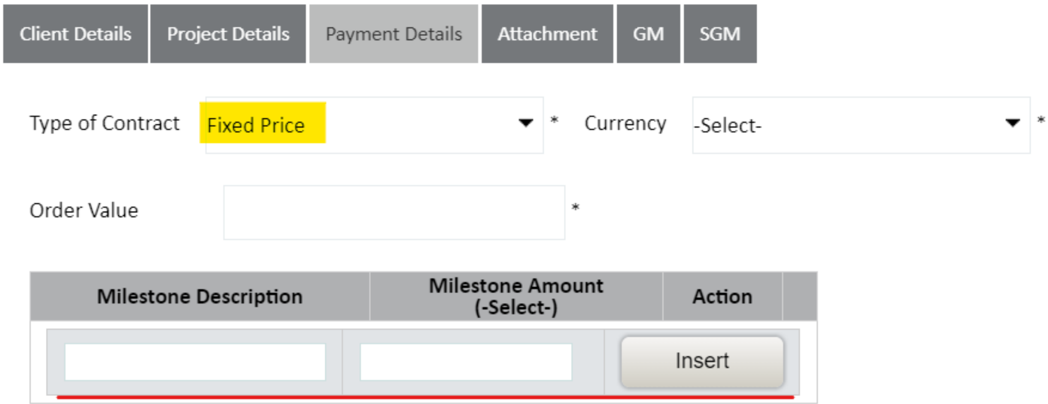
   Based on the contract type of the project, different options will be provided in this tab.

There can be two types of projects based on Contract Type

- **Time & Material Project**



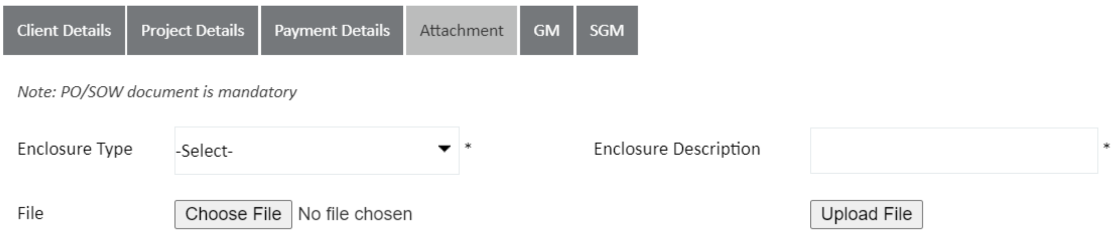
- **Fixed Price Project**



At least one Milestone detail should be entered into this grid.
Sum of all milestone values should not exceed the Order Value

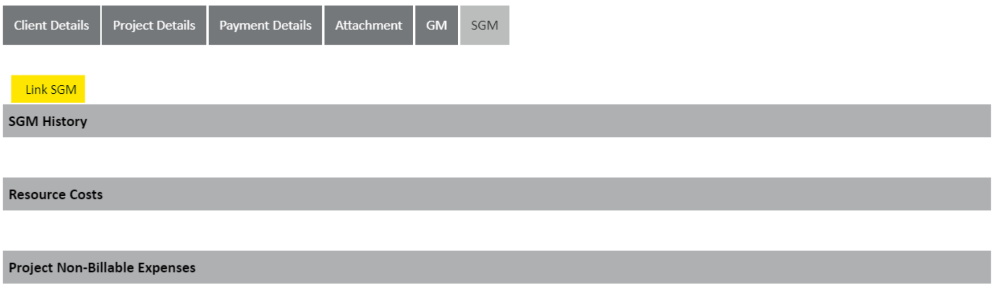
4. Upload related documents in **Attachments** tab

   PO/SOW/LOI is a mandatory document.



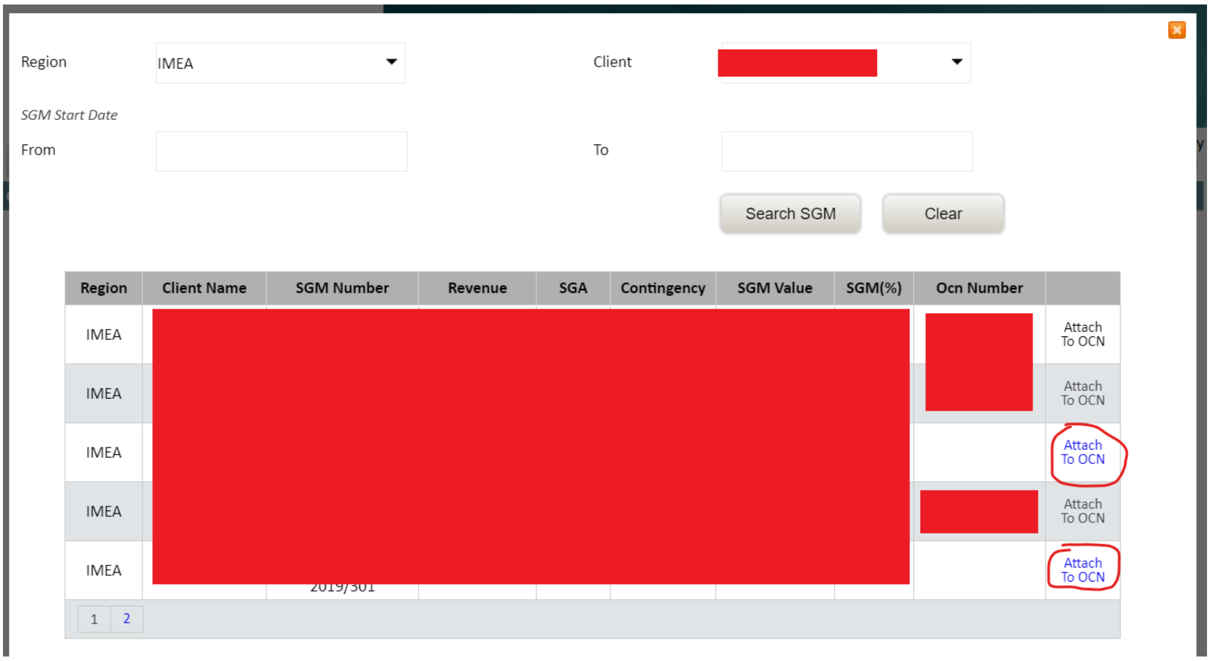
5. Attach SGM in **SGM** tab

   Click on **Link SGM** option and select required details in the resultant popup screen



Based on search criteria, all the SGMs of selected client will be displayed.

If the SGM is attached to any project, the corresponding OCN number will be displayed in the **OCN Number** column and the same SGM cannot be selected to attach in the current project.



Is the SGM is not attached to any OCN, then “**Attach to OCN**” option can be selected to link it to the current project.

6. Submit the details.

   When all mandatory fields are entered/selected, System will validate and provide an option to submit the OCN.

   Once the user submits the OCN, it follows through the different levels of approval flows across the departments. The status of the OCN can be tracked buy its “Status” column in Dashboard.

Dashboard

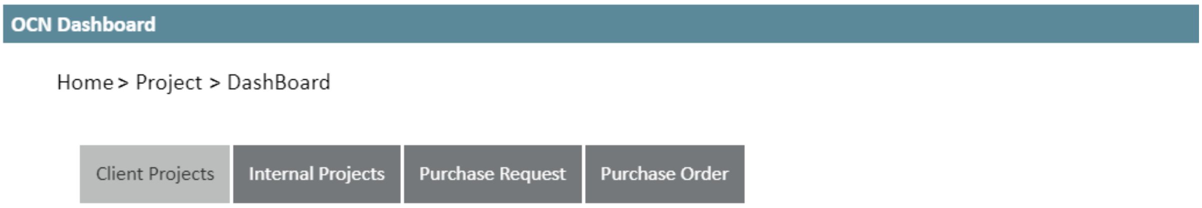
TMS users with the following Role(s) can access Project Dashboard

- Project Manager
- AR Personal (Accounts)
- AR Personal (Accounts Manager)
- Finance Controler
- Sales Manager
- Delivery Manager
- CEO
- BDM
- Ocn Creator
- Regional Sales Head
- SBU Head
- ART Head
- Project Viewer

To view Client Projects, the user must select "**Dashboard**" option under **PROJECT** menu.

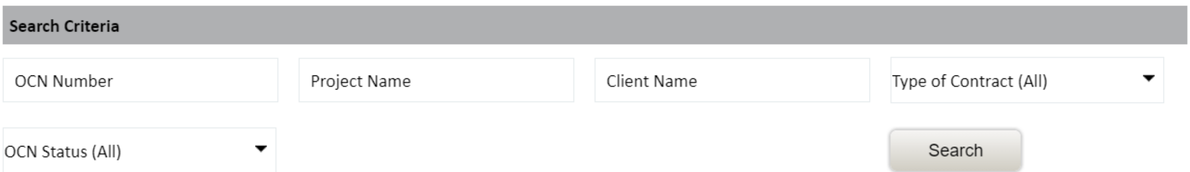
This dashboard displays different types of details in different tabs namely.

- Client Projects
- Internal Projects
- Purchase Request
- Purchase Order



To view Customer Projects, user must be in "**Client Projects**" tab.

Various relative filter options have been given to search for a particular project.



This page is divided mainly into two sections.

1. Action Items
    a. All the Project(s) which requires some action from current user will be displayed under this section.
    b. Current user becomes the owner of the current state of the project.

Action Items									
OCN Number	Project Name	Client	Region	SBU	OCN Status	Created Date	Last Modified By	Requested Date	
[redacted]					OCN Creation by BDM/RSH	[redacted]			Select

2. Open Items
    a. The project(s) where the current user is one of the stake holders but which are pending from someone else's activity will be displayed under this section.
    b. The current user need not perform any action on such projects. They can be viewed at this point of time.

Open Items								
OCN Number	Project Name	Client	Region	SBU	Status	Created Date	Requested By	
[redacted]			APAC	TM	Project In Progress	[redacted]		Select
			Europe	EDS	OCN ART Approval Pending From Finance			Select
			IMEA	Sales Others	Project In Progress			Select
			APAC	Recruitment	Project In Progress			Select
			US-Central & South East	ITS	Project In Progress			Select
			IMEA	EDS	Project In Progress			Select
			IMEA	Delivery	Project In Progress			Select
			US-West	Storage	Project In Progress			Select
			IMEA	Sales USA	Project In Progress			Select
			IMEA	Delivery	Project In Progress			Select
1 2 3 4 5 6 7 8 9 10 ... Last								

Upon selecting any project, all the details will be displayed. And based on the current state and logged in user, different options will be provided by the system.

OCN Approval workflow

All the client projects created in TMs undergoes several approval steps between different departments of Mindteck.

The top-level workflow of an OCN involves following steps/states

OCN Creation by BDM/RSH
- BDM/RSH/OCN Creator creates a new Customer Project
- Submit the details for getting further approval

OCN Approval Pending From RSH
- This step is applicable only when a project is created by BDM
- RSH should verify the details. Based on that RSH can either "Approve" or "Reject" the OCN

OCN Assign DM/PM By SBU
- Strategic Business Unit Head can verify the details. If not found OK then he/she can "Reject" the OCN
- If the OCN details are ok then he/she should select PM/DM to the project

OCN Assign PM By DM
- This step is applicable only when SBU head has not selected PM for this project
- DM of the project should select a PM for this project. Project's Start/End Dates are optional

OCN Project Related Activities Pending From PM
- PM should select the Project's Start/End Date, Add Resource/Rate/Milstone/Puchase/Task related details
- Send the Deatails for getting the approval

OCN Approval Pending From SBU
- SBU Head should verify all the deatils and choose either to "Approve" or "Reject" the details

OCN Activities Pending From ART
- ART HEad should verify all the details, documents of the project and Generate SAGE details bofore proceeding
- ART Head can reject the details. In case rejected, the project will be under PM's action item

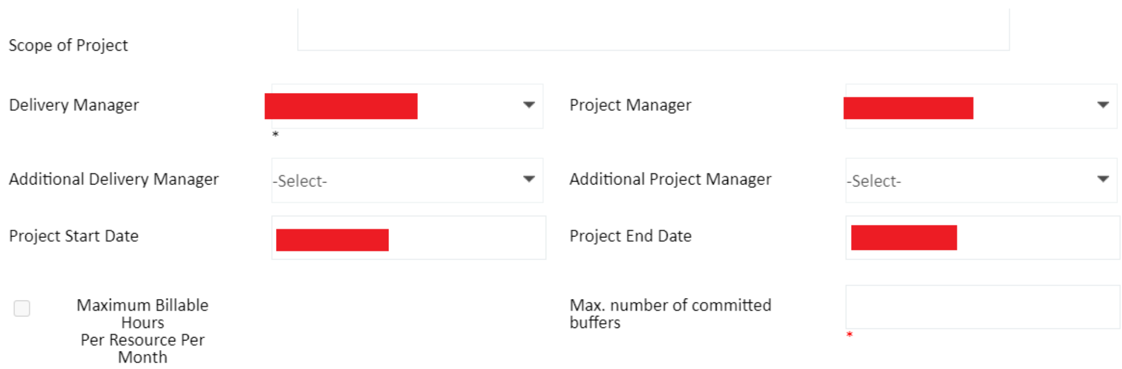
OCN ART Approval Pending From Finance
- Finance Controller of the project should verify all the details and take an action "Approve" or "Reject"
- Finance Controller can reject the OCN at the level of PM or ART Head based on the situation

Project In Progress
- Once the OCN is approved, the Project's state becomes "In Progrees"
- The ownership of the project will be with the Project manager

1. OCN Creation by BDM/RSH
    a. All the steps mentioned in “Create Customer Projects” will be taken care in this step.

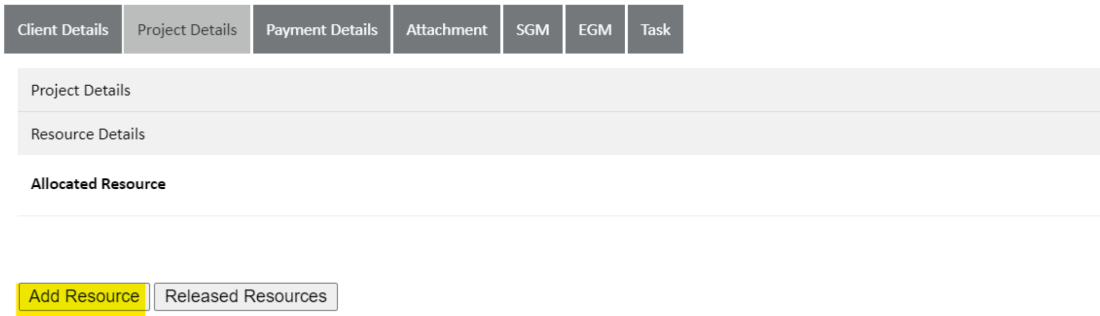
2. OCN Approval Pending From RSH
    a. Regional Sales Head of the project has to either Approve or Reject the project using the corresponding buttons given at the bottom of the page
    b. This step comes into existence only when the OCN is created by BDM

3. OCN Assign DM/PM By SBU
    a. SBU Head should select the Project Manager and Delivery Manager to this project and Save the details and the bottom of Project details Section
    b. At this level, only Delivery Manager is mandatory filed.

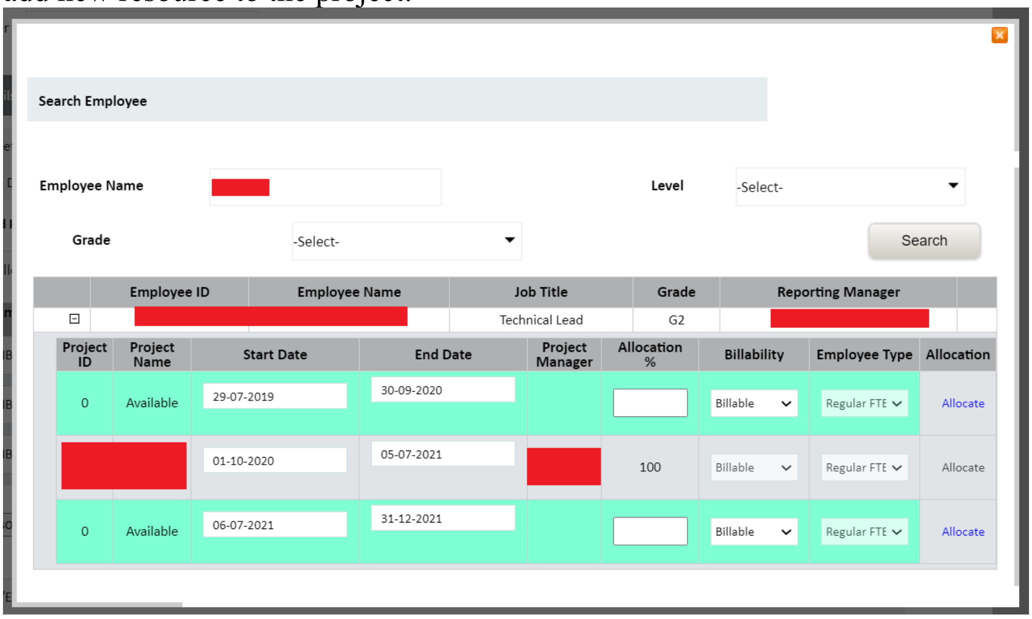


4. OCN Assign PM By DM
    a. In case the SBU head choses not to select the PM in step 3 then DM must select a PM for this project and Save
    b. At this level, only Project Manager is mandatory Field.

5. OCN Project Related Activities Pending From PM
    a. Following are the mandatory steps the PM has to follow at this stage of the project
        i. Enter Project Start, End dates.
        ii. Select additional PM if required.
        iii. Enter “Max no. of Committed Buffer”
        iv. Add Resources to the Project



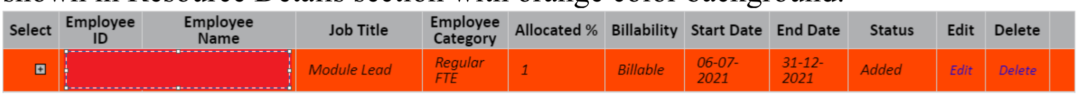
"Add Resource" option under Resource Details section can be used to add new resource to the project.



Upon searching an Employee with Name/Level/Grade, system displays currently allocated projects of the employee and gives available timeline for the employee in Green color background. The rows where Project Name has "Available" value can be used to allocate the user.

Allocation Start and End Date, Allocation %, Billability and Employee Type (Only if the Billability is selected as Non-billable) should be selected and "**Allocate**" button should be clicked.

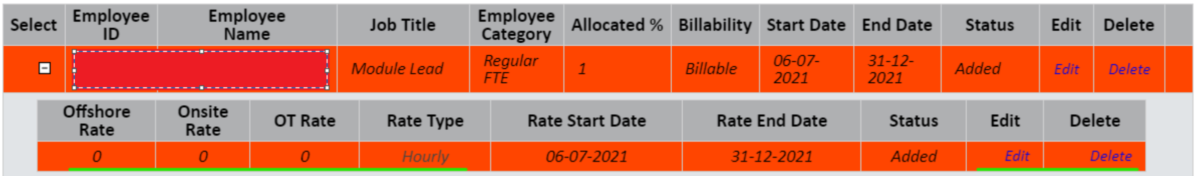
Upon successful allocation, the allocated resource details will be shown in Resource Details section with orange color background.



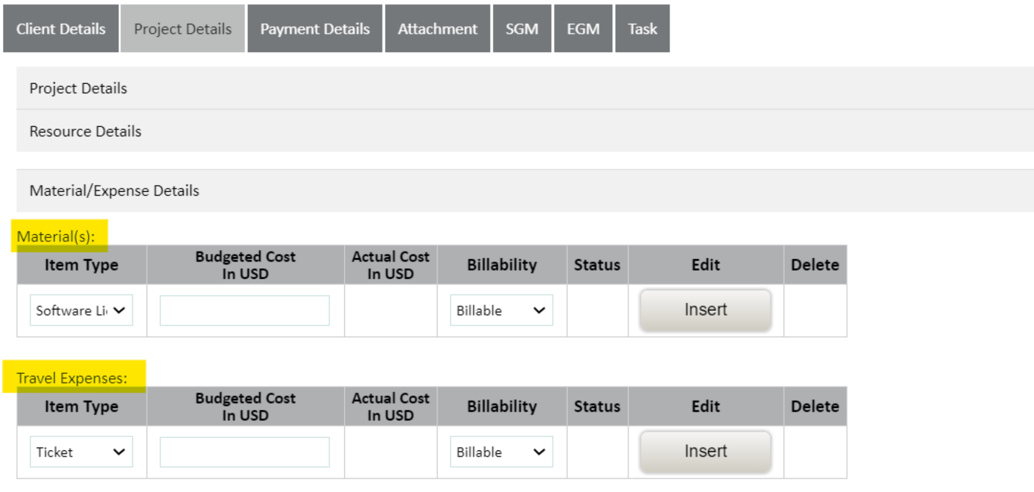
At this moment there is an option to Delete the allocation. User can chose "Delete" button against the allocated resource to delete

1. If the Contract Type is "Time & Material"
   User must enter the rate details for the Resource by selecting (+) in the grid for the corresponding resource and click on "Edit" button to update the values

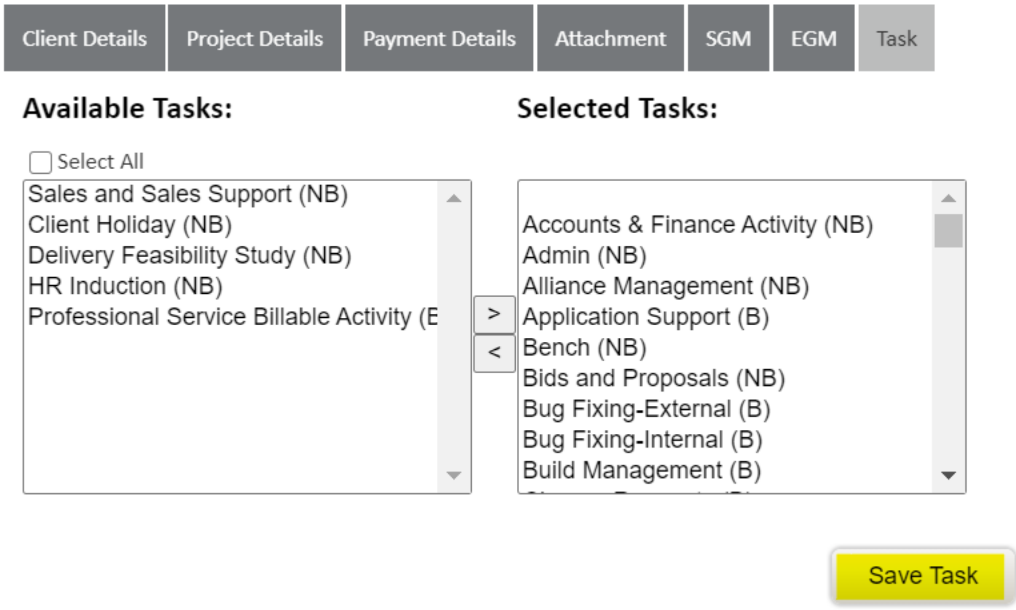
2. Multiple rows can be entered to maintain different Rates for different Timeline. But the timelines should not overlap



v. Add Material/Travel Expense
   1. Under the Material/Expense Details section, the PM can add related details if any. Currency of the Project will be considered as the currency for these purchases.
   2. To make any purchase related to this project, the corresponding amount should be budgeted here and should be approved. The same details will be utilized while creating Purchase Request

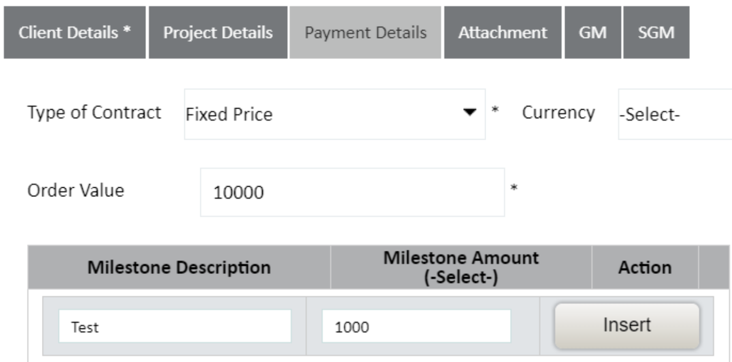


vi. Add Tasks to the project
   1. Under "Task" tab, the PM should select and save the relevant tasks which will be applied to the project.
   2. Same tasks will be visible for the allocated resources while entering the Timesheet Details under "General Task" dropdown



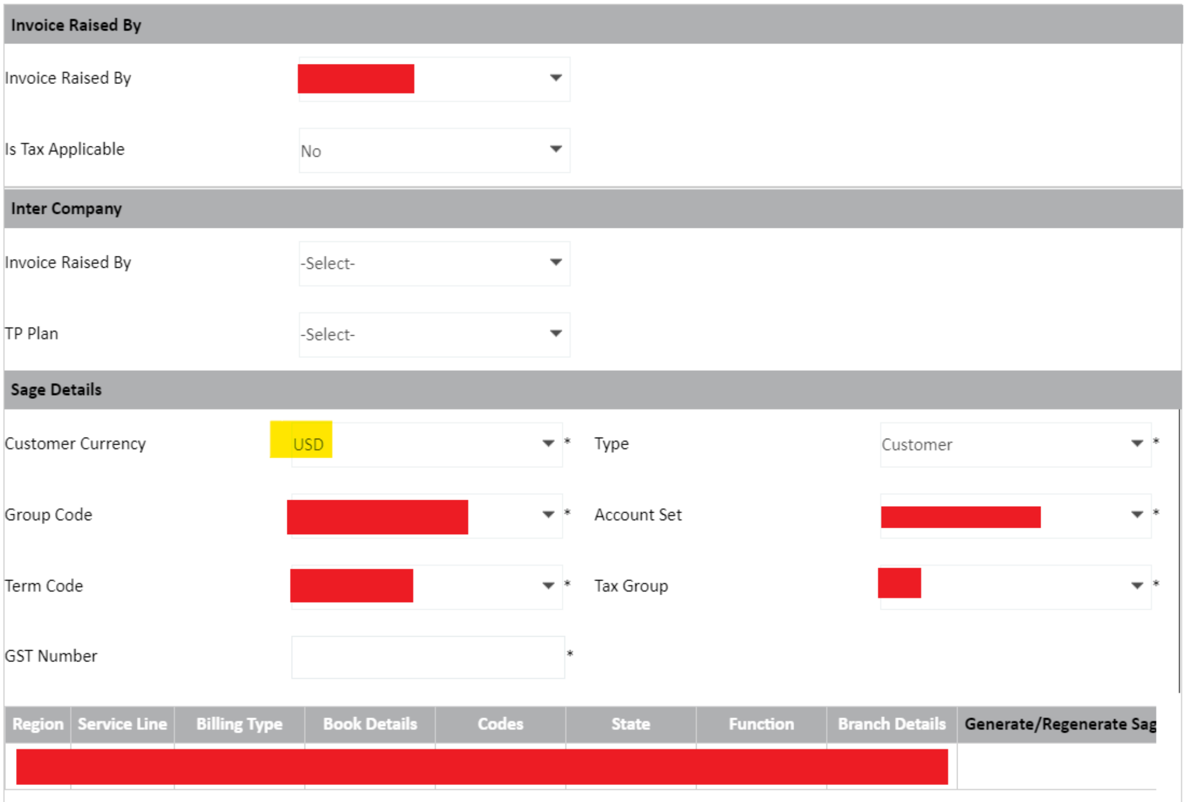
vii. If project's Contract Type is Fixed Price

1. Under "Payment Details" tab, PM should enter the milestone details.
2. Summation of Milestone amounts should not exceed the Order Value of the Project

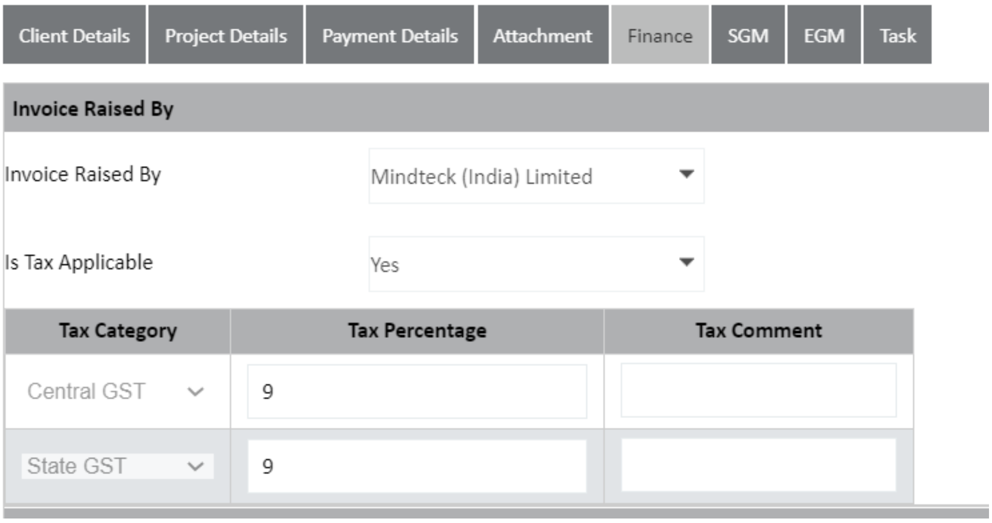


6. OCN Approval Pending From SBU
   a. SBU Head should Verify all these details and Approve the details.
   b. In case any changes are required then SBU Head can "Reject" the details. The project will be under PM (for the Step No 5 process)

7. OCN Activities Pending From ART

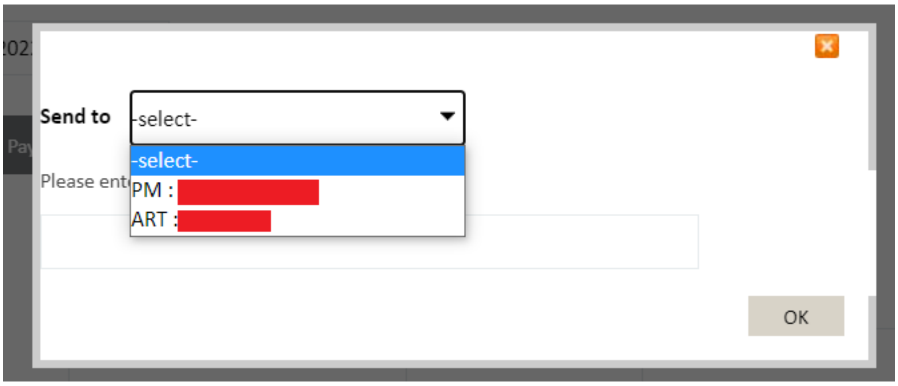


a. ART Head should verify the details provided and verify all the documents
b. Under “Finance” tab, enter all the mandatory fields
c. Enter Tax Details if applicable



d. Generate SAGE Details
e. Send for Approval

8. OCN ART Approval Pending From Finance
   a. Finance Controller should verify all the details and either “Approve” or “Reject” details
   b. FC can Reject the project to different levels



i. At PM level (Step 5)
ii. At ART Head Level (Step 7)

9. Project In Progress
    a. Once FC approved the OCN, the Project will be in progress under PM’s Action Items List

At end each of each of these steps all the corresponding stakeholders of the Project receives an Email notification with relevant details.

Customer Project Maintenance workflow

All the active projects are under control of the PM. PM can make modifications to the following details as and when required.

1. Add / Extend Resource into the project
    a. To Extend the Resource's allocation to the project, End Date of Resource/Rate should be extended
2. Release a Resource from Project
    a. To release a resource from the project, allocation end date should be updated and set to the last working day of the resource
3. Add / Update Material/Travel costs
4. Add / Remove Tasks

All these changes except no. 4 should be approved in the system either by DM or SBU Head.

Once the PM sends these changes for approval, status of the project will be "**Project Activities Approval Pending From DM/SBU**"

Once the changes are Approved by DM / SBU Head, then status of the project becomes "**Project In Progress**" Else in case of Rejection it will be "**Project Related Activities Pending From PM**"

Customer Project Closure workflow

PM of the project can initiate the Project closure activity.

Prerequisites to close a project are as follows.

- Project End Date should be less than or Equal to the date of Raising PCN
- All Resource allocation should be approved.
  - In case the Resource Allocation Approval is not done and tried to raise the PCN, following Error will be displayed.

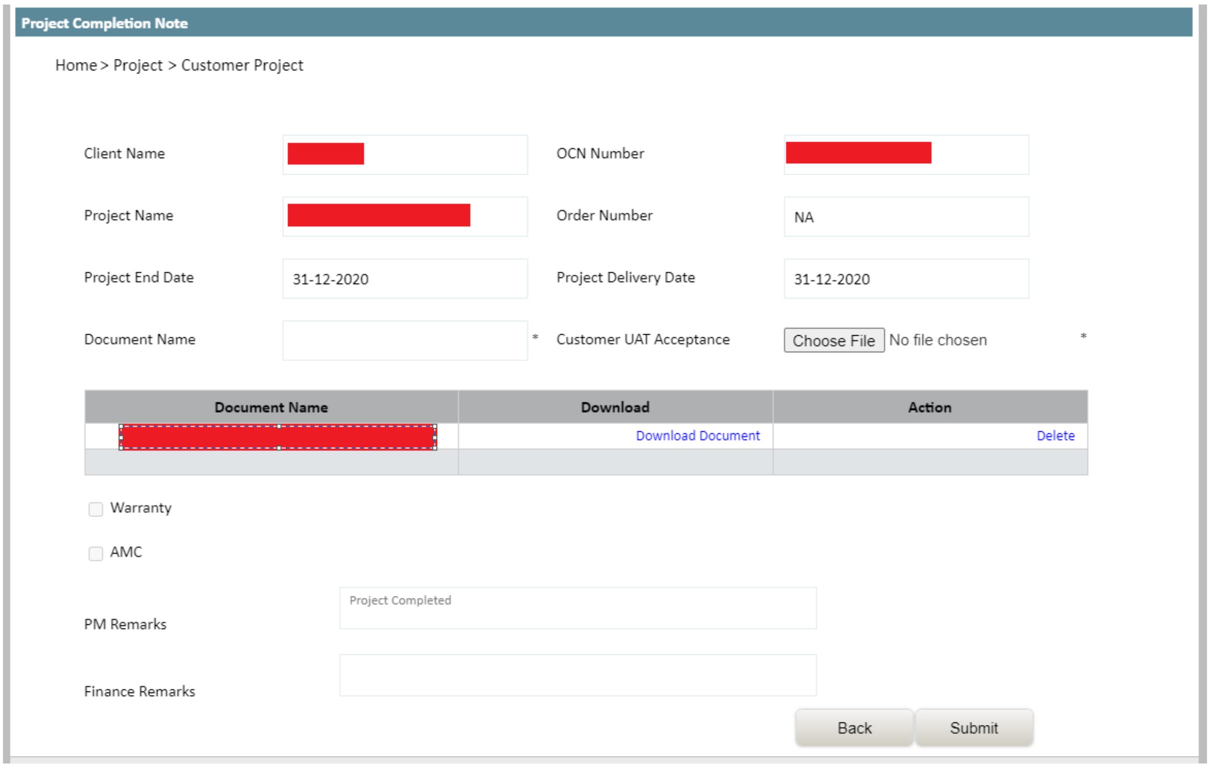
    Resources need to be approved before closing the project.

  - In such cases, PM should verify if there is anything pending from his/her side. If no active resource are shown on the screen then they should get in touch with TMS support team
- No Resources should be active in the Project.
- All the Invoices should be generated by Finance Team and the same should be approved by the PM.
  - In case any invoices are pending for approval, following error message will displayed upon trying to close the project

    Invoice need to be approved before closing the project.

  - In Such cases, PM should make sure that not invoices are pending under him/her for the approval. Also get in touch with Finance team to clear the pending invoices.
- Related AUT acceptance documents should be present and the same has to be uploaded while creating PCN (Project Closure Note)

To close a project, once all the above-mentioned dependencies are cleared, PM should click on “**Raise PCN**” button in the bottom of Project Details screen. PM will be redirected to a different page. He/she has to enter all the mandatory filed and click on “**Send for Approval**”.



Later it will be having the status “**Project Closure Activities Pending From ART**”. ART Head then can access the same details, validate the finance related items. If everything is found OK, then “**Submit**” button can be used to close the project.

Once it is done, the status of the project will be “**Project Closed**”. No further Edit/Updates will be allowed for the project.

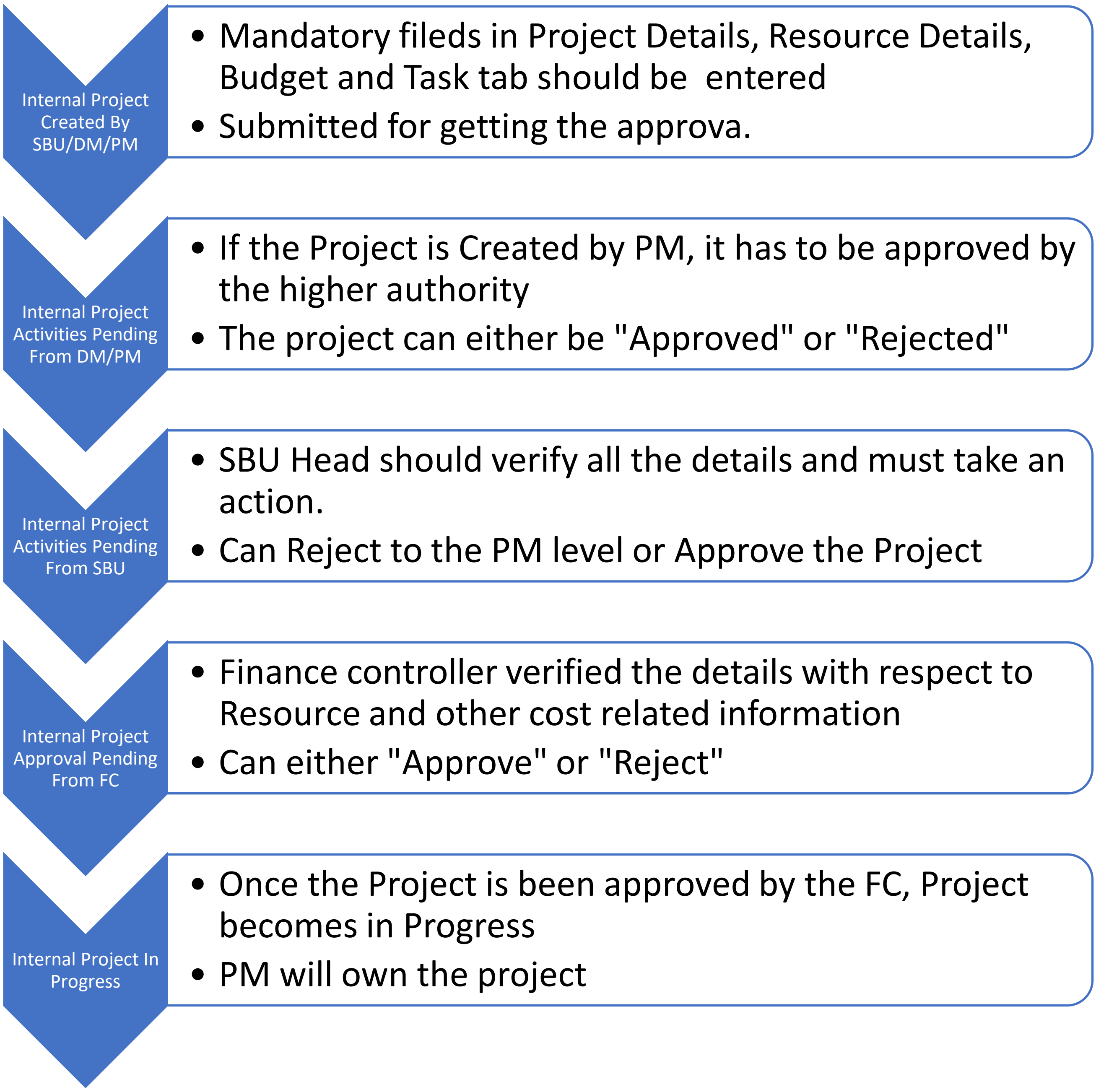
Create Internal Projects

TMS users with the following Role(s) can create internal projects.

- Project Manager
- Delivery Manager
- SBU Head

User must select “**Create Internal Project**” option under **PROJECT** menu to create internal Project. The option to create internal project is as like creating a client project. But Internal project maintains less information as compared with Customer Projects.

Top Level Workflow of an Internal project is as follows.



User can view all his/her corresponding internal project by selecting "**Dashboard**" option under **PROJECT** menu under "**Internal Projects**" tab.

Like Customer Projects, even Internal projects are categorized into "**Action Items**" and "**Open Items**" based on their status and ownership of the current user.

PM or Additional PM can make changes to the active internal project and get the required approval from DM/SBU Head

- Add / Extend Resource allocation
- Add / Update Material / Travel Cost
- Add / Remove tasks

All these actions are similar to the Customer Projects.

PM can make use of "**Close Internal Project**" at the bottom of project details screen to close the project.

Technical Details

Code Details

Related ASPX pages

- Mindteck.TMS\OCN\CreateOrModifyOcn.aspx
- Mindteck.TMS\OCN\OCNDashBoard.aspx
- Mindteck.TMS\OCN\OCNApproval.aspx
- Mindteck.TMS\OCN\CreateApproveIP.aspx
- Mindteck.TMS\OCN\PCN.aspx

Database Details

Related DB Tables

- tsms_ocndetails
- tsms_projects
- tsms_projectresourceallocation
- tsms_resourcerates
- tsms_milestone
- tsms_ocndocuments
- tsms_ocnsagedetails
- tsms_ocnstatusmaster
- tsms_internalprojectstatusmaster
- tsms_internalcompanymaster
- tsms_mindteckoffices
- tsms_currencymaster
- tsms_materials
- tsms_travelexpencemaster
- tsms_projecttravelexpenses
- tsms_client
- tsms_clientcontact
- tsms_sgmdetails
- tsms_sgmlimits