

Business Process Management - Document Planning

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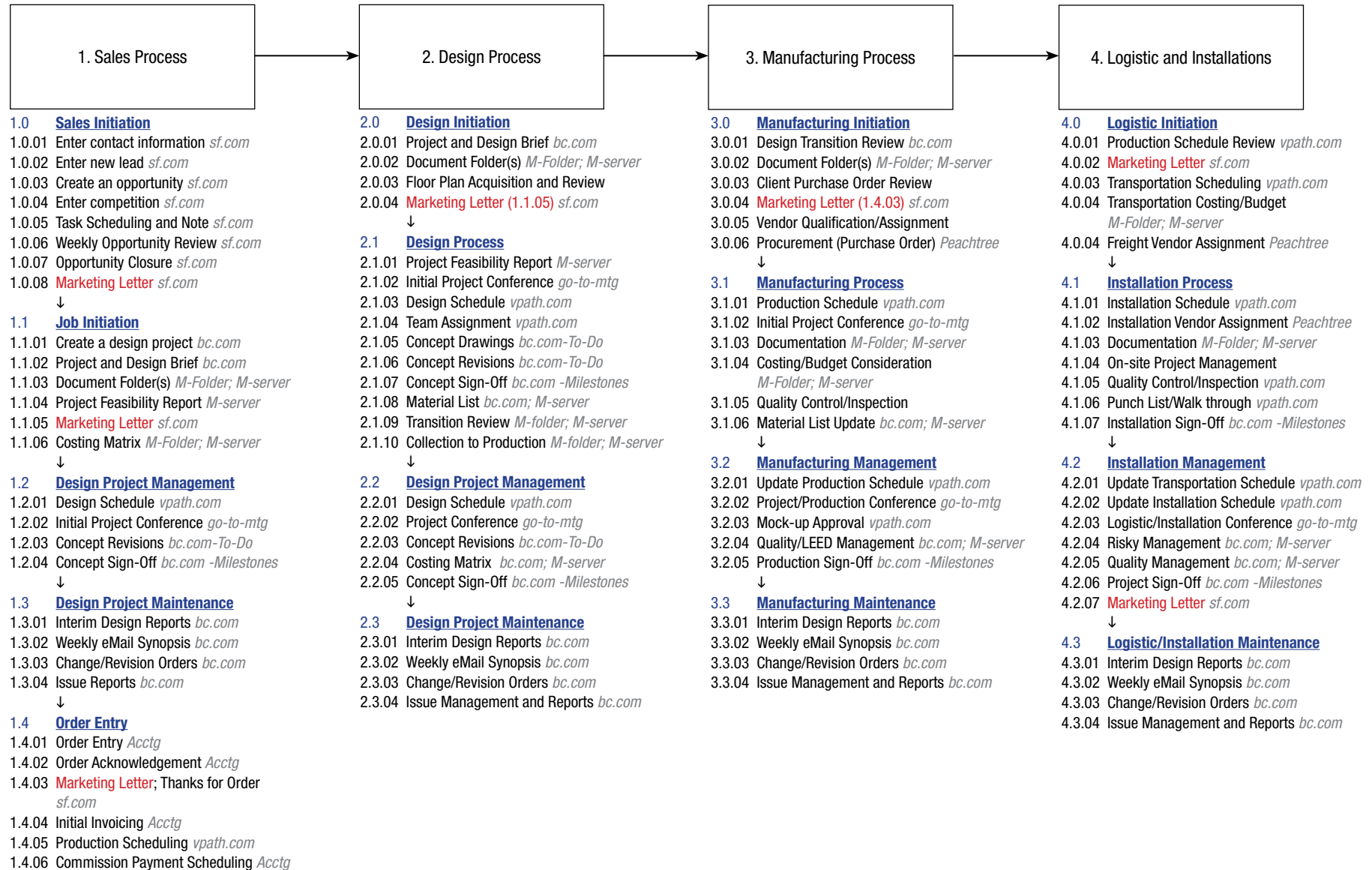
Doc Number: DP-1001

Confidential

Orig. Date: 2009.02.20 By: PFan

Revision:

By:



Project Management - Workflow Structure

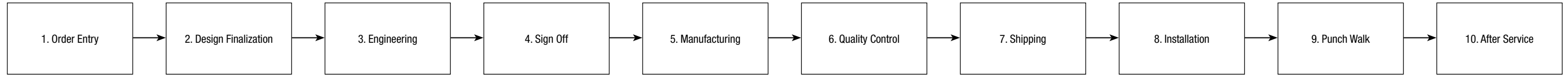
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Orig. Date: 2009.02.12 By: PFan

Revision: 2009.07.15 By: PFan



- 1. Philip to start
- 2. Philip inform Project Manager and Rolf about Order Entry Initiation.
- 3. Design Coordinator prepares Project Folder.

- 1. Design Coordinator/Reto cleans up all file server folder, and moves all files to FTP Site under Production.
- 2. Design Coordinator/Reto cleans up and prepares manila folder for Production.
- 3. Design Coordinator/Reto schedules Production Transition Meeting with Project Manager.
- 4. Project Manager will send out a formal letter informing client that their project is into Production Phase and all dTank's contact information for their project.

Note:

- 1. Design Coordinator/Reto instructs all vendors to fax quotation to new fax number (818) 332-4240 which will save the fax in PDF format.
- 2. Production Coordinator (Patricia) cleans up all electronic folders for all projects every morning.

- 1. Production Coordinator schedules and assigns Engineering Drawings to outside contractors.
- 2. Production Coordinator schedules Engineering Initiation teleconference meetings with engineers and Rolf if necessary.
- 3. Production Coordinator updates Engineering Schedule every morning.

- 1. Project Manager will send sign-off drawings to clients.
- 2. Project Manager will have Client Sign Off or Redline drawings go through Production Coordinator for revisions with engineers.

- 1. Project Manager schedules out the entire Manufacturing Phase with time line.
- 2. Project Manager will monitor and update the Milestone Schedule every morning.
- 3. Project Manager will alert all stakeholders for any abnormality in production and schedule.

Note:

- 1. Better Quality Control will shorten our Punch List down the line.

- 1. Production Coordinator will implement Quality Management with all vendors.
- 2. Production Coordinator will schedule Quality Controls at component fabrication location(s) before shipping to assemblers.
- 3. Production Coordinator will inspect all final products and packing before delivery to installation site.

- 1. Production Coordinator will coordinate all packing, loading, and shipping for delivery to installation site.
- 2. Project Manager will inform all stakeholders about any abnormality in regard to delivery schedule.

Note:

- 1. Sepcial attention should be given to weather conditions.
- 2. Alert shipper or freight forwarder about restrictions and limits at installation site.

- 1. Production Coordinator and Production Manager (Rolf) coordinate all installation efforts.
- 2. Production Coordinator and Production Manager (Rolf) will make sure Installation company receive all necessary documentation such as floor plans, assembly and shop drawings well in advance before installation.
- 3. If necessary, Production Coordinator and Production Manager (Rolf) will conduct Go-To-Meeting with installation vendor for detail of the project to ensure smooth and quality installation.

- 1. Punch List work are priority work.
- 2. Production Coordinator and Production Manager (Rolf) will schedule Punch List work in an expedited manner.

Note:

- 1. Cost of Punch List work can significantly affect our bottom line.
- 2. Punch List works are burdened cost to the project even if they are attributed to our vendors.

- 1. Project Manager will perform a postmortem collection of all files and folders in the server, as well as the Project Binder.
- 2. Pay from Marketing will send out gratitude letters to clients and vendors.

Note:

- 1. On certain occasion, a small gift of token, such as our promotional mug will be sent out to all client-side stakeholders by Marketing for Sales Representatives.