



Synergy Corporate Technologies



Document Change Control Form
Functional Specification

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Any questions concerning this proposal should be directed to:

Contact: Ima Consultant
Address: 518 Riverside Ave, Westport, CT, 06880
Telephone: 203-222-5200
Email: askme@synergyonline.com

Any written or facsimile communication should reference the information below:

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This document is confidential and is intended for XYZ Corporation only.

Introduction

XYZ Corporation (XYZ) approached Synergy regarding the automation of their current Change Control process.

Synergy has reviewed the documentation provided by XYZ and conducted various discovery sessions with stakeholders to get a complete understanding of the process and collect the necessary business requirements. This document reflects the output of those meetings and is intended to define the Nintex workflows and forms which will be built to automate these processes.

Project Management Site Layout and List Views

In order to ensure strong and consistent adoption of the new Document Change Control workflow, the new Project Management site must be designed to provide the most optimal user experience.

To provide a high degree of usability, the page will be designed to provide the most relevant information, personalized to each user. The site layout and custom list and library views are defined in more detail below.

Site Layout

The main Project Management site will display content from the Project Management Forms and the Document Change Control Library. The Project Management Forms web part should be sorted to display the 5 most recently modified projects. The Document Change Control Forms web part should be sorted to display the 5 most recently added forms.

The left hand navigation will allow users to quickly access other relevant lists and libraries for the Project Management, AX New Item Request and Document Change Control workflows and processes.

Site and Forms Permissions

Manufacturing Document Library Permissions

Create and edit access for all Documents - technical office personnel.

Edit access for all Documents to Item planning and quality personnel.

Read Access for 'released' Documents for all personnel.

Manufacturing Document Library Views

The default view should display Grouped by XYZ Location, Document prefix (0-9, A, B, C....etc.), sorted by Document number.

Obsolete Document Library Permissions

Create and edit access for all Documents - technical office personnel.

Read access for all Documents to Item planning and quality personnel.

Obsolete Document Library Views

The default view should display Grouped by XYZ Location, Document prefix (0-9, A, B, C....etc.), sorted by Document number.



Document Change Control Form

As part of the new Document Change Control system, a new form for Project Documents will be created on the Project Management site to facilitate the collection of information new XYZ developed and customer provided Documents. A second form and Library will also be created to house all Obsolete Documents.

Much of the content which will be collected in this form will be similar to what is currently available in XYZ' Manufacturing Documents library.

The form will be designed with button navigation to allow for content to be broken up by category, and to allow for a large number of fields to be displayed within the same form. The fields to be displayed when buttons are pressed is defined in more detail below.

General Fields

The fields detailed below will be displayed in the initial form section. The fields are intended to collect the general, primary project and Document information.

Field	Type	Required?	Possible Values	Notes
File Attachment:	File Attachment	Y		
File Name:	Text Box	Y		Add instructions for user: "File Name (same as Document Number & Issue)"
Document Number:	Text Box	Y		
Document Issue:	Text Box	Y		
Item Number:	Text Box	N		
Item Issue:	Text Box	N		
Status:	Drop Down	Y	[Unreleased], [Released] or [Obsolete]	Default to [Unreleased]
New Document or New Issue?	Radio Button	Y	[New Document] or [New Issue]	Selection will drive assignment of workflow tasks.
XYZ or Customer Document:	Radio Button	Y	[XYZ] or [Customer]	
Document Location:	Drop Down	Y	[Westport], [Honolulu], or [Honolulu Backoffice]	
Legal Controlled:	Radio Button	Y	[Yes] or [No]	
Item Description:	Text Box	N		
X' Number:	Text Box	N		

Figure 1: Document Change Control General Form Fields

New Issue Fields

The fields detailed below will capture more detailed information about the Document or issue and the required reviews.

In the event that the [New Document or New Issue?] field is marked as 'New Document', the following fields will be greyed out.

Field	Type	Required?	Possible Values	Notes
Obsolete Document Issue:	Text Box	Y		
Obsolete Part Issue:	Text Box	N		
Change Description:	Multiple Line Text Box	Y		
Customer Change Record:	Text Box	N		
Prior Issue Marked Obsolete:	Drop Down	Y	[In Progress] or [Complete]	Default to [In Progress]
AX Item Master Record Updated:	Drop Down	Y	[In Progress] or [Complete]	Default to [In Progress]
AX Customer Product Number Record Updated:	Drop Down	Y	[In Progress] or [Complete]	Default to [In Progress]
Item Review Required:	Radio Button	Y	[Yes] or [No]	Selection will drive assignment of workflow tasks.
Item Reviewer:	Drop Down	Y	Available values in the drop down are pulled from a custom SharePoint list containing XYZ contacts by location and role. Values should be filtered based on the 'Document Location' field selection and for only 'Item Reviewer' roles.	

Figure 2: Document Change Control New Issue Form Fields

Item Review Fields

The fields detailed below will be displayed in a subsequent initial form section. This section of the form is intended to capture all required information around required Item reviews.

In the event that the [New Document or New Issue?] field is marked as 'New Document', the following fields will be greyed out. The same should be true if the [Item Review Required] field is marked as 'No'.

Field	Type	Required?	Possible Values	Notes
Item Action Type:	Drop Down	Y	[WIP], [Stock], [Datacard], [Subcontract], [Work Instruction], [Final Inspection Checklist], [Price Review], or user write in value	**To be configured as a repeating table**
Item Action Description:	Multiple Line Text Box	N		
Item Action Status:	Drop Down	Y	[In Progress], [Completed], [Deferred] or [Cancelled]	
Item Review Notes:	Multiple Line Text Box	N		
Item Review Sign Off Contact:	Drop Down	N	Available values in the drop down are pulled from a custom SharePoint list containing XYZ contacts by location and role. Values should be filtered based on the 'Document Location' field selection and for only 'Item Reviewer' roles.	Fields will be locked for editing until after the initial form is submitted, as completion of these fields will enable workflow task completion.
Item Review Sign Off Date:	Date Picker	N		

Figure 3: Document Change Control Item Review Form Fields

Document Change Control Form

General:

File Attachment:	Attachment <input type="button" value="Browse"/>
File Name:	<input type="text" value="Text Box"/>
Document Number:	<input type="text" value="Same as 'Document Number & Issue'"/>
Document Issue:	<input type="text" value="Text Box"/>
Part Number:	<input type="text" value="Text Box"/>
Part Issue / MOD Number:	<input type="text" value="Text Box"/>
Status:	<input type="text" value="Drop Down Control"/>
New Document or New Issue?:	New Document <input type="radio"/> New Issue <input type="radio"/>
Cross or Customer Document?:	Cross <input type="radio"/> Customer <input checked="" type="radio"/>
Document Location:	<input type="text" value="Drop Down Control"/>
Legal Controlled?:	Yes <input type="radio"/> No <input checked="" type="radio"/>
Part Description:	<input type="text" value="Text Box"/>
X' Number:	<input type="text" value="Text Box"/>

New Issue: !

Obsolete Document Issue:	<input type="text" value="Text Box"/>
Obsolete Part Issue:	<input type="text" value="Text Box"/>
Change Description:	<input type="text" value="Multiple Line Text Box"/>
Customer Change Record:	<input type="text" value="Multiple Line Text Box"/>
Prior Issue Marked Obsolete:	<input type="text" value="Drop Down Control"/>
AX Item Master Record Updated:	<input type="text" value="Drop Down Control"/>
AX Customer Product Number Record Updated:	<input type="text" value="Drop Down Control"/>
Item Review Required?:	Yes <input type="radio"/> No <input checked="" type="radio"/>

Notes:

1 – In the event that the [New Document or New Issue?] field is marked as 'New Document', all fields other than those under the "General" heading will be greyed out.

2 – In the event that the [Production Review Required] field is marked as 'No', all of the fields under the "Info Actions" and "Info Reviewer" headings will be greyed out.

3 – The [Info Review Sign Off Contact] and [Info Review Sign Off Date] fields will be locked as read only until the form is initially submitted. When the form is modified the fields will be open for editing.

Item Reviewer:	Drop Down Control	
Item Review:	2	
Item Action Type:	Drop Down Control	Item Action Description: Multiple Line Text Box
Item Action Status:	Drop Down Control	
Item Review Notes:	Text Box	+ Add Additional Item Action
Item Review Sign Off Contact:	Drop Down Control	
Item Review Sign Off Date:	3	Date Picker
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Notes:

1 – In the event that the [New Document or New Issue?] field is marked as 'New Document', all fields other than those under the "General" heading will be greyed out.

2 – In the event that the [Production Review Required] field is marked as 'No', all of the fields under the "Item Actions" and "Item Reviewer" headings will be greyed out.

3 – The [Item Review Sign Off Contact] and [Item Review Sign Off Date] fields will be locked as read only until the form is initially submitted. When the form is modified the fields will be open for editing.

Document Change Control Workflow

A Nintex workflow will be initiated when the initial Document Change Control form is submitted.

Many workflow tasks will generate email reminders as specified below. Emails will come from a do-not-reply email address: workflow@XYZCorporation.com.

If at any time the status of a Document is set to 'Obsolete', a separate workflow will initiate which will move the item to an Obsolete Document forms library. This library will be obscured from search results, and will have more restricted permissions such that most users will not be able to view the documents.

In designing and building this workflow, it is important to note that XYZ may wish to expand the Nintex functions employed and create further integration with third party systems. Any architectural decisions made should keep future strategic phases in mind.

Workflow Initiation: New Document Change Control Form Submission

- The workflow will be initiated as soon as a new Document Change Control form is submitted.
- Data from the submitted form will be stored in a new Document Change Control form in the new Project Management site. Each form field will be stored as a separate column.

Item Notification Mailing

- The Item Notification Mailing workflow task will automatically initiate after the Document Change Control form is submitted, but only in the event that that the [New Document or New Issue?] field is set to 'New Issue'.
- In the event that 'New Document' is selected, the workflow will terminate.
- The workflow task will send the below notification mail to all contacts in the Manufacturing Document Change Notification Group.

"Please be aware that a new issue has been raised regarding Document [Document Number].

The latest Document issue is now: [Document Issue].

Change Description:
[Change Description]

Please take all appropriate actions to ensure that existing Item processes and sales transactions are halted until after all required change actions have been completed.

For more information, please use the following link to view the new Document issue: [link to the Document Change Control form on the Project Management site]."

Item Review

- The Item Review workflow task will be automatically assigned to the Item Reviewer after the initial Document Change Control form is submitted when the following criteria have been met:
 - The [Item Review Required] field is set to 'Yes'.
 - The [New Document or New Issue?] field is set to 'New Issue'.
- The Item Reviewer will receive an initial email notification including the following information:

"A new task has been assigned to you regarding the Item review for the Issue Change of Document [Document Number].

The latest Document issue is now: [Document Issue].

Change Description:
[Change Description]

Please record any Item Actions at the following link: [link to the Document Change Control form on the Project Management site].

When all Item Actions are completed, please provide your sign off by marking the "Item Review Sign Off Contact" and "Item Review Sign Off Date" fields in the same form as above."

- Population of data in the [Item Review Sign Off Contact] and [Item Review Sign Off Date] fields will automatically complete this workflow task.
- The workflow will not allow for task delegation.
- In the event that this task is not completed within five business days a reminder email will be sent to the task owner every five business day until the task is completed. The email notification will include the following information:

"Your task regarding the Item review of Document [Document Number] is overdue.

The latest Document issue is now: [Document Issue].

Change Description:
[Change Description]

Please record any Item Actions at the following link: [link to the Document Change Control form on the Project Management site].



When all Item Actions are completed, please provide your sign off by marking the “Item Review Sign Off Contact” and “Item Review Sign Off Date” fields in the same form as above.”

Workflow Completion

- Upon the completion all assigned tasks, the workflow will end.

Document Change Control Workflow Diagram

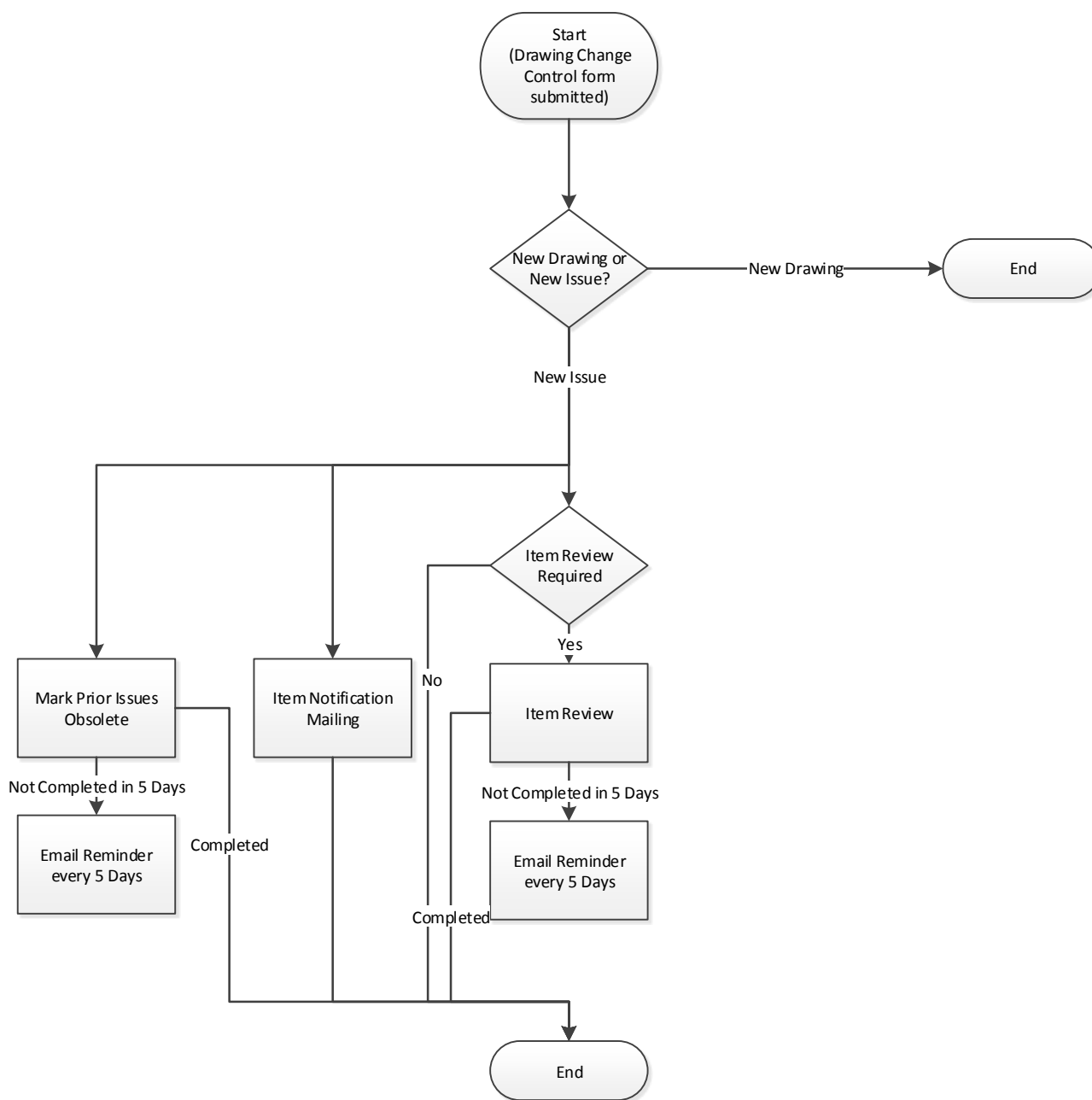


Figure 4: Document Change Control Workflow Diagram

Obsolete Item Workflow

A Nintex workflow will be initiated when the [Status] field on any item in the Document Change Control forms library is marked as 'Obsolete'. A second Obsolete Documents forms library will be created to facilitate this workflow.

Many workflow tasks will generate email reminders as specified below. Emails will come from a do-not-reply email address: workflow@XYZmanufacturing.com.

In designing and building this workflow, it is important to note that XYZ may wish to expand the Nintex functions employed and create further integration with third party systems. Any architectural decisions made should keep future strategic phases in mind.

Workflow Initiation: Document Change Control Form Marked Obsolete

- The workflow will be initiated as soon as a Document Change Control form is marked as 'Obsolete' in the [Status] field.

Form Moved to Obsolete Forms Library

- The Form Moved to Obsolete Forms Library workflow task will be automatically completed via Nintex as soon as the workflow is initiated.
- The workflow will move the entire contents of the Document Change Control form, from the Document Change Control forms library to the Obsolete Documents forms library.

Notification Mail

- Upon the completion of the Form Moved to Obsolete Forms Library workflow task, a notification mail will be sent to the person who initiated the workflow. The email notification will include the following information:

"Please be aware that Document [File Name] has been successfully moved to the Obsolete Documents forms library."

Workflow Completion

- Upon the completion all tasks, the workflow will end.

Obsolete Item Workflow Diagram

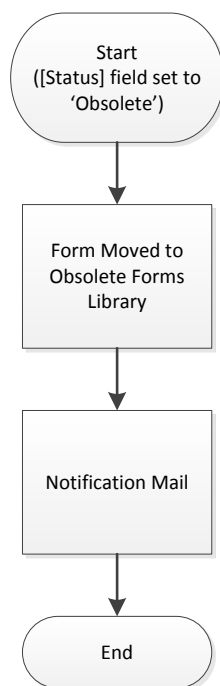


Figure 5: Obsolete Document Workflow Diagram



Approval Signatures

Document Name: Document Change Control Workflow Functional Specification
Business Owner: TBD
Version: 4.3
Submitted: March 25, 2013

Please sign and date below:

Client: XYZ Corporation

Approved By: _____

Print Name: _____

Date: _____

Prepared by: Ima Consultant