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4 Functional Specification Signoff 243

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20 April 2015	Created	0.1	Melidah Sebetsela
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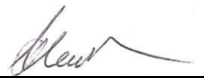
Approval

This document was reviewed and approved in terms of accuracy and completeness by the following stakeholders:

Divisional / Business Representatives	Date	Signature
Ayesha Hardien	11 May 2015	

Glossary of Terms

Abbreviations

Abbreviation	Description
ACVC	Acquire Customer Value Chain
NACVC	Network Asset Creation Value Chain
CAMMP	Capital Assist, Major and Minor Process
ACNAC	Acquire Customer Network Asset Creation
CC &B	Customer Care & Billing
CRA Form	Concept Release Approval
DRA Form	Definition Release Approval
ERA Form	Execution Release Approval
FRA Form	Finalisation Release Approval
CC&I	Technical Service Centre
FSA	Field Service Area
CSA	Customer Service Area
NPA	Network Planning Area

Definitions

Term	Description
Parent Project Forms	This Parent Project Form is the first Form that will be presented to the User to complete when any Major Process Project is either Initiated, or a Direct Customer Project (Major only) requires the Project Forms to be initiated

Project Forms	These are the project forms currently held in Capital Assist. Capital Assist will not be used as a name in ACNAC.
Customer Forms	This is the name that will be used to refer to the Customer or Standard forms associated with the Minor and Major Direct Customer Process
Jobs	Jobs are created from a Parent project Form. Each Job will have its own CRA DRA etc in the Major processes. Short process projects will only have one Job created per Parent Project.

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1 DOCUMENT OVERVIEW

1.1 Introduction

ACNAC is a custom built Workflow system that processes customer applications for supply and other requests for energy, maintenance, refurbishment and strengthening. The application enables both the Minor and Major processes which integrates across both Group Customer Service and Engineering business areas. The system is distributed across seven geographical regions and provides workflow and resource management from quotation to connection of electricity supply requests.

The current version of ACNAC uses the following technologies: Microsoft.Net Framework 3.5, Oracle 11g, SQL Server 2005, SQL Reporting Services 2005, K2.Net 2003 SP4 and IIS 6 Server.

The ACNAC solution is at risk due to ageing and end of life software. It was therefore incorporated into the Project Tools Programme whose main objective is to review all third party applications falling out of support agreements, deployed on outdated and unsupported technology and licensing structure costs not viable any longer.

The outcome of the Project Tools Programme is an approved solution architecture based on Eskom's existing technology landscape which will be delivered through the ACNAC Replacement project.

1.2 Solution Background and Context

ACNAC is a custom built Workflow system that processes customer applications for supply and other requests for energy, maintenance, refurbishment and strengthening. The application enables both the Minor and Major processes which integrates across both Group Customer Service and Engineering business areas. The system is distributed across seven geographical regions and provides workflow and resource management from quotation to connection of electricity supply requests.
The current version of ACNAC uses the following technologies: Microsoft.Net Framework 3.5, Oracle 11g, SQL Server 2005, SQL Reporting Services 2005, K2.Net 2003 SP4 and IIS 6 Server.
The ACNAC solution is at risk due to ageing and end of life software. It was therefore incorporated into the Project Tools Programme whose main objective is to review all third party applications falling out of support agreements, deployed on outdated and unsupported technology and licensing structure costs not viable any longer.
The outcome of the Project Tools Programme is an approved solution architecture based on Eskom's existing technology landscape which will be delivered through the ACNAC Replacement project.

1.3 Document Purpose

This document defines the functional requirements for Direct Customer Major Process only.

1.3.1 Reason for the requirement

With the constant evolution of technology and system development, a need has arisen in Eskom to evaluate third party tool sets, perform analysis on these various systems, and integrate them into existing enterprise systems.

Eskom then embarked on the exercise to review all third party applications falling out of support agreements, deployed on outdated and unsupported technology and licensing structures costs not viable anymore. Part of this analysis covered the ACNAC system dealing with the electrification process of clients. Within the outcome of the review, ACNAC was prioritised to top of the list of applications to be migrated within the project tools portfolio.

As ACNAC is an in-house developed system and currently on aging infrastructure and software, the decision to merge the system into deployed enterprise systems is underway.

2 Business Requirements

- The high level functional requirement is to rewrite all Direct Customer Major Process workflows on the new platform, K2 Blackpearl.
- The technology must be aligned with Eskom application standards by being able to integrate with other application such CC&B, CC&I and BICC.

2.1 Business Problems and Issues

Problem/Issue	Impact
Workflow functionality needs to be improved	Longer overall processing times
System relying on ageing Software and Hardware	Increased system downtime, new functionality harder to implement
Deployment of the changes to the decentralised application	Duplication of effort
Reporting capability is inadequate	KPI values may be skewed, reports take long to create and manipulate
No Disaster Recovery and Business Continuity plans in place	Longer system downtimes
Currently using K2 2003 version that is on extended support	
The documents are located at different places	No document management functionality
Currently Patches must be done on 7 different regional servers	
Windows 2003 Operating System is not supported	

3 Solution Scope

3.1 In scope

- All AS-IS functionality of Direct Customer Major projects.
- Smartforms as part of the new system
- Dashboards as the landing page for each user login

- Centralisation of the system
- Repository for the storage of all completed (historical) data/projects so that it is easily available
- Smartforms as the Web interface
- Reports currently available in the system
- Integration to applications in the current “As Is” scenario

3.2 Out of scope

- Exclude any new functionality that is not already included in the scope
- Development of any new reports
- Verification and validation on K2 Blackpearl

3.3 Preconditions that must be in place

- The Conversion of all agreed functionality and data

3.4 Project Prioritisation

Phase 1

- Migrate the current solution into K2 Blackpearl AS-IS
- Integration with CC&B, CC&I and BI.

Phase 2

- Enhancements to the system (New Functionality)
- Integration to all other applications not mentioned in Phase 1
- Major Reporting development in BI

Phase 3

Nice to have enhancements and functionality

3.5 Assumptions and Constraints

The following assumptions will apply:-

- The workflow functionality covered in this document will be developed on the new K2 BlackPearl Platform. This design is dependent on the upgrade of K2 ACNAC
- K2 BlackPearl platform will be fully installed with K2 Smart-forms/Smart Objects to enable rapid solution development.
- K2 BlackPearl platform is operational.
- During the DRA phase gaps were identified on the URS. The URS Document needs to be updated in the ERA phase.
- Integration is not a showstopper in terms of the requirements at this stage.
- Excel Costing sheets templates will be used until a proper financial solution is identified. Costing sheet development will be handled in the next phase.

The following Constraints will apply:

- Project timelines poses a risk at the moment
- Integration environment and platform

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3.6 Inclusions and Exclusions

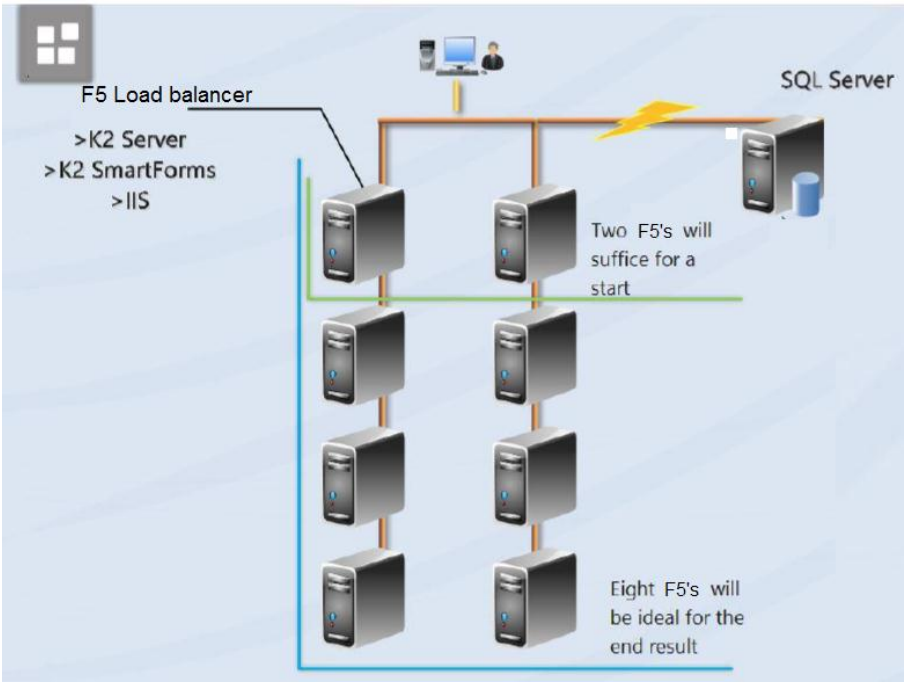
In the setting of this document only the highlighted phases will be included.

3.7 Solution Risks

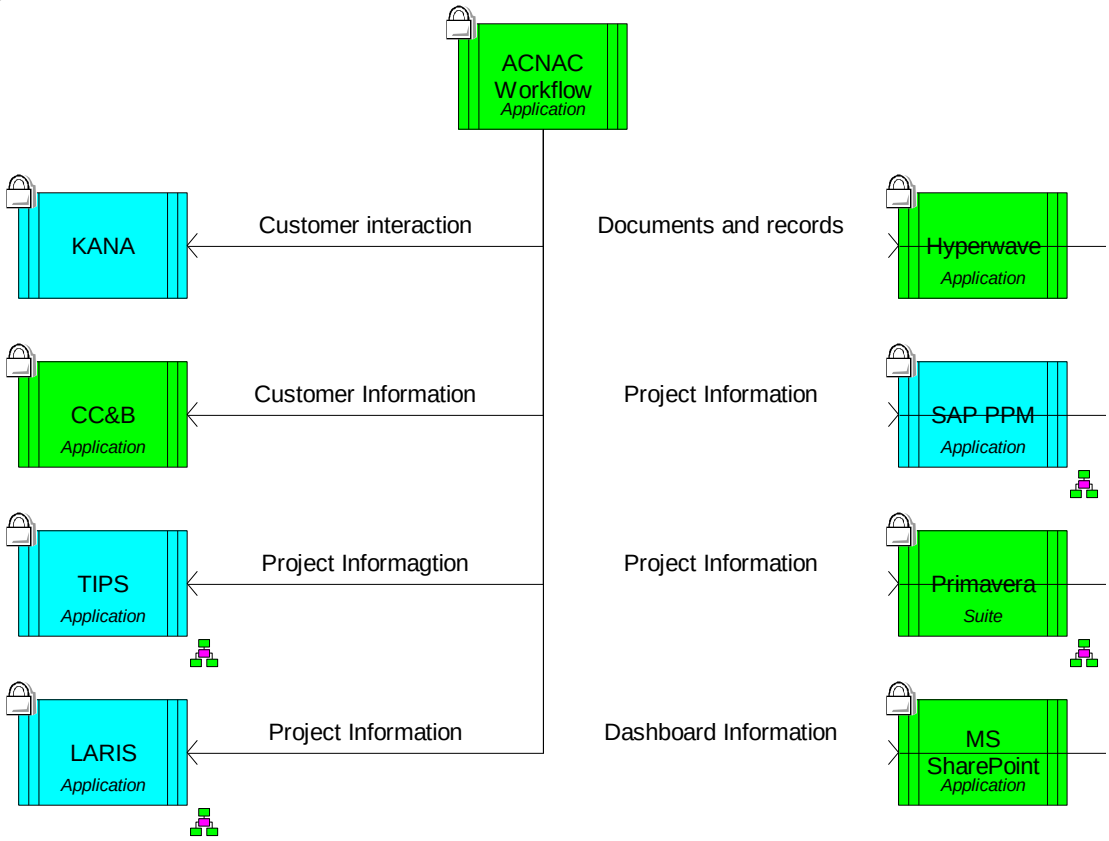
- The migration of Projects into the new system
- Sufficient Bandwidth capability and speed of the new K2 Blackpearl
- Minors: Training of users and the timing of the training
- Data conversion and the reconciliation of the data, need to ensure all data are converted correctly
- Reconciling the versions of the different systems as a result of the different versions of the current system being run in the different regions

4 High-Level Design

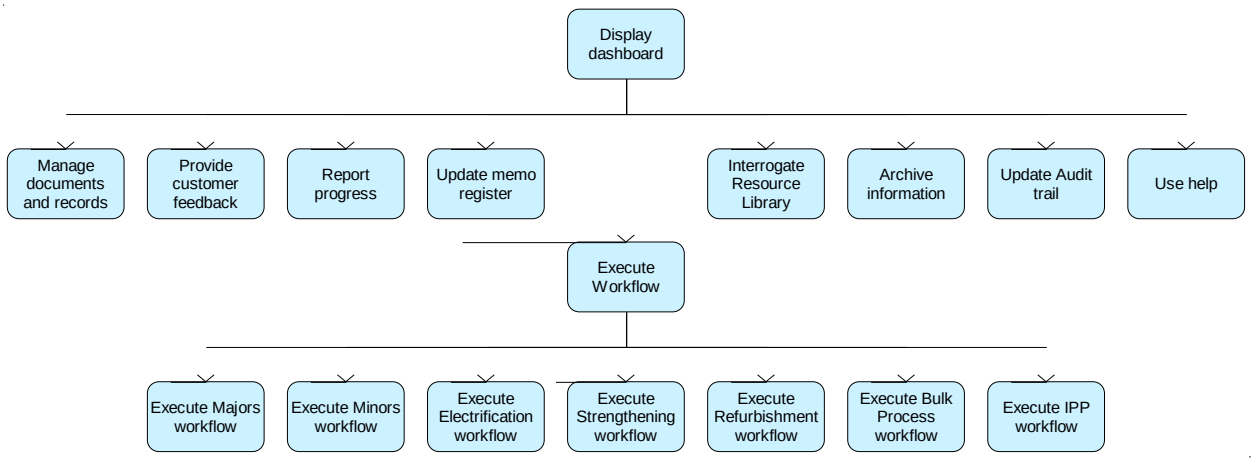
4.1 System Architecture



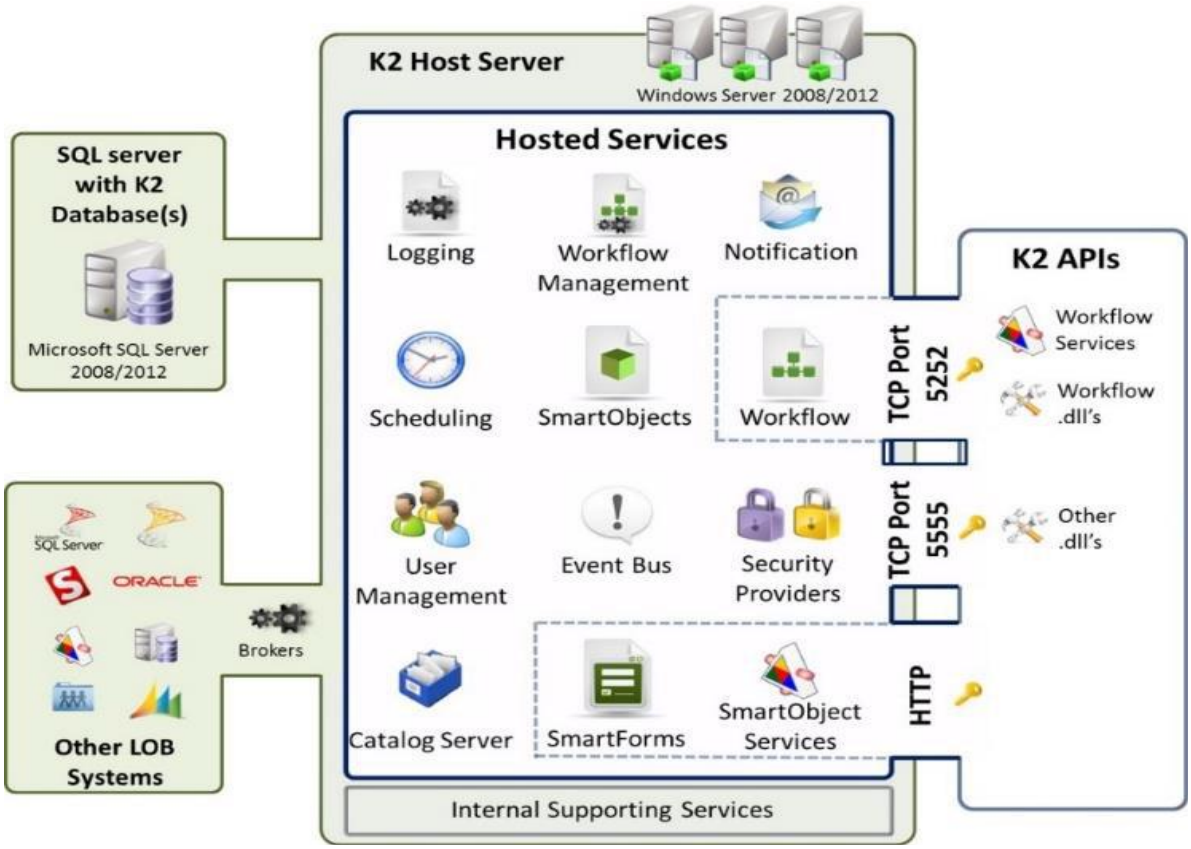
4.2 Application communication diagram



4.3 Application function decomposition diagram



4.4 Below is the K2 Logical Architecture.



5 Functional Requirement

5.1 AS-IS Process

The system is currently split into the seven regions through the country, each operating with their own independent ACNAC system. ACNAC provides the users workflow and resource management to assist in the management of quotations and connections of electricity for all regions and targets.

These quotations range from the individual household through to businesses, schools and suburbs / cities.

The current deployment of the ACNAC solution is depicted below and based on the decentralised solution set, making it difficult for the administrator to manage the system and creating disparate data sets.

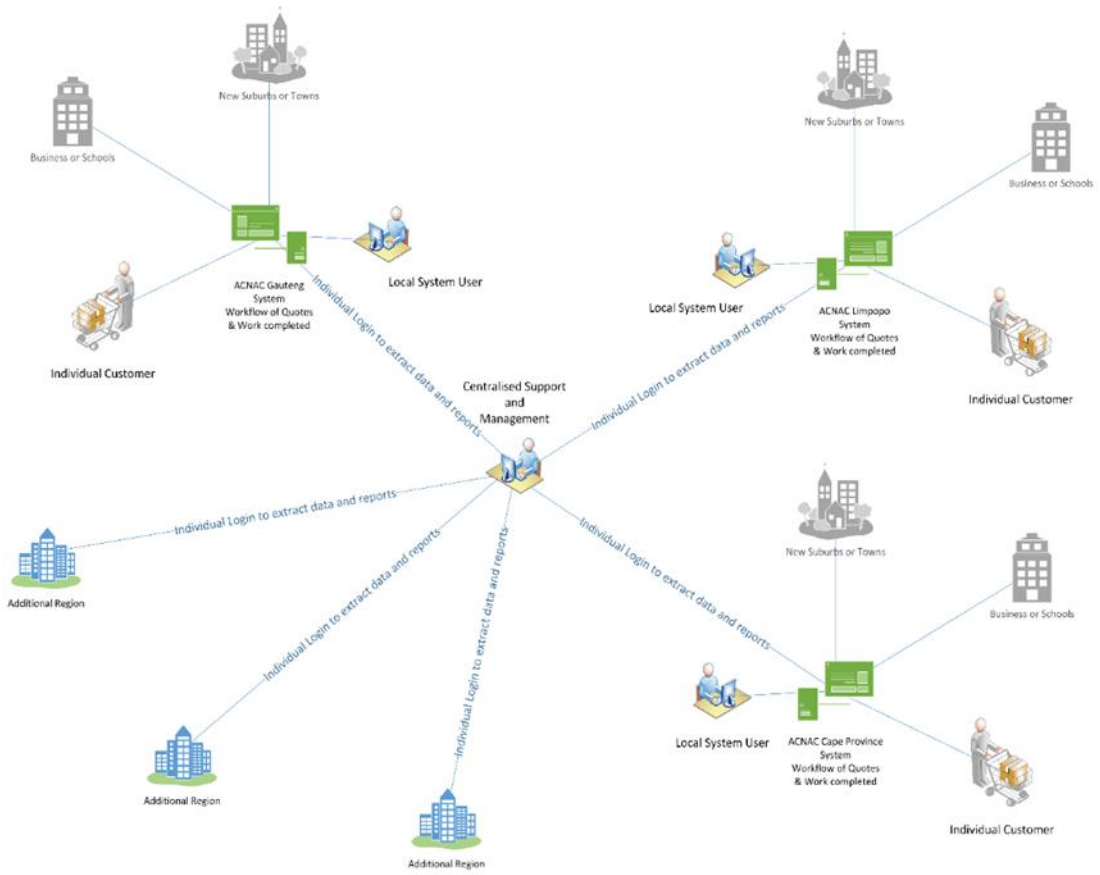


Figure 1: High-level overview of current solution

5.2 To-Be Process - Direct Customer Major Process

Any Direct Customer projects that could not be accommodated by the Minor process would have to follow the Major Project Process. The Major Project Standard process requires that each Job in a Project would have its own CRA, DRA ERA and FRA forms. A Project may have one or more Jobs, the number of Jobs being defined by the number of different assets making up the project. (In this sense, assets mean Lines, Substations, and Switching Stations etc, referred to as Job Categories.)

A Project can only have one Business Category. A project can also only be released within one workstream

The project is divided into phases and activities within, where the approval of the following forms is required:-

- **CRA (Concept Release Approval)** – it is used to revise the Scope of Work if required, to specify the contracted DR form Approval date, Job required completion date and job contracted completed date. It must be supported by the Definition Manager and Programme Manager, be approved by the Network Service Manager or RIC Chairperson.

- **DRA (Design Release Approval)** – after the CRA form has been approved, the DRA Form is automatically created. On this form the Job Schedule Dates need to be provided and Costing Sheet to be populated. The following dates need to be selected:-
    - Contracted Detail job design completion date.
    - Contracted ERA form approval date.
    - Contracted job construction Start Date.
    - Contracted Job Completion date.

  DRA form must be supported by the Definition Manager, Capital Finance Manager and Program Manager, be approved by the RIC Chairperson.

- **ERA (Execution Release Approval)** – it is used by the user to edit the Project Co-ordinator details and to update the scope of work per job. The following dates need to be selected:-
    - Contracted Job Construction Start Date
    - Previous Contracted Job Completion Date
    - Job Contracted Completion Date

  ERA form must be supported by the Land and Development Manager, Capital Finance Manager and Programme Manager, be approved by the Portfolio Manager or RIC Chairperson.

- **FRA (Final Release Approval)** – on this form the Scope of Work Description has to be finalised and populate the Total Capital Cost, Summary of Capital Expenditure and Summary of Supply Expenditure of the project.
  FRA form must be supported by the Programme and Capital Finance Manager, be approved by RIC Chairperson or Portfolio Manager.

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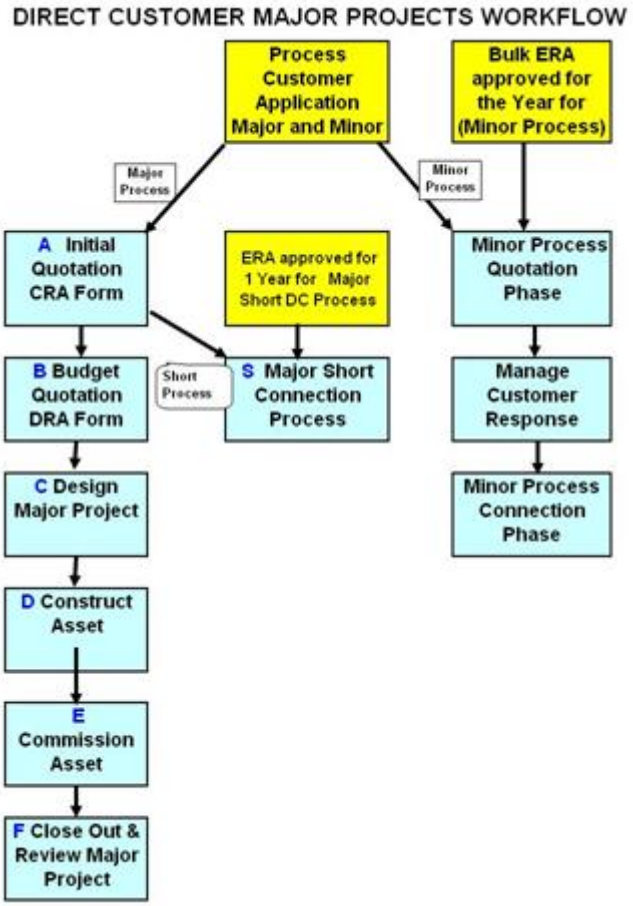

5.2.1 Direct Customer Major Process Functional requirements

Project Phase	ID	Functional Requirement
Planning CRA Phase (Initial quotation CRA Form)	A0	Process Customer Application. Major and Minor
	AA	Clarify Customer Requirements Customer Executive
	AAB	Key Customer Exec Allocation (and KSACS)
	ABb	Clarify Customer Requirements Key Cust Exec (KS ACS)
	AB	Prepare Conceptual Plan
	AC	Check Network Capabilities
	AD	Complete Conceptual Design
	AE	Approve Planning Report and CRA Form
	AF	Other to prepare for RPM
	AFa	Environmental Prepare for RPM
	Afb	Land Development Prepare for RPM
	AFc	Project Engineering Prepare For RPM
	AFd	EDNS Prepare for PRM
	AFe	Project Management Prepare for RPM

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	AG	Resource Planning Meeting (RPM)
	AH	Obtain Management Approval
	AIb	Send PCE or Budget Quote to Customer
	AI	Generate Prov. Cost Estim or Budget Quote
	AJ	Manage Major Reminder System
	AJc	Projects awaiting Energy Allocation
	AK	Process PCE or BQ Acceptance
	AKb	PCE or BQ Rejected
	AKc	Customer Confirms Energy and Date Acceptance
	AL	Raise or Update Customer Account
	AM	Confirm Payment and Authorise Supply
	ALc	CRA Agenda item for RIC
	AMc	Approval of CRA
	AN	Release CRA Approved Funding
	ANc	Release to Short Process
Design DRA Phase (Budget quotation DRA Form)	BA	Register CRA and Capture into Scheduling Syste m
	BAb	External Resources Contracted
	BAc	Process Commitment Fee
	BAd	Fee Allocated to Project
	BB	Conduct Project Planning (team) Meeting
	BBc	Process CRA Form LLT Material Requirements
	BBd	Order CRA Form long lead time material
	BBe	Confirmation CRA Form - LLTM Orders Placed
	BC	Identify Alternative Prelim Design Solutions
	BD	Power Plant Subtransmission Requirements
	BDa	Environmental Impact Analysis (ea. Alternative)
	BDb	Land Rights and Servitudes
	BDc	Power Plant Reticulation Requirements
	BDd	Control Plant Requirements
	BE	Develop Prelim Design
	BF	Develop and Submit DRA Form
	BG	Project Engineering Subtransmission signature
	BGa	Capital Finance Signature
	BGb	Land Development Signature
	BGc	Network Planning Signature
	BGd	Control Plant Signature
	BGe	Prepare Budget Quote
	BGf	Project Engineering Reticulation Signature
	BH	Complete Project Approval
	BI	Present to RIC

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	BJ	Finalise Budget Quote
	BJb	Send Budget Quote to Customer
	BJd	Advise Customer of Delay
	BK	Manage Major Reminder System
	BL	Process Budget Quote Acceptance
	BLb	Budget Quote Rejected
	BM	Raise or Update Customer Account
	BMb	Process Form
	BMc	Raise Upfront Charges
	BN	Confirm Payment and Authorise Supply
	BNc	Create Invoice and Despatch
	BP	Capture Start and End Dates
Design DRA Phase (Design Major Project)	CA	Develop Detailed Design
	CAc	Process LLT Material Requirements
	CAd	Order Long Lead Time Material
	CAe	Confirmation LLTM Orders Placed
	CB	Detailed Design Planning Meeting
	CBc	Reserve Stock
	CBe	Confirmation LLTM Orders Placed
	CC	Complete Detailed Design
	CCe	Equipment Drawings
	CD	Power Plant Subtransmission Detailed Design
	CDa	Environmental Impact Analysis - DEA Approval
	CDb	Routes and Positions Surveyed and Pegged
	CDc	Power Plant Reticulation Detailed Design
	CDd	Control Plant Detailed Design
	CE	Design Package Approval
	CEa	NOD Checked for Electrical Correctness
	CEb	Create in SmallWorld and Produce NOD
	CEc	Design Package Approval
	CEd	Design Package Approval
	CF	Hand Detailed Design Over
	CFa	Proposed NOD published
	CFb	Squad Check and Tendering Process
	CG	Complete the Project Capital Release ERA Form
	CH	Accept ERA Form SubT Project Engineering
	CHa	Accept ERA Form Finance
	CHb	Accept ERA Form Land Development
	CHc	Accept ERA Form Retic Project Engineering
	Chd	Accept ERA Form Control Plant
	CHe	Define Final Quote if Required

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	CI	Submit Project Capital Release Forms (ERA Form)
	CJ	Manage ERA Form Approval or non Approval
	CKa	Finalise Final Quote
	CKc	Advise Customer of Delay
	CLa	Manage Reminder System
	CM	Capture Start and End Dates
	CMa	Final Quote Rejected
	CMb	Process Final Quote Acceptance
	CMc	Release ERA values in SAP
Construction ERA Phase(Construct Asset)	DAc	Procure Materials - Primary
	DB	Process Resource Requirements
	DBb	Process Material Requirements
	DBd	Order Confirmation
	DBc	Procure Materials - Control
	DCa	Appoint Contractors (External)
	DCb	Initiate Site or Line route pegging
	DCc	Create Materials Reservation
	DCd	Reserve Stock
	DD	Project Site Handover
	DDb	Material Delivery - Primary and Control
	DE	Execute Construction
	DFa	Quality Checks Confirmed
	DF	Handover Constructed Asset
	DFb	Plant data captured in Maximo
	DG	Systems Update after Project Execution
Commissioning ERA Phase (Commission Asset)	EA	Preparation for Testing
	EB	Perform Testing Control Plant
	EBa	Request for Post Construction Environmental Audit
	EBb	Perform Testing Primary Plant
	EC	Asset Commission Plan Finalised
	ED	Perform Commissioning
	EDa	Activate Supply
	EDb	Update SmallWorld to As Commissioned
	EE	Perform Post Commissioning
	FB	Close Out Major Project
	FBb	Asset Site Clean Up
	FBc	EMP Finalised

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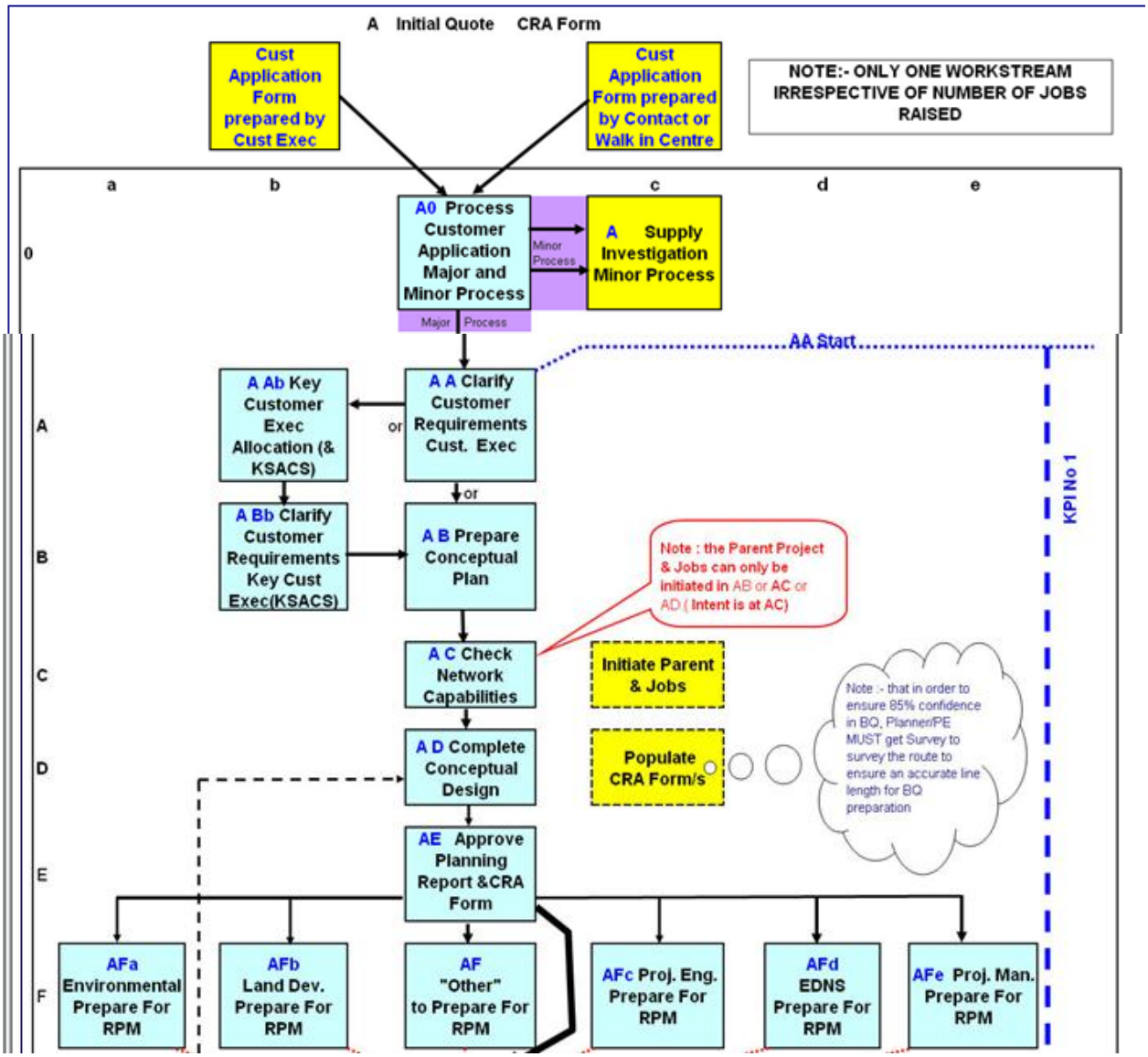
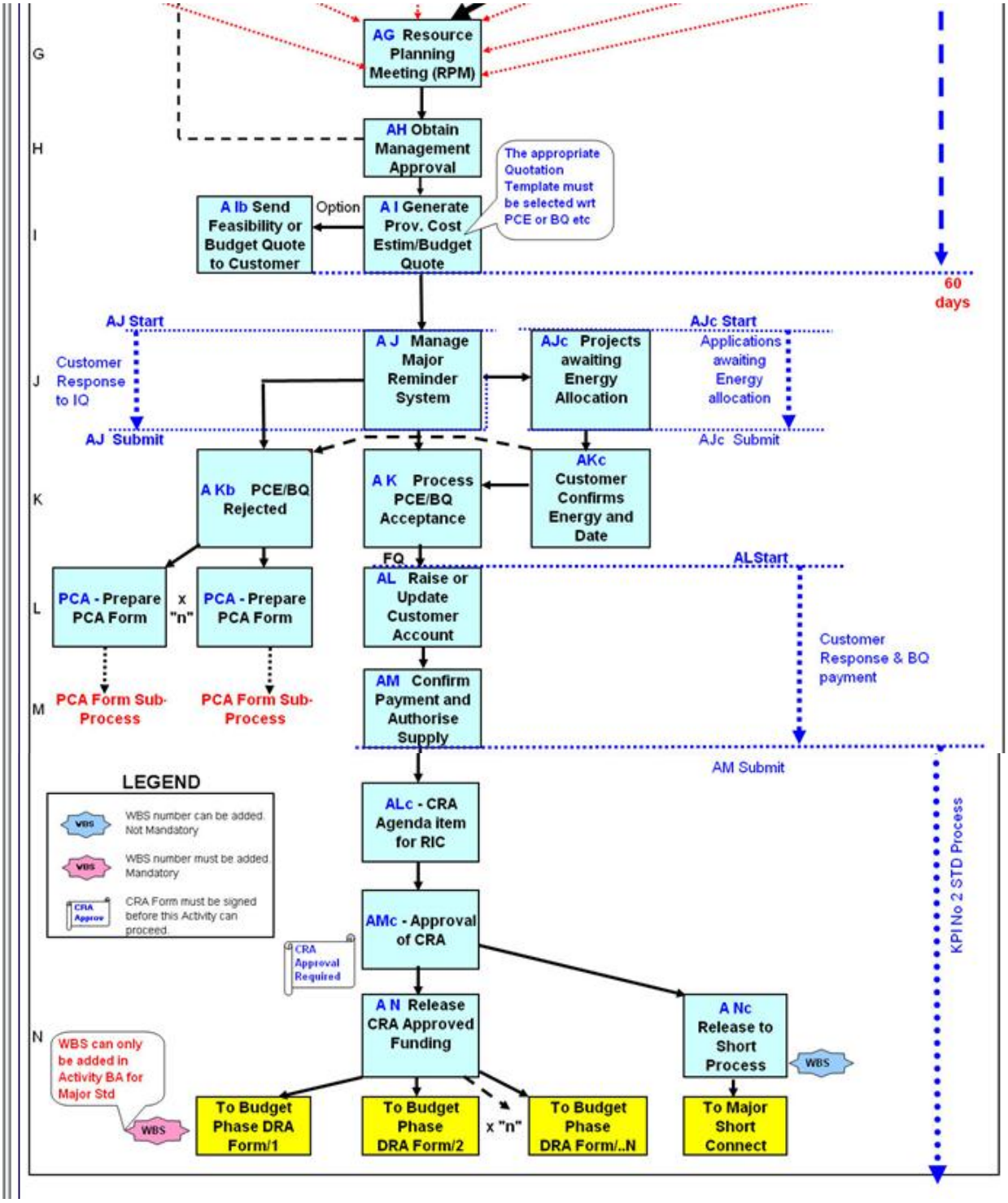
Close Out FRA Phase (Close Out and Review Major Project)	FC	Project Administration
	FD	Close Out Major Project FRA Form
	FE	Sign FRA Form Project Services
	FEa	Sign FRA Form Project Management
	FEb	Sign FRA Form Capital Finance
	FEc	Sign FRA Form Initiator
	FEd	Sign FRA AN Other
	FF	Check for Project Review
	FFc	Review Project

5.2.1.1 A - Initial quotation CRA Form) workflow





5.2.1.1.1 A -Planning CRA Phase (Initial quotation CRA Form) requirements

Project Phase	ID	Functional Requirement
Planning CRA Phase (Initial quotation CRA Form)	A0	Process Customer Application. Major and Minor
	AA	Clarify Customer Requirements Customer Executive
	AAB	Key Customer Exec Allocation (and KSACS)

ABb	Clarify Customer Requirements Key Cust Exec (KS ACS)
AB	Prepare Conceptual Plan
AC	Check Network Capabilities
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AE	Approve Planning Report and CRA Form
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Afb	Land Development Prepare for RPM
AFc	Project Engineering Prepare For RPM
AFd	EDNS Prepare for PRM
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AG	Resource Planning Meeting (RPM)
AH	Obtain Management Approval
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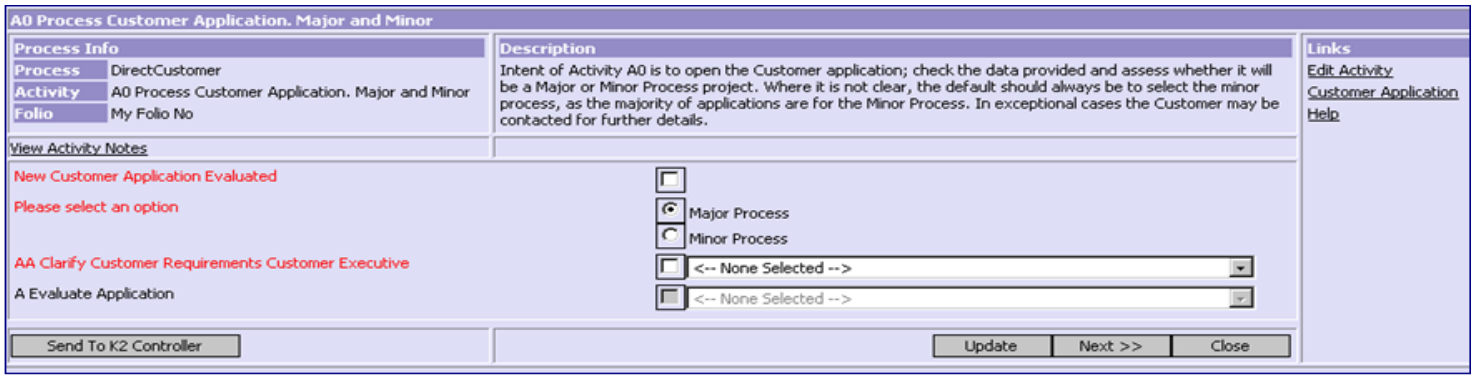
AKc	Customer Confirms Energy and Date Acceptance
AL	Raise or Update Customer Account
AM	Confirm Payment and Authorise Supply
ALc	CRA Agenda item for RIC
AMc	Approval of CRA
AN	Release CRA Approved Funding
ANc	Release to Short Process

5.2.1.1.1.1 A0 Process Customer Application for Major and Minor

Before the process can follow minor or major workflow process, the customer application details must be processed to determine whether it a Minor, Major or IPP process Project.



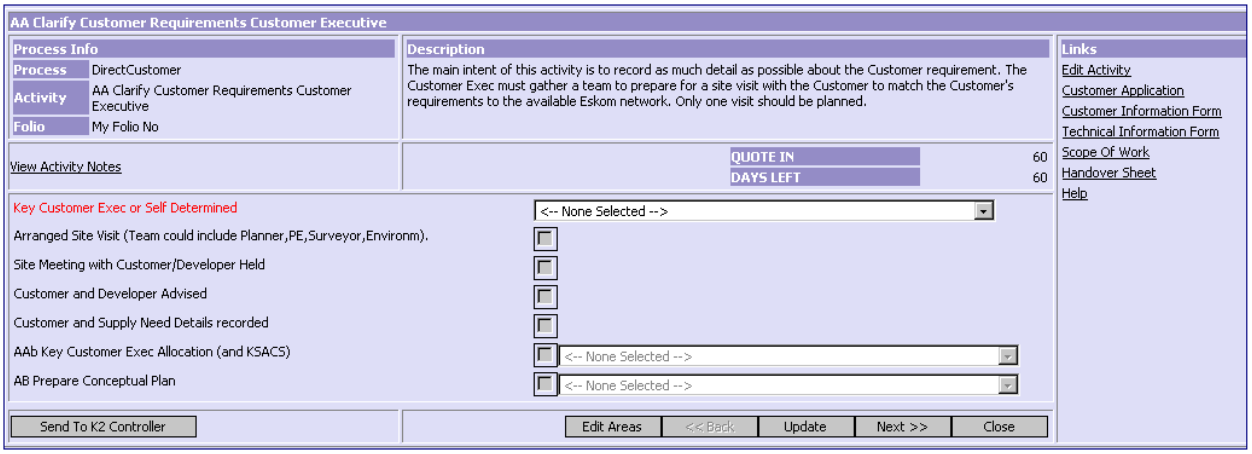
5.2.1.1.1.1 List of Functions - A0 Process Customer Application for Major and Minor

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
New Customer Application Evaluated		No	Text	Checkbox		Mandatory
Received all required information (New Change)		No	Text	Checkbox		Mandatory Only if all required information is checked, enable all other fields, if not, the fields should be locked.
Please select an option		No	Text	Radio button	1. Major Process 2. Minor Process 3. IPP (New change)	Mandatory If Major Process is selected, only “AA Clarify Customer Requirements” will be active. If “Minor Process” is selected, Only “A Evaluate Application” will be active.
AA Clarify Customer Requirements		No	Text	Checkbox & Name Picker		Active and Mandatory only when Major Process is selected
A Evaluate Application		No	Text	Checkbox & Name Picker		Mandatory only when Minor Process is selected
Edit Activity		No		Link		

Customer Application	No	Link
Help	Yes	Link

5.2.1.1.1.2 AA Clarify Customer Requirements Customer Executive

The main intent of this activity is to record as much details as possible about the Customer requirement. The Customer Exec must gather a team to prepare for a site visit with the Customer to match the Customer's requirements to the available Eskom network. Only one visit should be planned.



5.2.1.1.1.2.1 List of functions – AA Clarify Customer Requirements Customer Executive

Please not the changes to the activity:-

- Add "**Arrange consultation with Customer"**
- Add "**Inform Customer of CE Fees"** options, **"Yes/No"** – if the customer is consulted then add the following checkboxes:-
  - Create CC&B Account
  - Raise Fees
  - Issue Invoice
  - Confirm payment

If No is selected then stop the process.

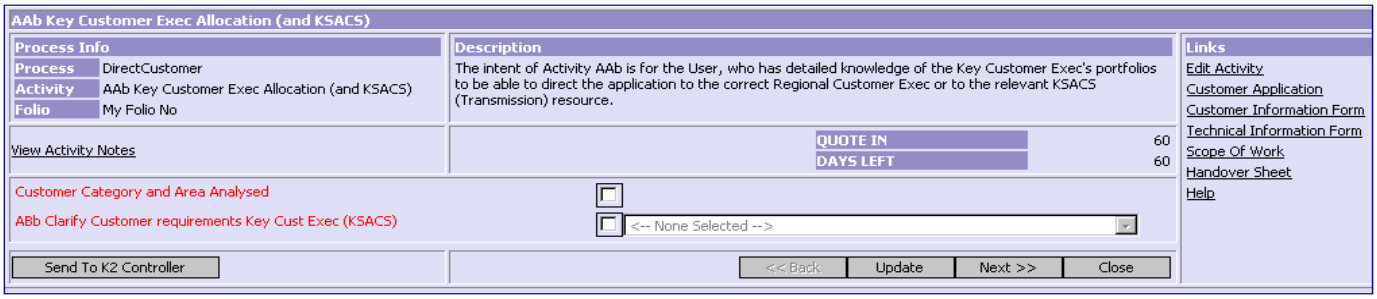
Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	

Days Left		No	Text	Textbox	*Auto populate*	
Key Customer Exec or Self Determined		No	Text	Drop-down	1. Key Customer Exec 2. Self	Mandatory 1. When "Key Customer Exec" is selected, "**AAb Key Customer Exec Allocation (and KSACS)**" and "**Arrange consultation with customer"** becomes active. 2. When "Self, is selected, the following becomes active: • Arranged Site Visit (Team could include Planner,PE,Surveyor,Environm). • Customer and Developer Advised • Customer and Supply Need Details recorded • "AB Prepare Conceptual Plan)"
Arrange consultation with Customer"	No	Text	Check box			
"Inform Customer of CE Fees"	No	Text	Radio button		1. Yes 2. No	If "**Yes"** is selected, activate the following:- • Create CC&B Account • Raise Fees • Issue Invoice • Confirm payment If **"No"** is selected, then stop the process
Create CC&B Account						
Raise Fees	No	Text	Check box			
Issue Invoice	No	Text	Check box			
Confirm Payment	No	Text	Check box			
Arranged Site Visit (Team could include Planner,PE,Surveyor,Environm).		No	Text	Checkbox		Mandatory when "Self" is selected.
Customer and Developer Advised		No	Text	Checkbox		Mandatory when "Self" is selected.
Customer and Supply Need Details recorded				Checkbox		Mandatory when "Self" is selected.
AAb Key		No	Text	Checkbox &		Mandatory when ""Key Customer

Customer Exec Allocation (and KSACS)			Name Picker	Exec"" is selected. When the checkbox is selected, the next user to carry out the next activity should be selected.
AB Prepare Conceptual Plan	No	Text	Checkbox & Name Picker	Mandatory when "Self" is selected. When the checkbox is selected, the next user to carry out the next activity should be selected.
Edit Activity	No		Link	
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.1.1.1.3 AAb Key Customer Exec Allocation (and KSACS)

The intent of Activity AAb is for the User, who has detailed knowledge of the Key Customer Exec's portfolios to be able to direct the application to the correct Regional Customer Exec or to the relevant KSACS (Transmission) resource.



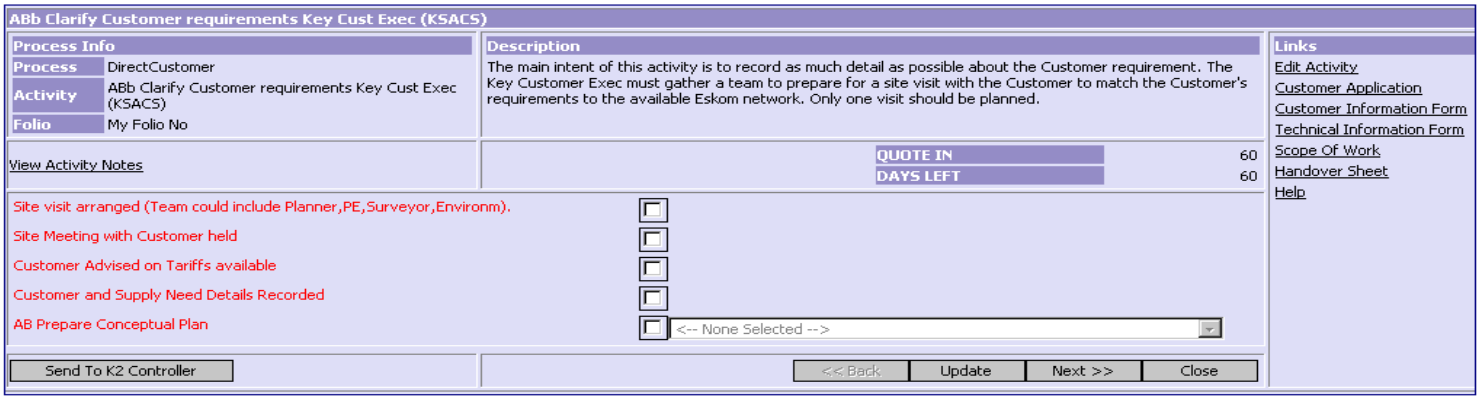
5.2.1.1.1.3.1 List of functions – AAb Key Customer Exec Allocation (and KSACS)

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	

Days Left	No	Text	Textbox	*Auto populate*
Sent By	No	Text	Textbox	*Auto populate*
Customer Category and Area Analysed	No	Text	Checkbox	Mandatory
ABb Clarify Customer requirements Key Cust Exec (KSACS)	No	Text	Checkbox & Name Picker	Mandatory. When the checkbox is selected, the next user to carry out the next activity should be selected.
Edit Activity	No		Link	
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.1.1.1.4 ABb Clarify Customer Requirements Key Cust Exec (KSACS)

The main intent of this activity is to record as much detail as possible about the Customer requirement. The Key Customer Exec must gather a team to prepare for a site visit with the Customer to match the Customer's requirements to the available Eskom network. Only one visit should be planned.

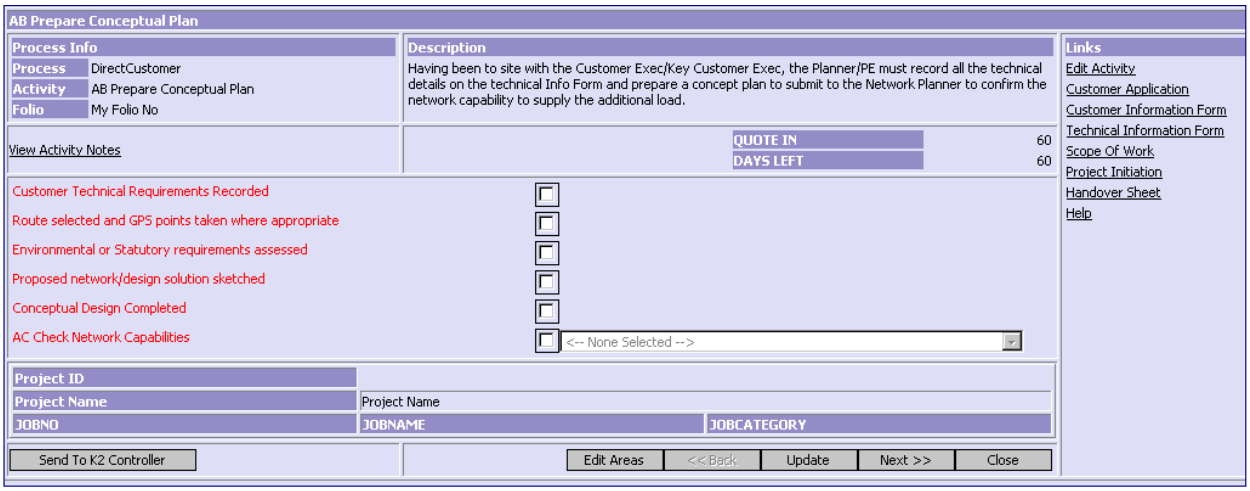


5.2.1.1.1.4.1 List of functions – ABb Clarify Customer Requirements Key Cust Exec (KSACS)

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	

Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Site visit arranged (Team could include Planner, PE, Surveyor, Environm).	No	Text	Checkbox		Mandatory
Site Meeting with Customer held	No	Text	Checkbox		Mandatory
Customer Advised on Tariffs available	No	Text	Checkbox		Mandatory
Customer and Supply Need Details Recorded	No	Text	Checkbox		Mandatory
AB Prepare Conceptual Plan	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.5 AB Prepare Conceptual Plan

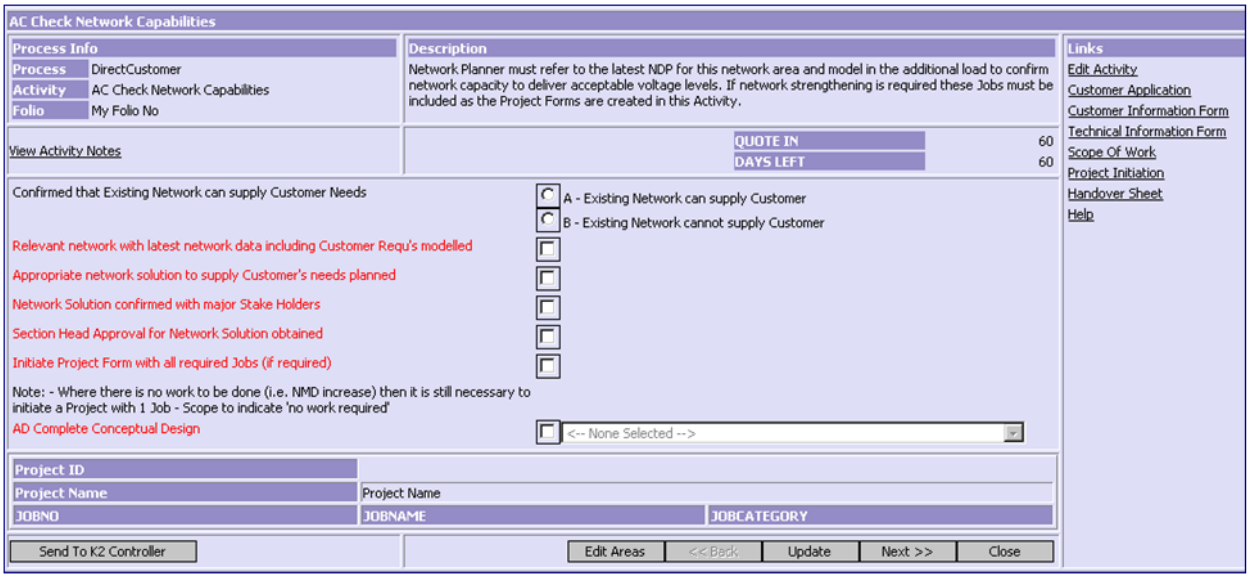


5.2.1.1.1.5.1 List of functions - AB Prepare Conceptual Plan

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Customer Technical Requirements Recorded		No	Text	Checkbox		Mandatory
Route selected and GPS points taken where appropriate		No	Text	Checkbox		Mandatory
Environmental or Statutory requirements assessed		No	Text	Checkbox		Mandatory
Proposed network/design solution sketched		No	Text	Checkbox		Mandatory
Conceptual Design Completed		No	Text	Checkbox		Mandatory
AC Check Network Capabilities		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be

			selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
Handover Sheet	No	Link	
Help	Yes	Link	

5.2.1.1.1.6 AC Check Network Capabilities



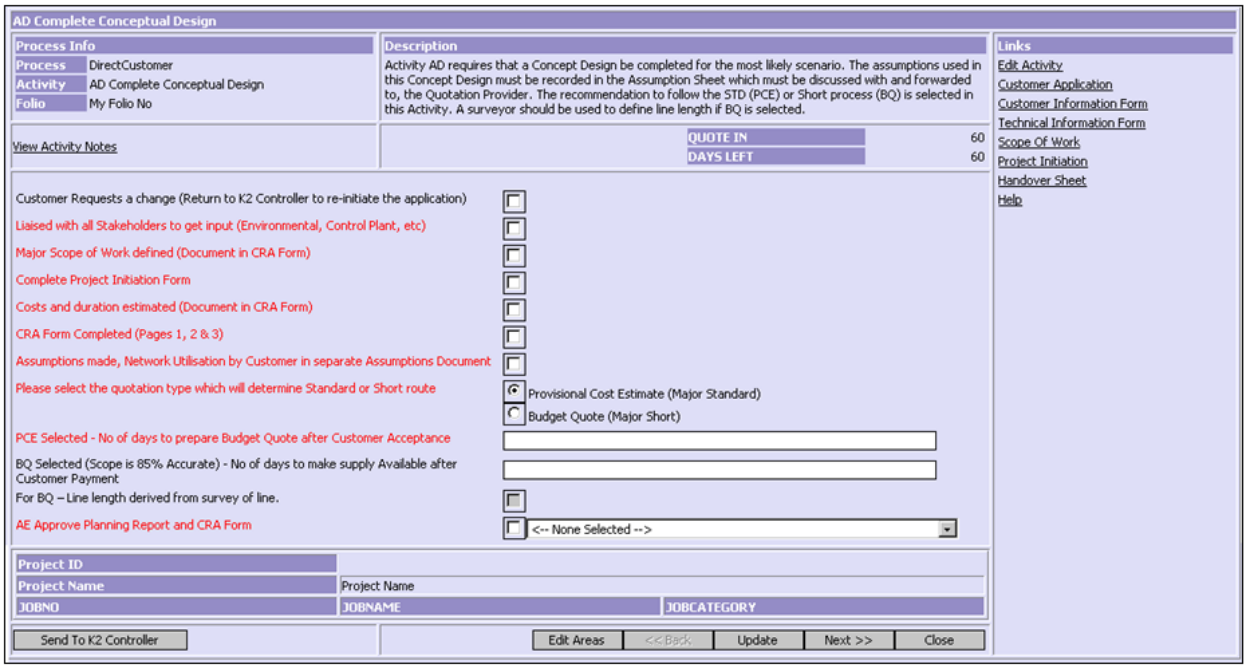
5.2.1.1.1.6.1 List of functions- AC Check Network Capabilities

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Confirmed that Existing Network		No	Text	Radio button	*1. A - Existing Network*	If : *A - Existing Network can supply Customer"*

can supply Customer Needs				2. *can supply Customer* *B - Existing Network cannot supply Customer*	*is selected, the following tasks will be active:-* • Relevant network with latest network data including Customer Requ's modelled • Initiate Project Form with all required Jobs (if required) If "*B - Existing Network cannot supply Customer" is selected, all tasks for this activity will be active.* •
Relevant network with latest network data including Customer Requ's modelled	No	Text	Checkbox		Mandatory
Appropriate network solution to supply Customer's needs planned	No	Text	Checkbox		Mandatory If "*B - Existing Network cannot supply Customer" is selected*
Network Solution confirmed with major Stake Holders	No	Text	Checkbox		Mandatory If "*B - Existing Network cannot supply Customer" is selected*
Section Head Approval for Network Solution obtained	No	Text	Checkbox		Mandatory If "*B - Existing Network cannot supply Customer" is selected*
Initiate Project Form with all required Jobs (if required)	No	Text	Checkbox		Mandatory If "*B - Existing Network cannot supply Customer" is selected*
Note: - Where there is no work to be done (i.e. NMD increase) then it is still necessary to initiate a Project with 1 Job - Scope to indicate 'no work required'	Yes	Text	Label		
AD Complete Conceptual Design	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical	No		Link		

Information Form		
Scope of Work	No	Link
Handover Sheet	No	Link
Help	Yes	Link

5.2.1.1.1.7 Complete Conceptual Design



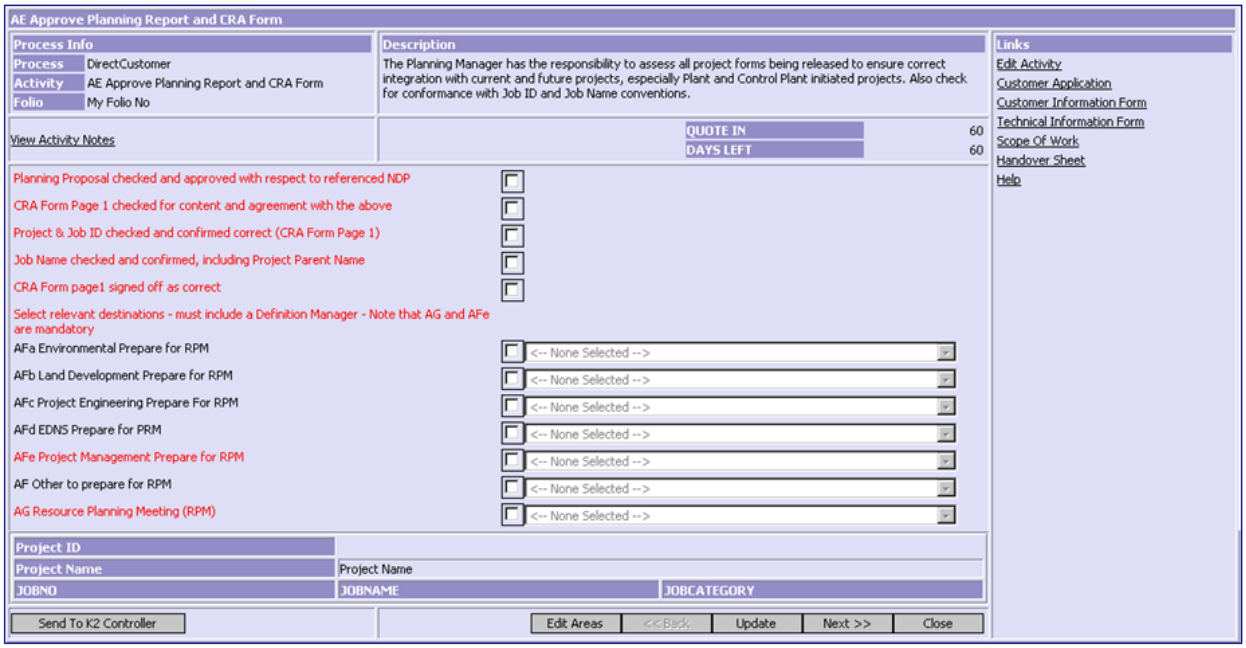
5.2.1.1.1.7.1 List of functions- AD Complete Conceptual Design

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Customer Requests a change (Return to K2 Controller to re-initiate the application)		No	Text	Checkbox		When the checkbox is selected, it will deactivate all tasks within this activity.
Liaised with all Stakeholders to get input		No	Text	Checkbox		Mandatory when "**Customer Requests a change (Return to**

(Environmental, Control Plant, etc)					**K2 Controller to re-initiate the application)"** **checkbox** is not selected.
Major Scope of Work defined (Document in CRA Form)	No	Text	Checkbox		Mandatory when "**Customer Requests a change (Return to K2 Controller to re-initiate the application)"** **checkbox** is not selected
Complete Project Initiation Form	No	Text	Checkbox		Mandatory when "**Customer Requests a change (Return to K2 Controller to re-initiate the application)"** **checkbox** is not selected
Costs and duration estimated (Document in CRA Form)	No	Text	Checkbox		Mandatory when "**Customer Requests a change (Return to K2 Controller to re-initiate the application)"** **checkbox** is not selected
CRA Form Completed (Pages 1, 2 & 3)	No	Text	Checkbox		Mandatory when "**Customer Requests a change (Return to K2 Controller to re-initiate the application)"** **checkbox** is not selected
Assumptions made, Network Utilisation by Customer in separate Assumptions Document	No	Text	Checkbox		Mandatory when "**Customer Requests a change (Return to K2 Controller to re-initiate the application)"** **checkbox** is not selected
Please select the quotation type which will determine Standard or Short route	No	Text	Radio button	1. *Provisional Cost Estimate (Major Standard)* 2. *Budget Quote (Major Short)*	Mandatory 1. When "*Provisional Cost Estimate (Major Standard)" is selected, the following becomes active:-* • PCE Selected - No of days to prepare Budget Quote after Customer

					Acceptance. 2. *When "Budget Quote (Major Short)" is selected, the following becomes active:-* • BQ Selected (Scope is 85% Accurate) - No of days to make supply Available after Customer Payment • For BQ – Line length derived from survey of line.
PCE Selected - No of days to prepare Budget Quote after Customer Acceptance	No	Text	Textbox		
BQ Selected (Scope is 85% Accurate) - No of days to make supply Available after Customer Payment	No	Text	Textbox		Mandatory
For BQ – Line length derived from survey of line.	No	Text	Checkbox		Mandatory
AE Approve Planning Report and CRA Form	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.8 AE Approve Planning Report and CRA Form



5.2.1.1.1.8.1 List of functions- AE Approve Planning Report and CRA Form

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Planning Proposal checked and approved with respect to referenced NDP		No	Text	Checkbox		Mandatory
CRA Form Page 1 checked for content and agreement with the above		No	Text	Checkbox		Mandatory
Project & Job ID		No	Text	Checkbox		Mandatory

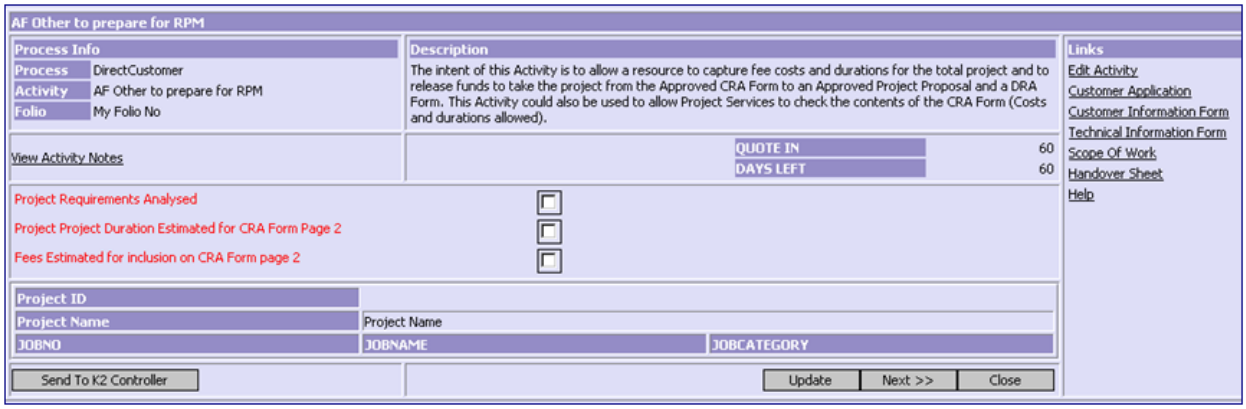
checked and confirmed correct (CRA Form Page 1)				
Job Name checked and confirmed, including Project Parent Name	No	Text	Checkbox	Mandatory
CRA Form page1 signed off as correct	No	Text	Checkbox	Mandatory
Select relevant destinations - must include a Definition Manager - Note that AG and AFe are mandatory	No	Text	Label	Mandatory
AFa Environmental Prepare for RPM	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AFb Land Development Prepare for RPM	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AFc Project Engineering Prepare For RPM	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AFd EDNS Prepare for PRM	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AFe Project Management Prepare for RPM	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AF Other to prepare for RPM	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AG Resource Planning Meeting (RPM)	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected

CONTROLLED DISCLOSURE

If printed and unsigned this document is uncontrolled, authorised versions are located on the database.

Project ID	Yes	Text	Textbox	*Auto populate*
Project Name	Yes	Text	Textbox	*Auto populate*
JobNo	Yes	Text	Textbox	*Auto populate*
JobName	Yes	Text	Textbox	*Auto populate*
JobCategory	Yes	Text	Textbox	*Auto populate*
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.1.1.1.9 AF Other to prepare for RPM

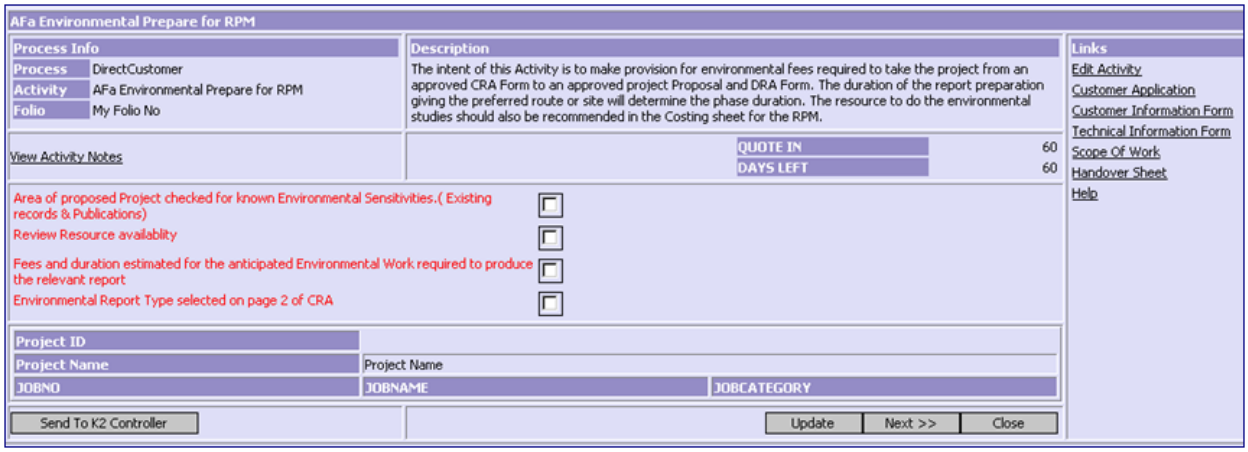


5.2.1.1.1.9.1 List of functions- AF Other to prepare for RPM

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Project Requirements Analysed		No	Text	Checkbox		Mandatory
Project Project Duration Estimated for CRA Form Page		No	Text	Checkbox		Mandatory

2					
Fees Estimated for inclusion on CRA Form page 2	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.10 Environmental Prepare for RPM

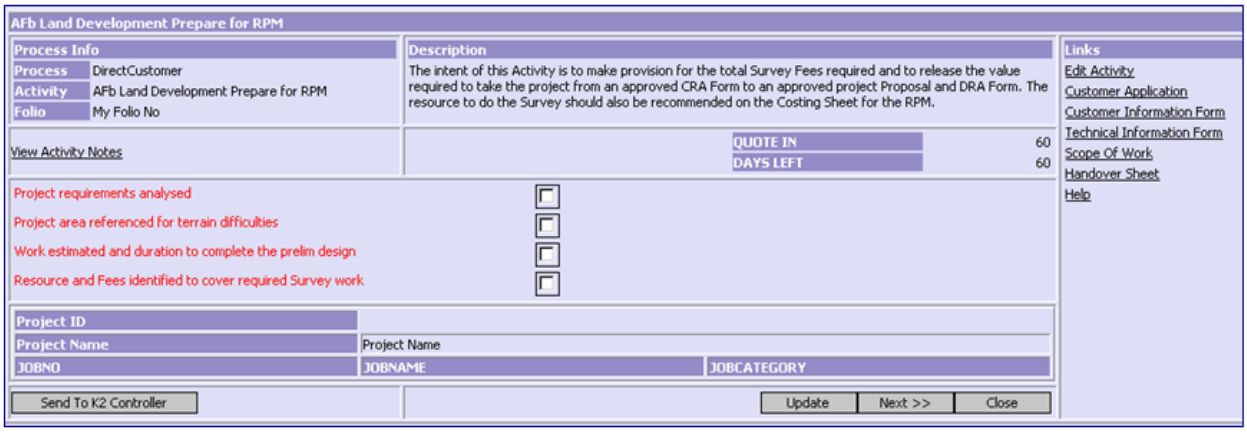


5.2.1.1.1.10.1 List of functions- AFa Environmental Prepare for RPM

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	

Days Left	No	Text	Textbox	*Auto populate*	
Area of proposed Project checked for known Environmental Sensitivities.(Existing records & Publications)	No	Text	Checkbox		Mandatory
Review Resource availablity	No	Text	Checkbox		Mandatory
Fees and duration estimated for the anticipated Environmental Work required to produce the relevant report	No	Text	Checkbox		Mandatory
Environmental Report Type selected on page 2 of CRA	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

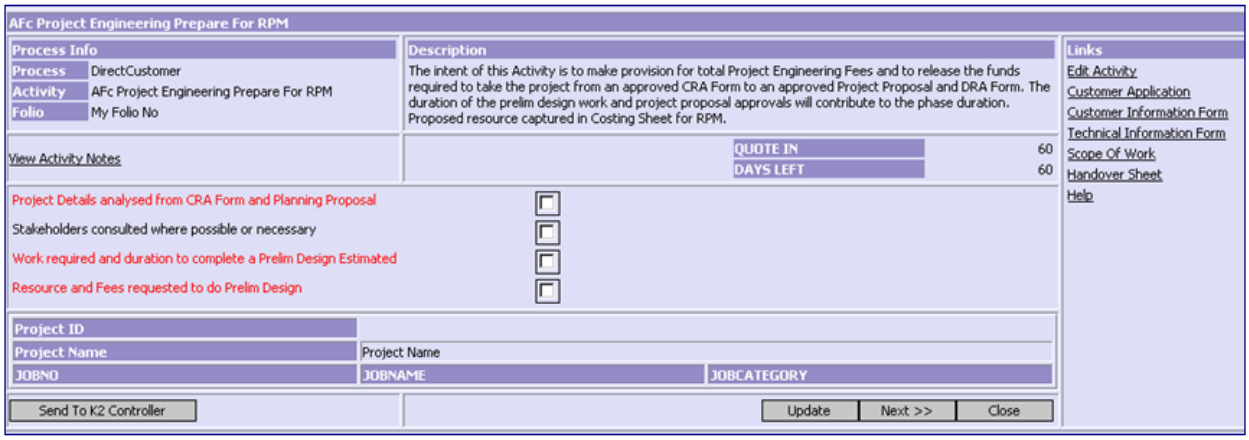
5.2.1.1.1.11 Land Development Prepare for RPM



5.2.1.1.1.11.1 List of functions- AFb Land Development Prepare for RPM

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Project requirements analysed		No	Text	Checkbox		Mandatory
Project area referenced for terrain difficulties		No	Text	Checkbox		Mandatory
Work estimated and duration to complete the prelim design		No	Text	Checkbox		Mandatory
Resource and Fees identified to cover required Survey work		No	Text	Checkbox		Mandatory
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

5.2.1.1.1.12 AFc Project Engineering Prepare For RPM

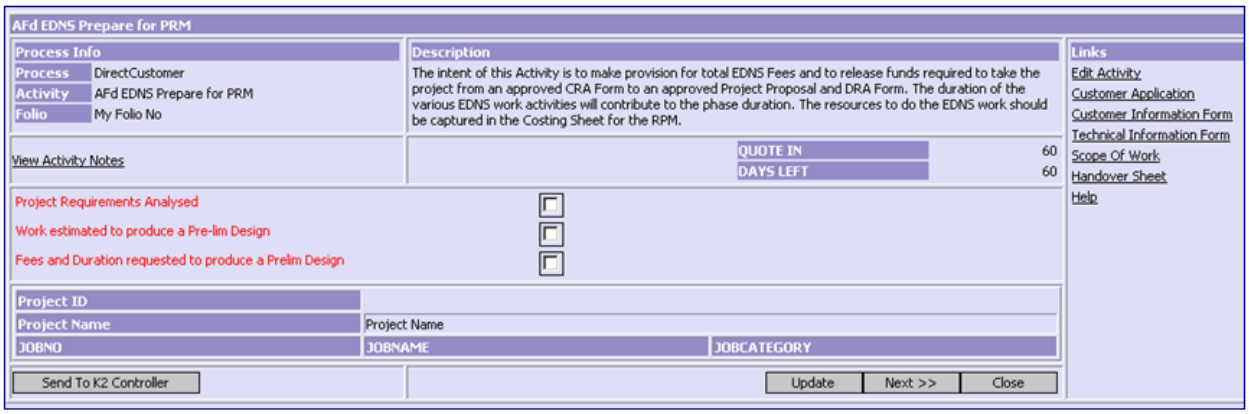


5.2.1.1.1.12.1 List of functions- AFc Project Engineering Prepare for RPM

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Project Details analysed from CRA Form and Planning Proposal		No	Text	Checkbox		Mandatory
Stakeholders consulted where possible or necessary		No	Text	Checkbox		
Work required and duration to complete a		No	Text	Checkbox		Mandatory

Prelim Design Estimated					
Work required and duration to complete a Prelim Design Estimated	No	Text	Checkbox		Mandatory
Resource and Fees requested to do Prelim Design	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.13 AFd EDNS Prepare for PRM

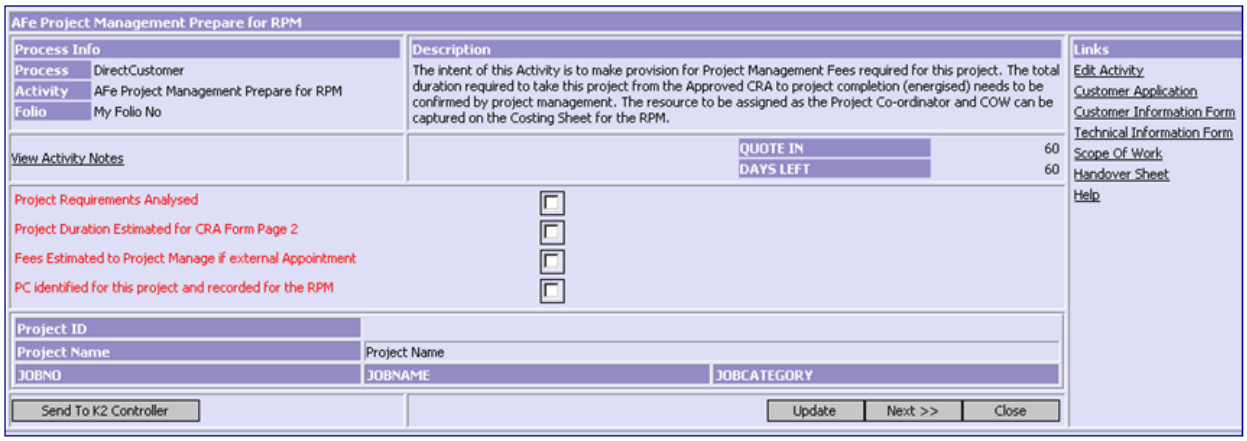


5.2.1.1.1.13.1 List of functions- AFd EDNS Prepare for RPM

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	

Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Project Requirements Analysed	No	Text	Checkbox		Mandatory
Work estimated to produce a Pre-lim Design	No	Text	Checkbox		
Fees and Duration requested to produce a Prelim Design	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.14 Project Management Prepare for RPM

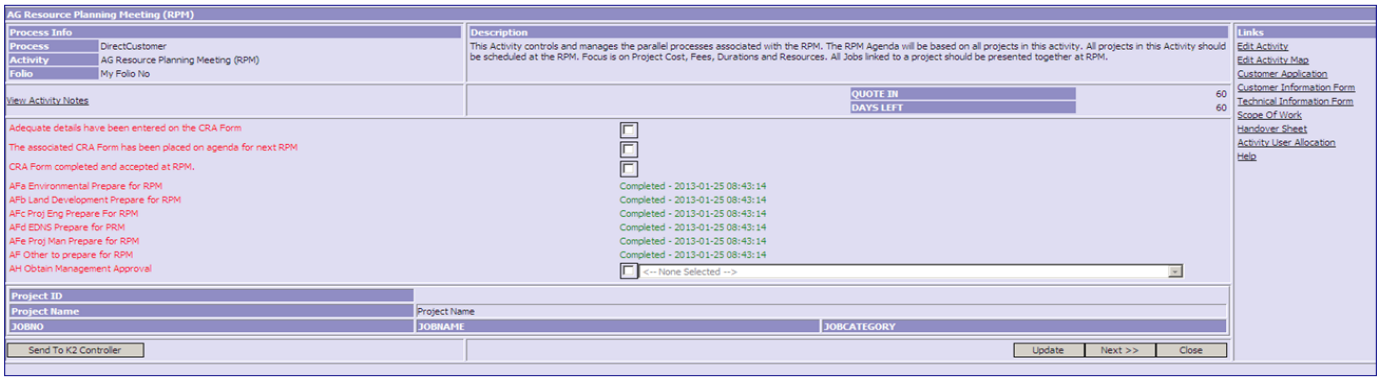


5.2.1.1.1.14.1 List of functions- AFe Project Management Prepare for RPM

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	

Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Project Requirements Analysed	No	Text	Checkbox		Mandatory
Project Duration Estimated for CRA Form Page 2	No	Text	Checkbox		
Fees Estimated to Project Manage if external Appointment	No	Text	Checkbox		Mandatory
PC identified for this project and recorded for the RPM	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.15 AG Resource Planning Meeting (RPM)



5.2.1.1.1.15.1 List of functions- AG Resource Planning (RPM)

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Adequate details have been entered on the CRA Form	No	Text	Checkbox		Mandatory
The associated CRA Form has been placed on agenda for next RPM	No	Text	Checkbox		
CRA Form completed and accepted at RPM.	No	Text	Checkbox		Mandatory
AFa Environmental Prepare for RPM	No	Text	Textbox	*Auto populate*	Mandatory
AFb Land Development Prepare for RPM	No	Text	Textbox	*Auto populate*	Mandatory
AFc Proj Eng Prepare For RPM	No	Text	Textbox	*Auto populate*	Mandatory
AFd EDNS Prepare for PRM	No	Text	Textbox	*Auto populate*	Mandatory
AFe Proj Man Prepare for RPM	No	Text	Textbox	*Auto populate*	Mandatory
AF Other to prepare for RPM	No	Text	Textbox	*Auto populate*	Mandatory
AH Obtain Management Approval	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity	No		Link		
Edit Activity Map					
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Activity User Allocation	No		Link		
Help	No		Link		

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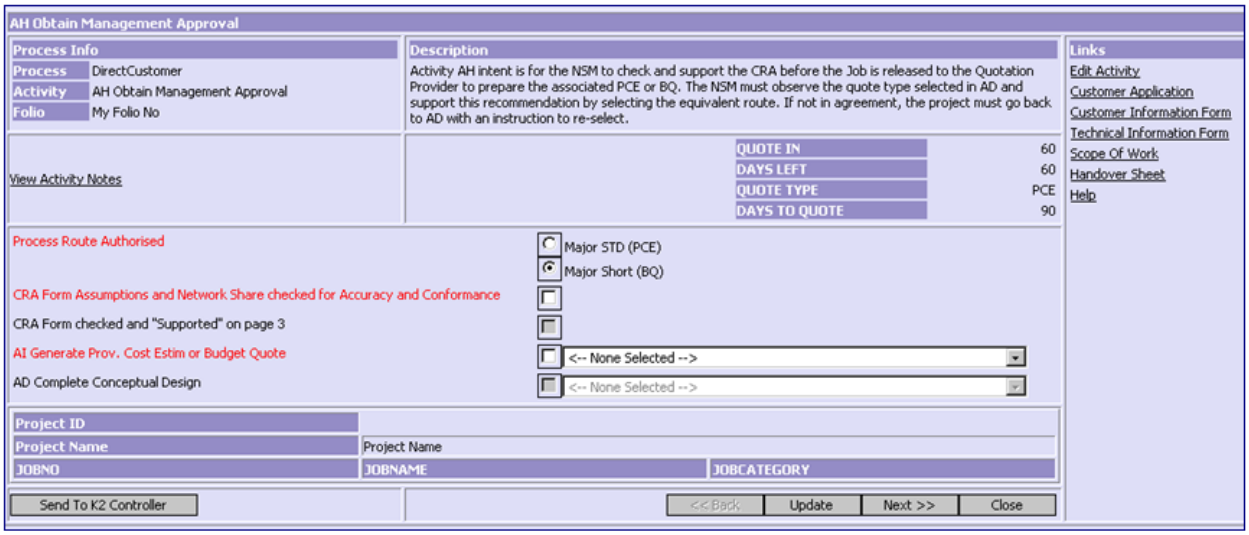
5.2.1.1.1.16 Obtain Management Approval

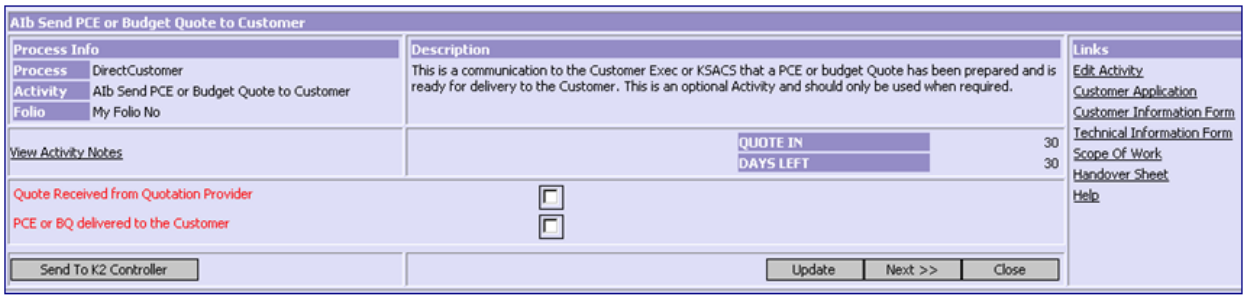


5.2.1.1.1.16.1 List of functions- AH Obtain Management Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Process Route Authorised		No	Text	Radio Button	1. Major STD (PCE) 2. Major Short (BQ)	Mandatory When " Major STD (PCE)" is selected, the following become active:- • CRA Form Assumptions and Network Share checked for Accuracy and Conformance • CRA Form checked and "Supported" on page 3 • AI Generate Prov. Cost Estim or Budget Quote When "Major Short (BQ)" is selected, the following become active:- • AD Complete Conceptual Design

CRA Form Assumptions and Network Share checked for Accuracy and Conformance	No	Text	Checkbox		
CRA Form checked and "Supported" on page 3	No	Text	Checkbox		Mandatory
AI Generate Prov. Cost Estim or Budget Quote	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AD Complete Conceptual Design	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity					
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.17 AIb Send PCE or Budget Quote to Customer

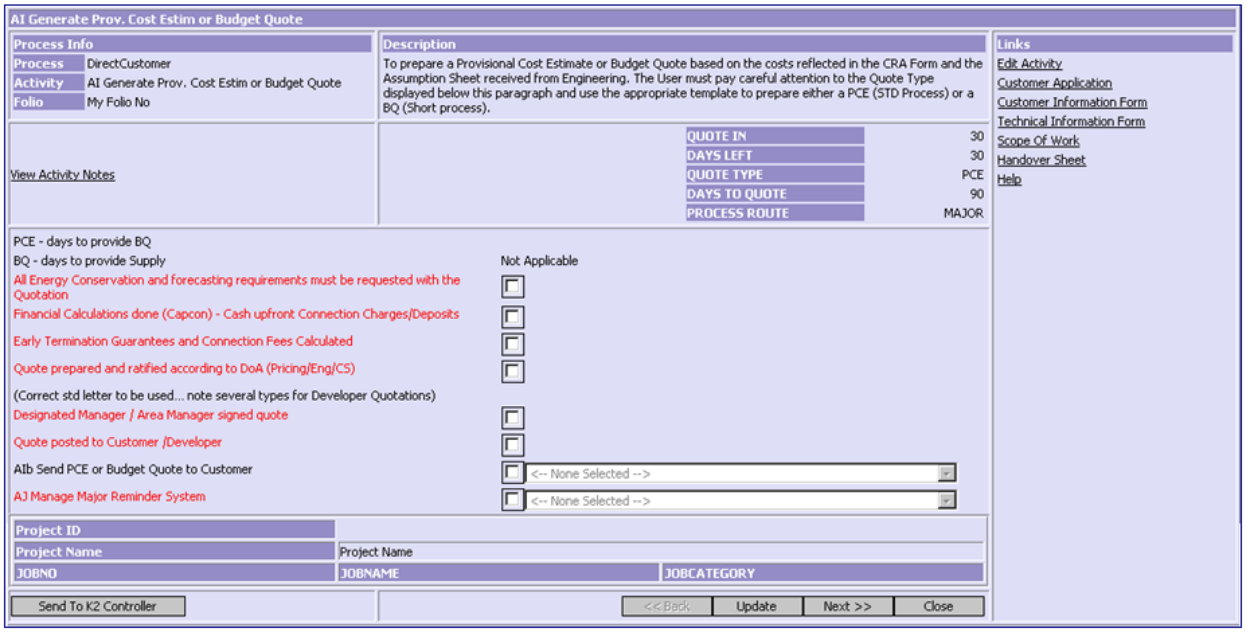


5.2.1.1.1.17.1 List of functions- AIb Send PCE or Budget to Customer

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	

Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Quote Received form Quotation Provider	No	Text	Checkbox		Mandatory
PCE or BQ delivered to the Customer	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity	No		Link		
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.18 Generate Prov. Cost Estim or Budget Quote



5.2.1.1.1.18.1 List of functions- AI Generate Prov, Cost Estim or Budget Quote

Field Name	Data Field	Read -	Value Type	Control type	Notes	Validations

Name	Only				
Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
PCE - days to provide BQ	No	Text	Textbox	*Auto populate*	
BQ - days to provide Supply	No	Text	Textbox	*Auto populate*	
All Energy Conservation and forecasting requirements must be requested with the Quotation	No	Text	Checkbox		Mandatory
Financial Calculations done (Capcon) - Cash upfront Connection Charges/Deposits	No	Text	Checkbox		Mandatory
Early Termination Guarantees and Connection Fees Calculated	No	Text	Checkbox		Mandatory
Quote prepared and ratified according to DoA (Pricing/Eng/CS)	No	Text	Checkbox		Mandatory
(Correct std letter to be used… note several types for Developer Quotations)	No	Text	Label		
Designated Manager / Area Manager signed quote	No	Text	Checkbox		Mandatory
Quote posted to Customer /Developer	No	Text	Checkbox		Mandatory
AIb Send PCE or Budget Quote to Customer	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
AJ Manage Major Reminder System	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	

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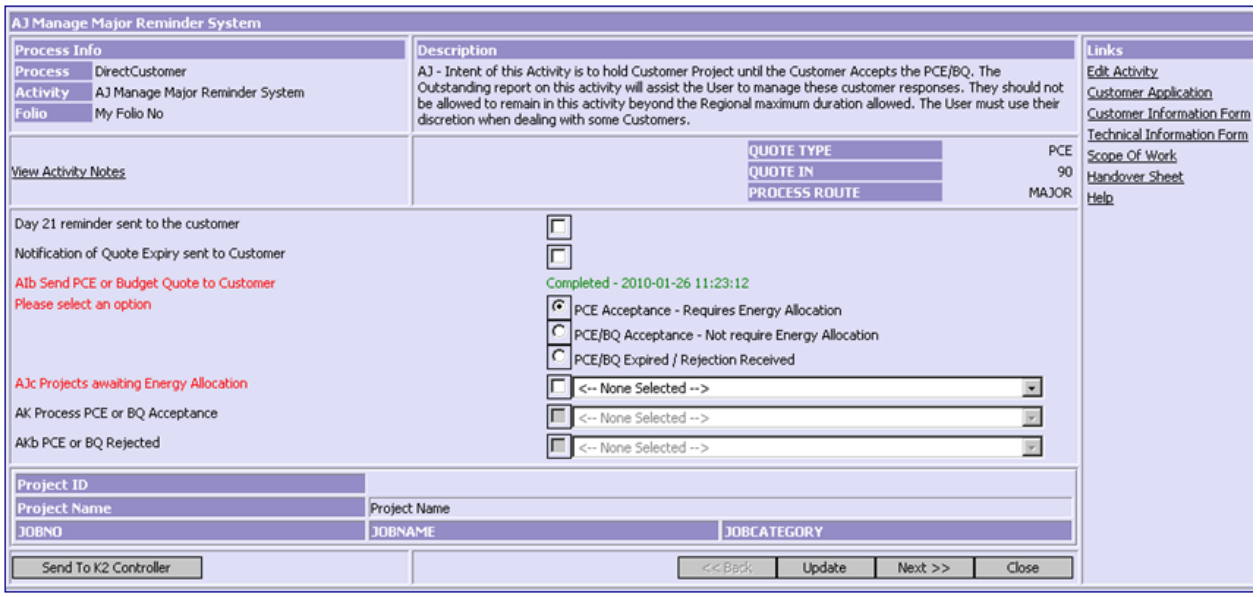
JobName	Yes	Text	Textbox	*Auto populate*
JobCategory	Yes	Text	Textbox	*Auto populate*
Edit Activity				
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.1.1.1.19 AJ Manage Major Reminder System



5.2.1.1.1.19.1 List of functions- AJ Manage Major Reminder System

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Day 21 reminder sent to the customer		No	Text	Checkbox		
Notification of Quote		No	Text	Checkbox		

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Expiry sent to Customer					
AIb Send PCE or Budget Quote to Customer	No	Text	Textbox	*Auto populate*	Mandatory
Please select an option	No	Text	Radio button	1. *PCE Acceptance - Requires Energy Allocation* 2. *PCE/BQ Acceptance - Not require Energy Allocation* 3. *PCE/BQ Expired* / *Rejection Received*	Mandatory When " *PCE Acceptance - Requires Energy Allocation" is selected, "***AJc Projects awaiting Energy Allocation´wil be active.** **When "***PCE/BQ Acceptance - Not require Energy Allocation" is selected, "* **AK Process PCE or BQ Acceptance" will be active** **When "***PCE/BQ Expired* / *Rejection Received" is selected, "***AKb PCE or BQ Rejected" will be active**
AJc Projects awaiting Energy Allocation	No	Text	Checkbox & Name Picker		Mandatory when " *PCE Acceptance - Requires Energy Allocation" is selected.* When the checkbox is selected, the next user to carry out the next activity should be selected
AK Process PCE or BQ Acceptance	No	Text	Checkbox & Name Picker		Mandatory **when "***PCE/BQ Acceptance - Not require Energy Allocation" is selected,* When the checkbox is selected, the next user to carry out the next activity should be selected
AKb PCE or BQ Rejected	No	Text	Checkbox & Name Picker		Mandatory **when "***PCE/BQ Expired* / *Rejection Received" is selected* When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	

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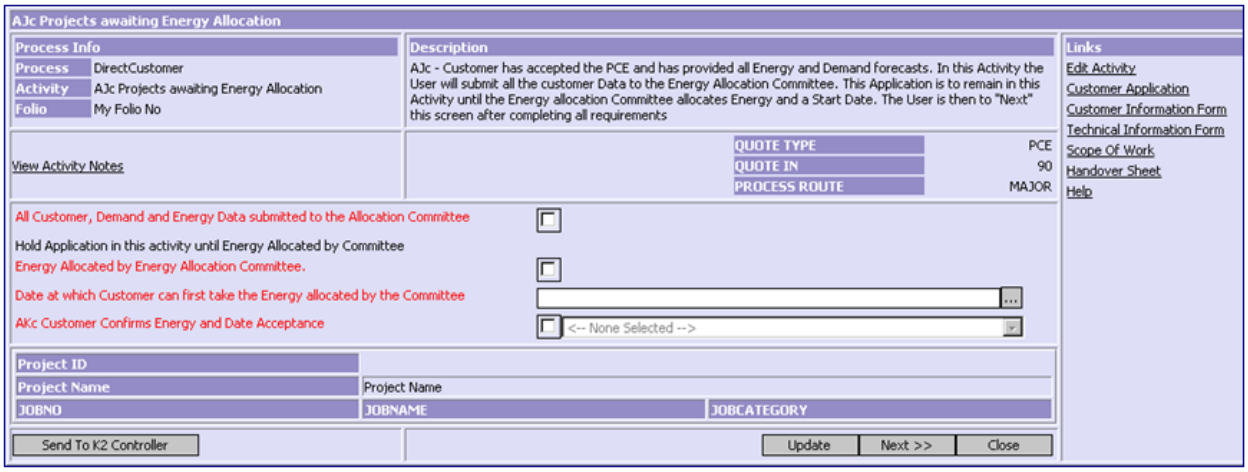
JobCategory	Yes	Text	Textbox	*Auto populate*
Edit Activity				
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.1.1.1.20 AJc Projects awaiting Energy Allocation

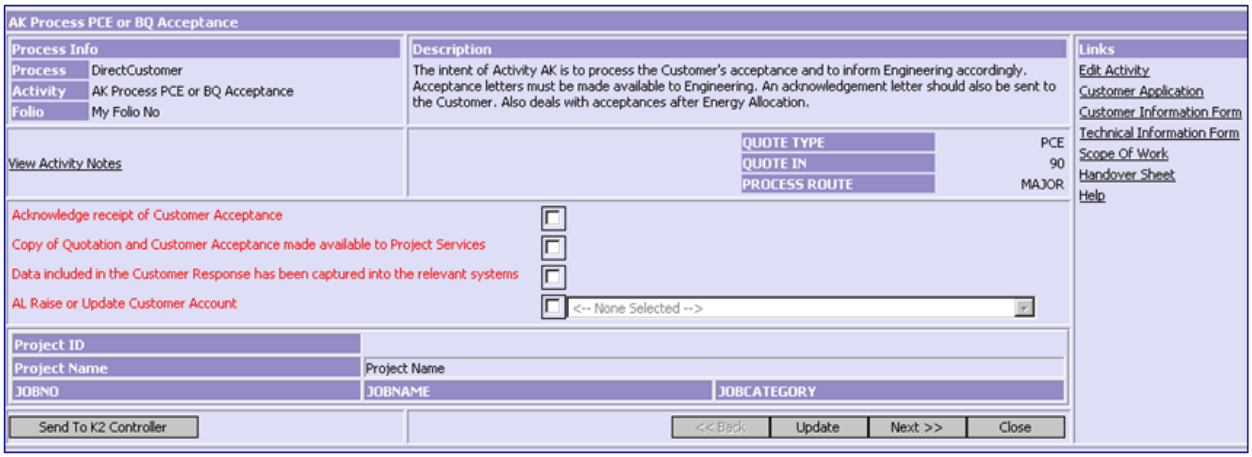


5.2.1.1.1.20.1 List of functions- AJc Projects awaiting Energy Allocation

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
All Customer, Demand and Energy Data submitted to the Allocation Committee		No	Text	Checkbox		Mandatory
Hold Application in this activity until Energy Allocated by		No	Text	Label		

Committee					
Energy Allocated by Energy Allocation Committee.	No	Text	Checkbox		Mandatory
Date at which Customer can first take the Energy allocated by the Committee	No	Date	Date Picker/ Calendar		Mandatory
AKc Customer Confirms Energy and Date Acceptance	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity					
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.21 AK Process PCE or BQ Acceptance

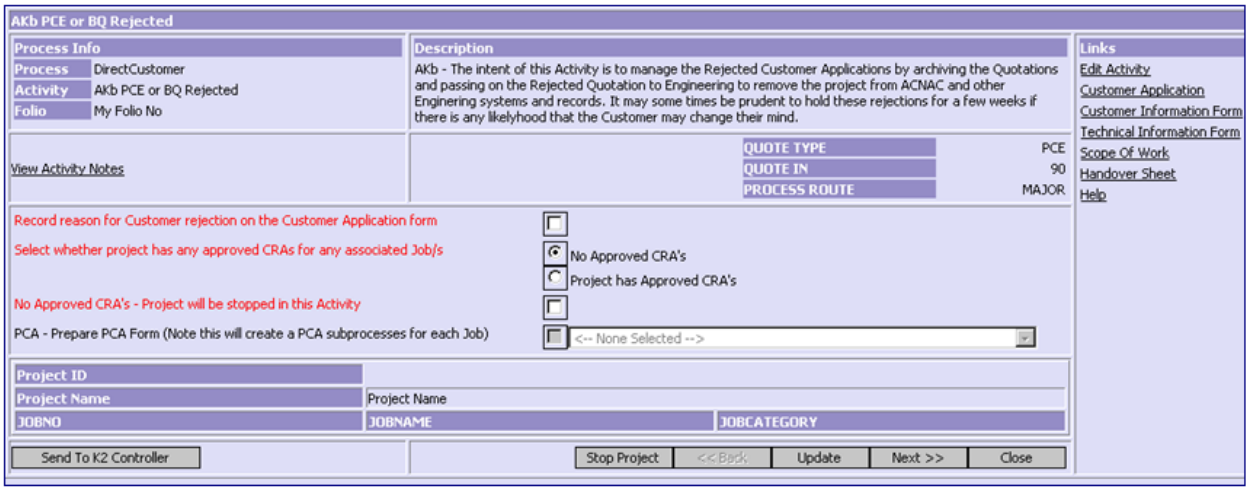


5.2.1.1.1.21.1 List of functions- AK Process PCE or BQ Acceptance

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Acknowledge receipt of Customer Acceptance	No	Text	Checkbox		Mandatory
Copy of Quotation and Customer Acceptance made available to Project Services	No	Text	Checkbox		Mandatory
Data included in the Customer Response has been captured into the relevant systems	No	Text	Checkbox		Mandatory
AL Raise or Update Customer Account	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity					
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.22 AKb PCE or BQ Rejected

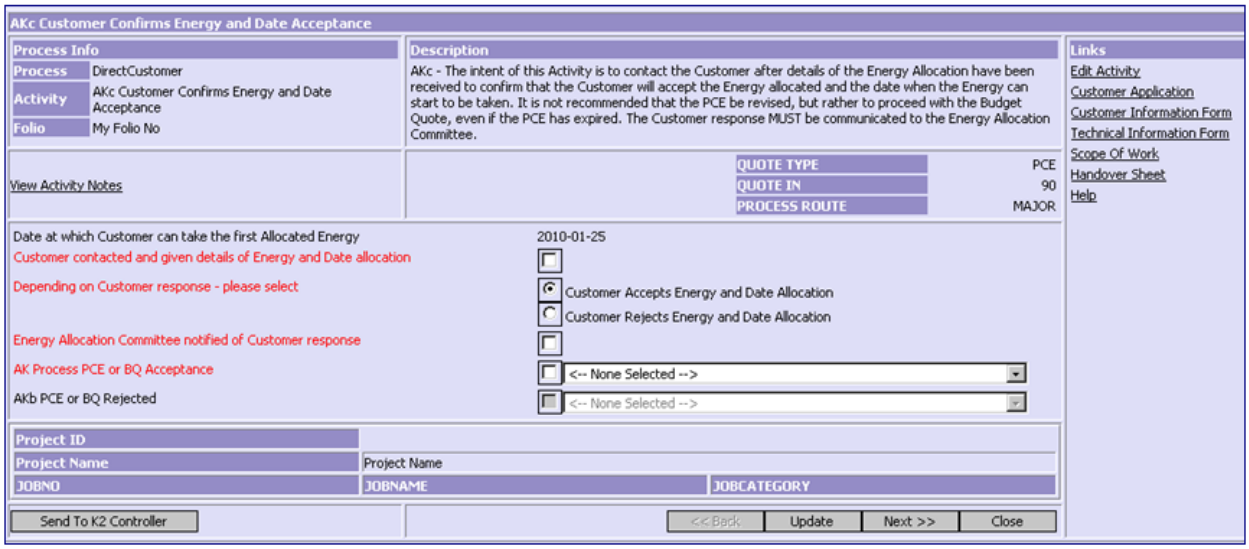


5.2.1.1.1.22.1 List of functions- AKb PCE or BQ Rejected

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Record reason for Customer rejection on the Customer Application form		No	Text	Checkbox		Mandatory
Select whether project has any approved CRAs for any associated Job/s		No	Text	Radio Button	1. *No Approved CRA's* 2. *Project has Approved CRA's*	Mandatory When " *No Approved CRA's" is selected, "***No Approved CRA's - Project will be stopped in this Activity" will be active.** When "*Project has Approved CRA's" is selected, "***PCA - Prepare PCA Form (Note this will create a PCA subprocesses for each Job)"** will be active.
No Approved CRA's - Project will be stopped		No	Text	Checkbox		Mandatory when " *No Approved CRA's" is*

in this Activity					*selected*
PCA - Prepare PCA Form (Note this will create a PCA subprocesses for each Job)	No	Text	Checkbox & Name Picker		Mandatory when *"Project has Approved CRA's" is selected.* When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity					
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.23 AKc Customer Confirms Energy and Date Acceptance



5.2.1.1.1.23.1 List of functions- AKc Customer Confirms Energy and Date Acceptance

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	

Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote In	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Date at which Customer can take the first Allocated Energy	No	Date	Textbox	*Auto populate*	
Customer contacted and given details of Energy and Date allocation	No	Text	Checkbox		Mandatory
Depending on Customer response - please select	No	Text	Radio Button	3. *Customer Accepts Energy and Date Allocation.* 4. *Customer Rejects Energy and Date Allocation*	Mandatory When "*Customer Accepts Energy and Date Allocation" is selected, "***AK Process PCE or BQ Acceptance" will be active.*** When "*Customer Rejects Energy and Date Allocation" is selected, "***AKb PCE or BQ Rejected"** will be active.
Energy Allocation Committee notified of Customer response	No	Text	Checkbox		Mandatory
AK Process PCE or BQ Acceptance	No	Text	Checkbox & Name Picker		Mandatory when "*Customer Accepts Energy and Date Allocation" is selected* When the checkbox is selected, the next user to carry out the next activity should be selected
AKb PCE or BQ Rejected	No	Text	Checkbox & Name Picker		Mandatory when "*Customer Rejects Energy and Date Allocation" is selected,* When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity					

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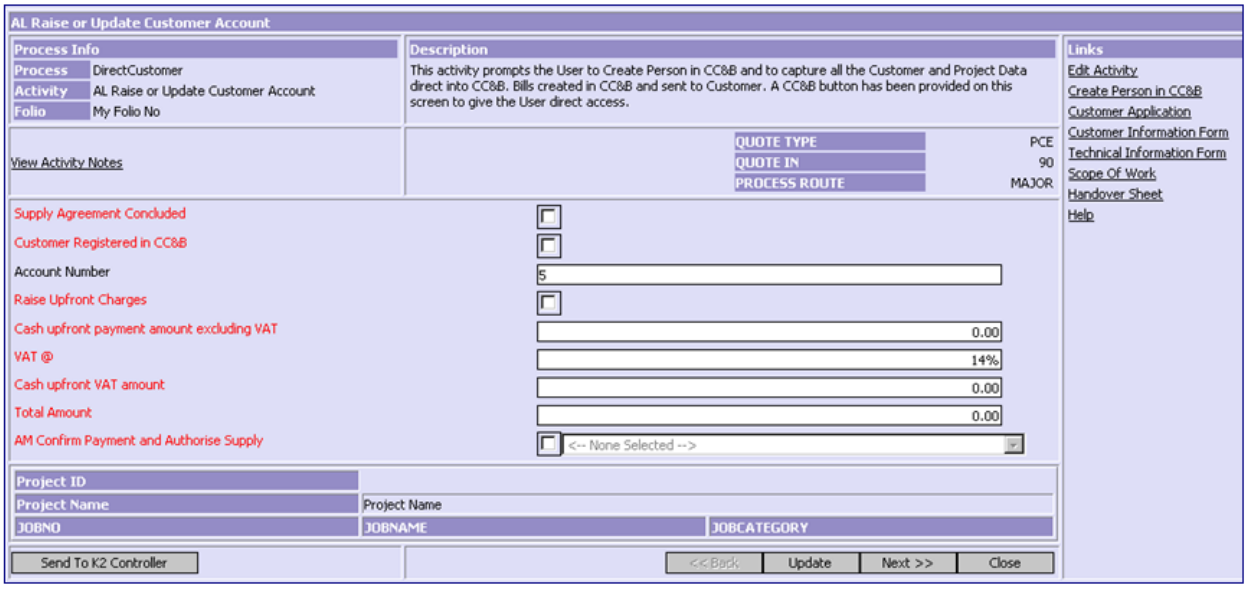
Customer Application	No	Link
Customer Information Form	No	Link
Technical Information Form	No	Link
Scope of Work	No	Link
Handover Sheet	No	Link
Help	Yes	Link

5.2.1.1.1.24 AL Raise or Update Customer Account

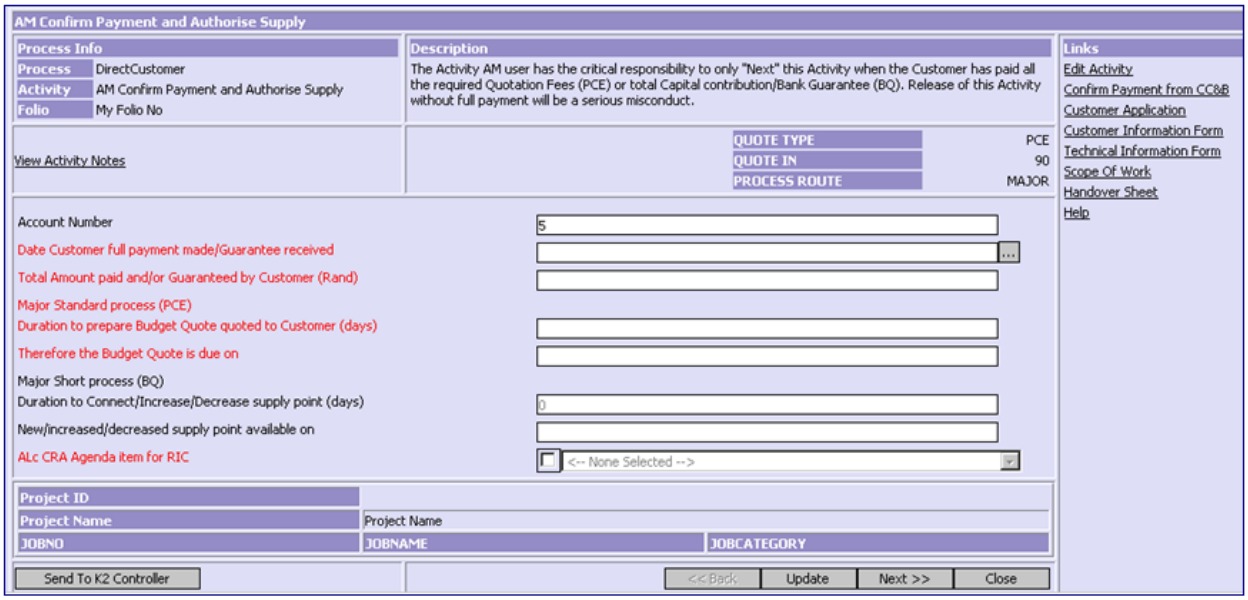


5.2.1.1.1.24.1 List of functions- AL Raise or Update Customer Account

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote In		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Supply Agreement Concluded		No	Text	Checkbox		Mandatory
Customer Registered in CC&B		No	Text	Checkbox		Mandatory
Account Number		No	Text	Textbox		
Raise Upfront Charges		No	Text	Checkbox		Mandatory

Cash upfront payment amount excluding VAT	No	Number	Textbox		Mandatory
VAT @	No	Percentage	Textbox	*Auto populate*	Mandatory
Cash upfront VAT amount	No	Number	Textbox	*Auto populate*	Mandatory Calculated automatically after VAT is included.
Total Amount	No	Number	Textbox	*Auto populate*	Mandatory Calculated automatically after VAT is included.
AM Confirm Payment and Authorise Supply	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Create person in CC&B	No		Link		
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.25 Confirm Payment and Authorise Supply

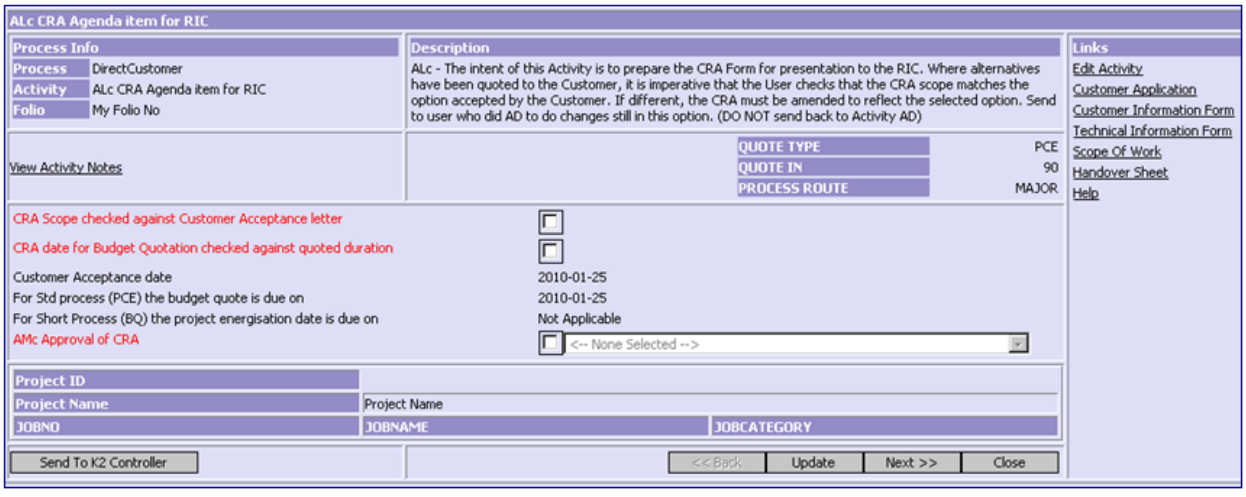


5.2.1.1.1.25.1 List of functions- AM Confirm Payment and Authorise Supply

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote Type		No	Text	Textbox	*Auto populate*	
Quote In		No	Text	Textbox	*Auto populate*	
Process Route		No	Text	Textbox	*Auto populate*	
Account Number		No	Text	Textbox	*Auto populate*	
Date Customer full payment made/Guarantee received		No	Date	Date Picker or Calendar		Mandatory YYYY-MM-DD
Total Amount paid and/or Guaranteed by Customer (Rand)		No	Number	Textbox		Mandatory
Major Standard process (PCE)		No	Text	Label		Mandatory
Duration to prepare Budget Quote quoted to Customer (days)		No	Number	Textbox	*Auto populate*	Mandatory
Therefore the Budget Quote is due on		No	Date	Textbox	*Auto populate*	Mandatory YYYY-MM-DD
Major Short process (BQ)		No	Text	Label		
Duration to Connect/Increase/Decr		No	Number	Textbox		

ease supply point (days)					
New/increased/decreased supply point available on	No	Number	Textbox		Mandatory Calculated automatically after VAT is included.
ALc CRA Agenda item for RIC	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Payment from CC&B	No		Link		
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.26 CRA Agenda item for RIC

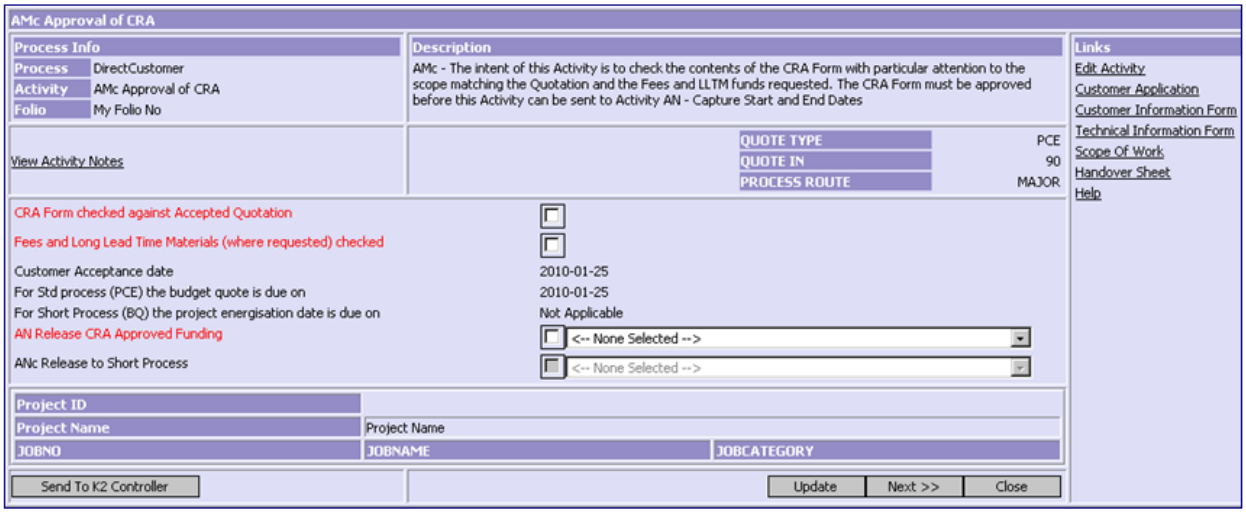


5.2.1.1.1.26.1 List of functions- ALc CRA Agenda item for RIC

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Quote Type	No	Text	Textbox	*Auto populate*	
Quote In	No	Text	Textbox	*Auto populate*	
Process Route	No	Text	Textbox	*Auto populate*	
CRA Scope checked against Customer Acceptance letter	No	Text	Checkbox		Mandatory
CRA date for Budget Quotation checked against quoted duration	No	Text	Checkbox		Mandatory
Customer Acceptance date	No	Date	Textbox	*Auto populate*	
For Std process (PCE) the budget quote is due on	No	Date	Textbox	*Auto populate*	
For Short Process (BQ) the project energisation date is due on	No	Date	Textbox	*Auto populate*	
AMc Approval of CRA	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity	No		Link		
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.27 AMc Approval of CRA

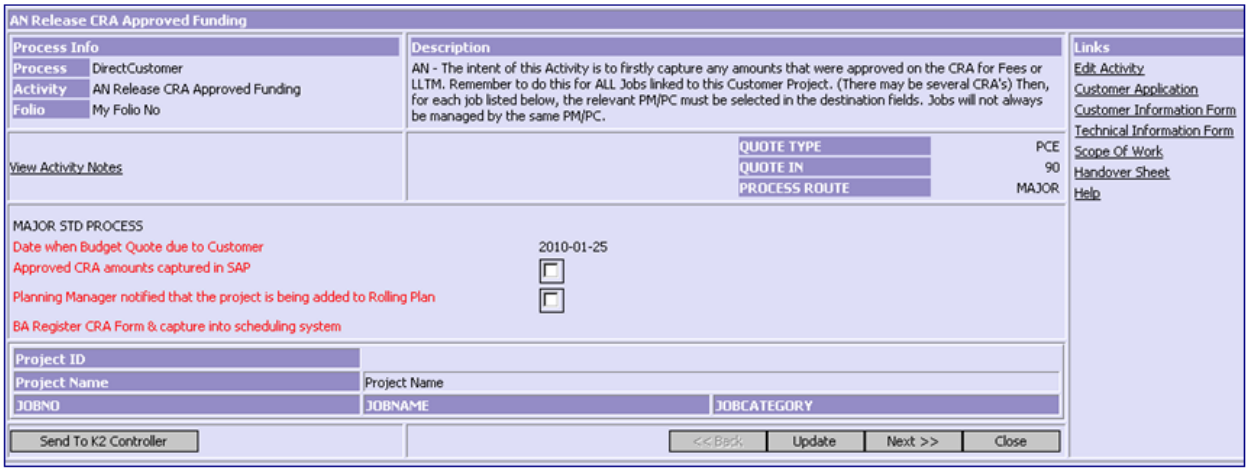


5.2.1.1.1.27.1 List of functions- AMc Approval of CRA

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote Type						
Quote In		No	Text	Textbox	*Auto populate*	
Process Route		No	Text	Textbox	*Auto populate*	
CRA Form checked against Accepted Quotation		No	Text	Checkbox		Mandatory
Fees and Long Lead Time Materials (where requested) checked		No	Text	Checkbox		Mandatory
Customer Acceptance date		No	Date	Textbox	*Auto populate*	
For Std process (PCE) the budget quote is due on		No	Date	Textbox	*Auto populate*	
For Std process (PCE) the budget quote is due on		No	Date	Textbox	*Auto populate*	
AN Release CRA Approved Funding		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
ANc Release to Short Process		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is

					selected, the next user to carry out the next activity should be selected
CRA Forms Approved	Yes	Text	Textbox	*Auto populate*	Inactive if all CRA forms are approved.
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity	No		Link		
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.28 AN Release CRA Approved Funding

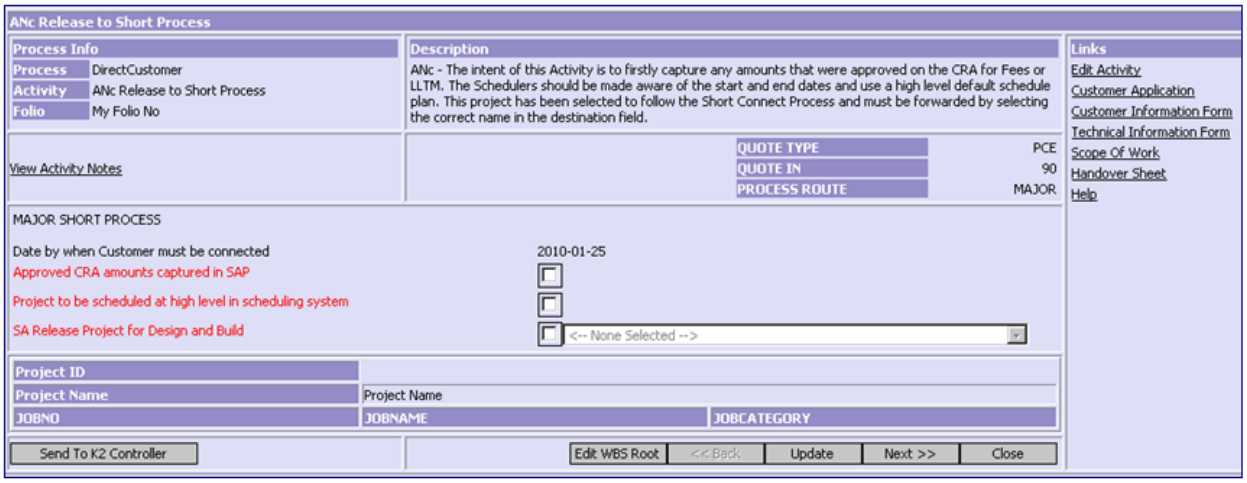


5.2.1.1.1.28.1 List of functions- AN Release CRA Approved Funding

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		

Quote Type	No	Text	Textbox	*Auto populate*	
Quote In	No	Text	Textbox	*Auto populate*	
Process Route	No	Text	Textbox	*Auto populate*	
MAJOR STD PROCESS	No	Text	Label		
Date when Budget Quote due to Customer	No	Date	Textbox	*Auto populate*	Mandatory YYYY-MM-DD
Approved CRA amounts captured in SAP	No	Text	Checkbox		Mandatory
Planning Manager notified that the project is being added to Rolling Plan	No	Text	Checkbox		Mandatory
BA Register CRA Form & capture into scheduling system	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
CRA Forms Approved	Yes	Text	Textbox	*Auto populate*	Inactive if all CRA forms are approved.
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Edit Activity	No		Link		
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.1.1.1.29 ANc Release to Short Process



5.2.1.1.1.29.1 List of functions- ANc Release to Short Process

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Quote Type		No	Text	Textbox	*Auto populate*	
Quote In		No	Text	Textbox	*Auto populate*	
Process Route		No	Text	Textbox	*Auto populate*	
MAJOR SHORT PROCESS		No	Text	Label		
Date by when Customer must be connected		No	Date	Textbox	*Auto populate*	Mandatory YYYY-MM-DD
Approved CRA amounts captured in SAP		No	Text	Checkbox		Mandatory
Project to be scheduled at high level in scheduling system		No	Text	Checkbox		Mandatory
SA Release Project for Design and Build		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Edit Activity		No		Link		
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

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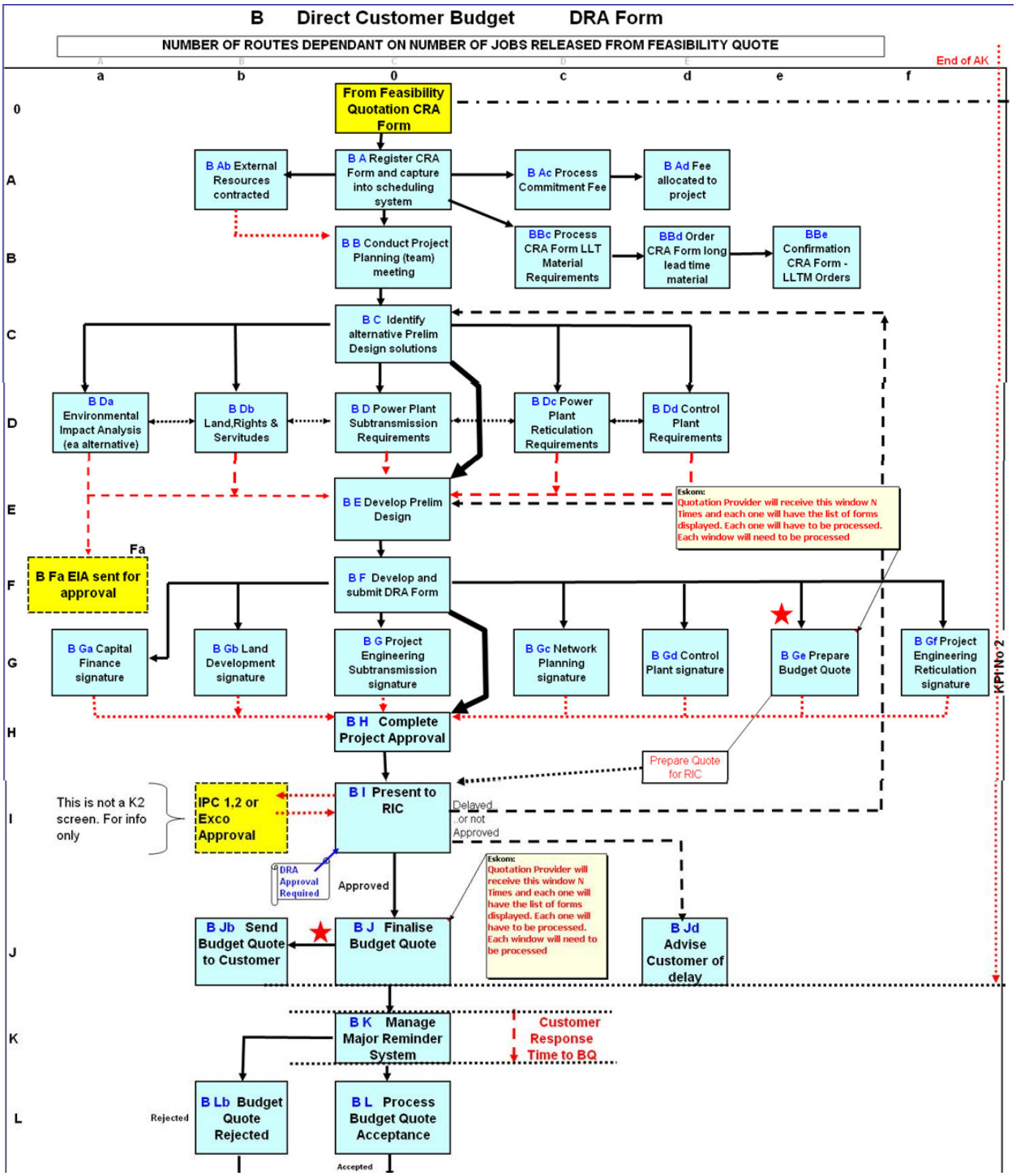
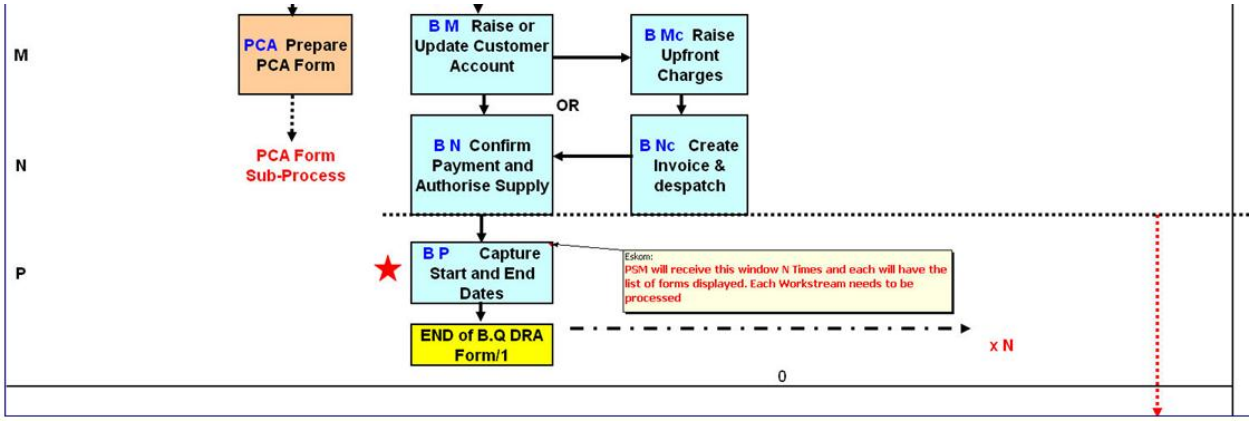
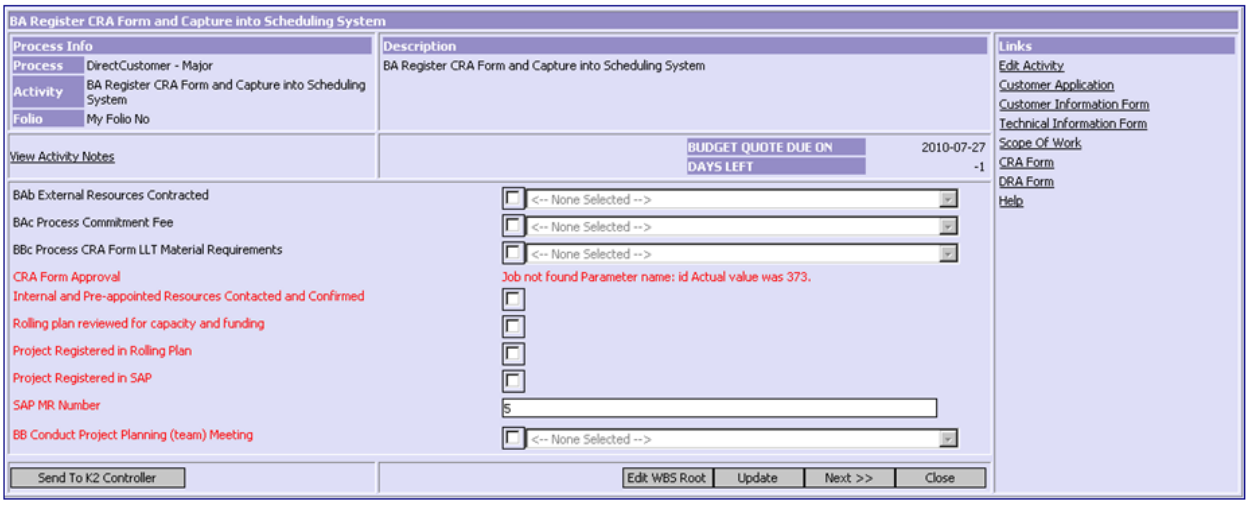
5.2.1.2 Design DRA Phase (Budget quotation DRA Form) workflow





5.2.1.2.1 BA Register CRA and Capture into Scheduling System

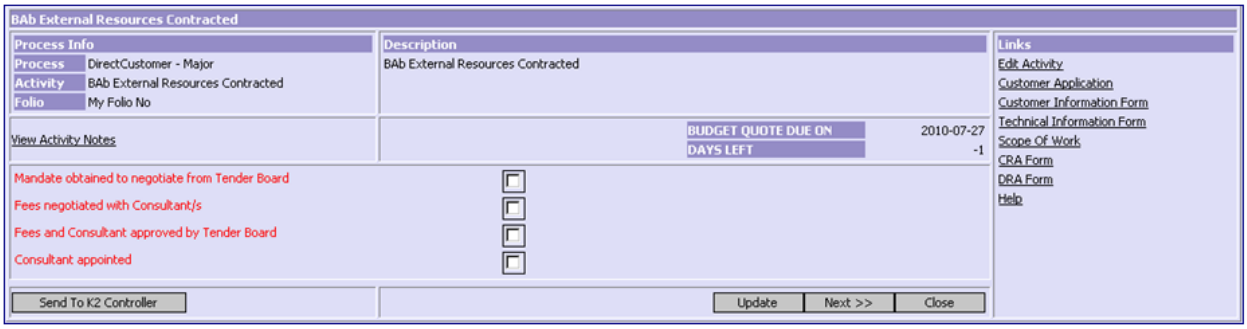


5.2.1.2.1.1 List of functions- BA Register CRA and Capture into Scheduling System

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
BAb External Resources Contracted		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user

					to carry out the next activity should be selected
BAc Process Commitment Fee	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
BBc Process CRA Form LLT Material Requirements	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
CRA Form Approval	No	Text	Textbox	*Auto populate*	Mandatory Show as completed if CRA is approved
Internal and Pre-appointed Resources Contacted and Confirmed	No	Text	Checkbox		Mandatory
Rolling plan reviewed for capacity and funding	No	Text	Checkbox		Mandatory
Project Registered in Rolling Plan	No	Text	Checkbox		Mandatory
Project Registered in SAP	No	Text	Checkbox		Mandatory
SAP MR Number	No	Text	Textbox		Mandatory
BB Conduct Project Planning (team) Meeting	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Edit Activity	No		Link		
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form					
DRA Form					
Help	Yes		Link		

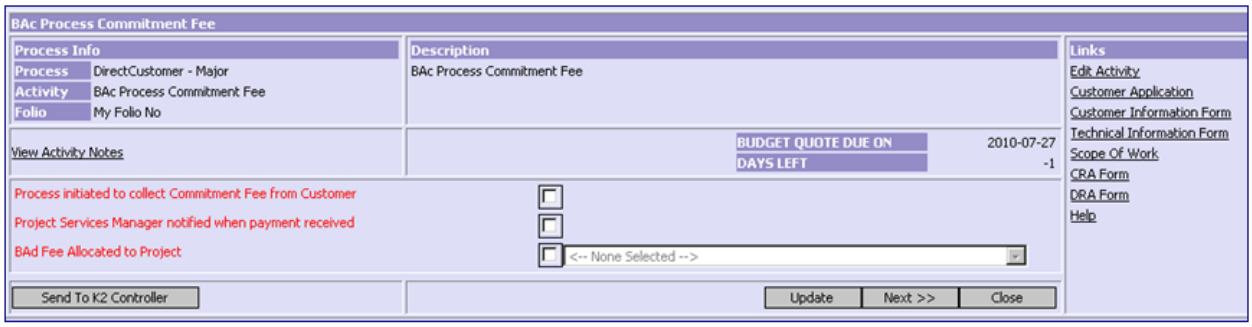
5.2.1.2.2 **External Resources Contracted**



5.2.1.2.2.1 ***List of functions- BAb External Resources Contracted***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Mandate obtained to negotiate from Tender Board		No	Text	Checkbox		Mandatory
Fees negotiated with Consultant/s		No	Text	Checkbox		Mandatory
Fees and Consultant approved by Tender Board		No	Text	Checkbox		Mandatory
Consultant appointed		No	Text	Checkbox		Mandatory
Edit Activity		No		Link		
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form						
DRA Form						
Help		Yes		Link		

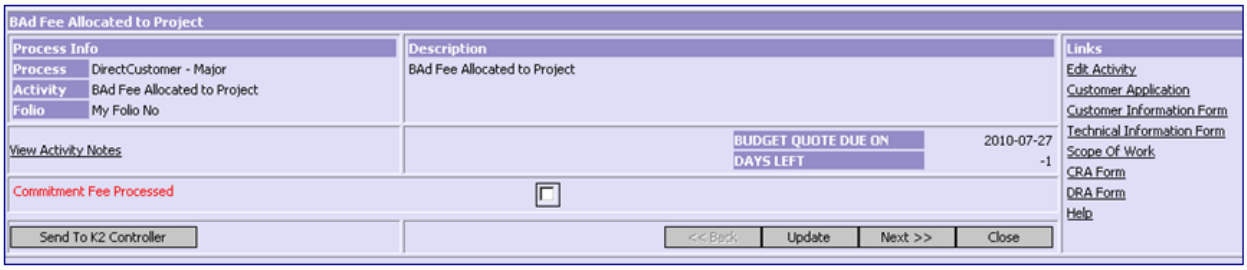
5.2.1.2.3 **Process Commitment Fee**



5.2.1.2.3.1 *List of functions- BAc Process Commitment Fee*

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Process initiated to collect Commitment Fee from Customer		No	Text	Checkbox		Mandatory
Project Services Manager notified when payment received		No	Text	Checkbox		Mandatory
BAd Fee Allocated to Project		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Edit Activity		No		Link		
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form						
DRA Form						
Help		Yes		Link		

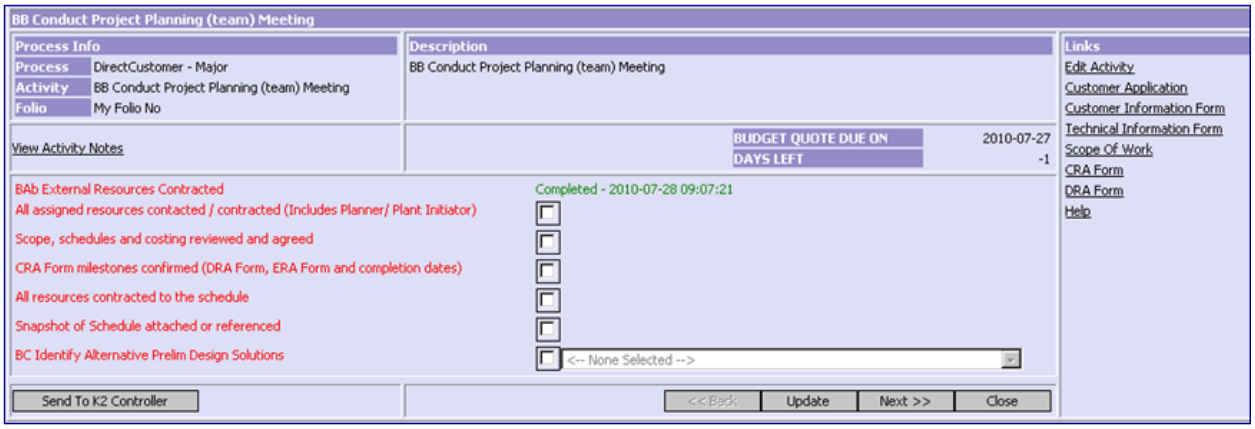
5.2.1.2.4 **BAd Fee Allocated to Project**



5.2.1.2.4.1 *List of functions- BAd Fee Allocated to Project*

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Commitment Fee Processed		No	Text	Checkbox		Mandatory
Edit Activity		No		Link		
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form						
DRA Form						
Help		Yes		Link		

5.2.1.2.5 **BB Conduct Project Planning (team) Meeting**

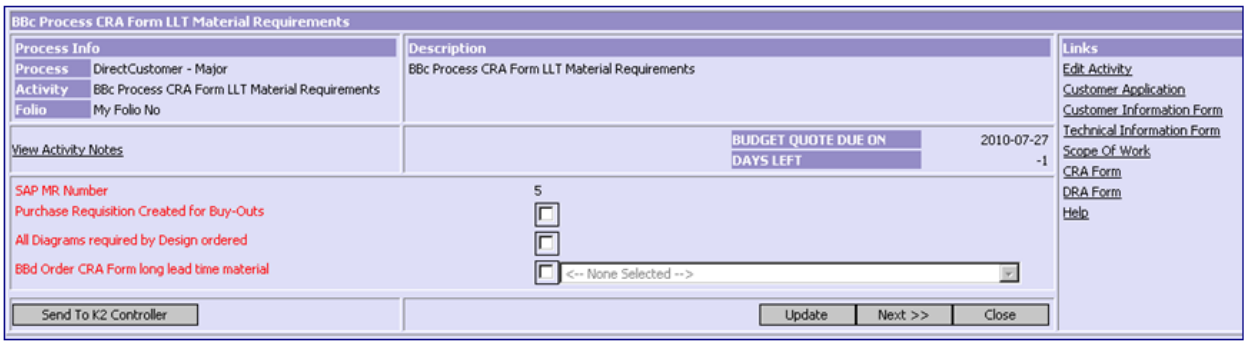


5.2.1.2.5.1 List of functions- BB Conduct Project Planning (Team) Meeting

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
BAb External Resources Contracted		No	Text	Textbox	*Auto populate*	Mandatory
All assigned resources contacted / contracted (Includes Planner/ Plant Initiator)		No	Text	Checkbox		Mandatory
Scope, schedules and costing reviewed and agreed		No	Text	Checkbox		Mandatory
CRA Form milestones confirmed (DRA Form, ERA Form and completion dates)		No	Text	Checkbox		Mandatory
All resources contracted to the schedule		No	Text	Checkbox		Mandatory
Snapshot of Schedule attached or referenced		No	Text	Checkbox		Mandatory
BC Identify Alternative Prelim Design Solutions		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next

			activity should be selected
Edit Activity	No	Link	
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form			
DRA Form			
Help	Yes	Link	

5.2.1.2.6 **BBc Process CRA Form LLT Material Requirements**

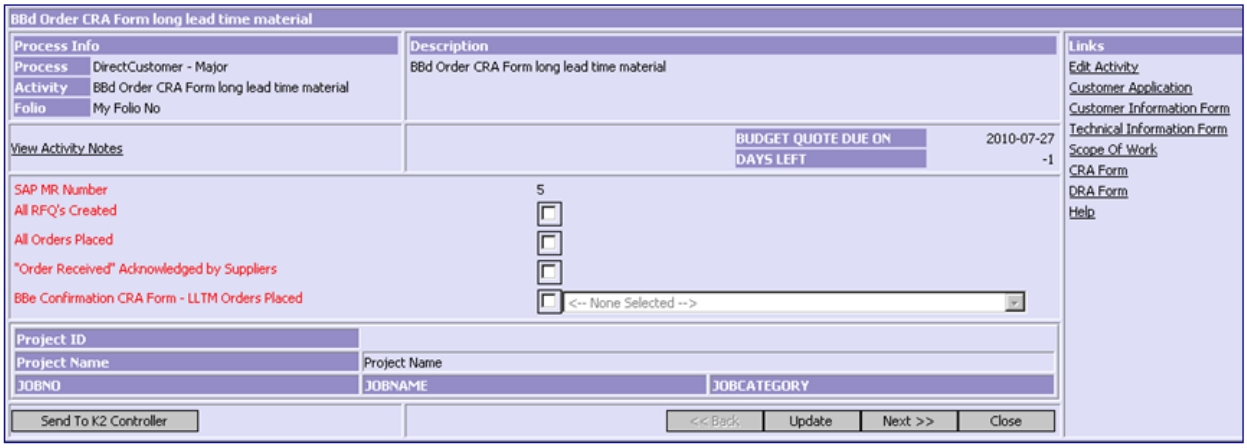


5.2.1.2.6.1 List of functions- BBc Process CRA Form LLT Material Requirements

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
SAP MR Number		No	Text	Textbox	*Auto populate*	Mandatory
Purchase Requisition Created for Buy-Outs		No	Text	Checkbox		Mandatory

All Diagrams required by Design ordered	No	Text	Checkbox	Mandatory
BBd Order CRA Form long lead time material	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Edit Activity	No		Link	
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form				
DRA Form				
Help	Yes		Link	

5.2.1.2.7 **Order CRA Form long lead time material**

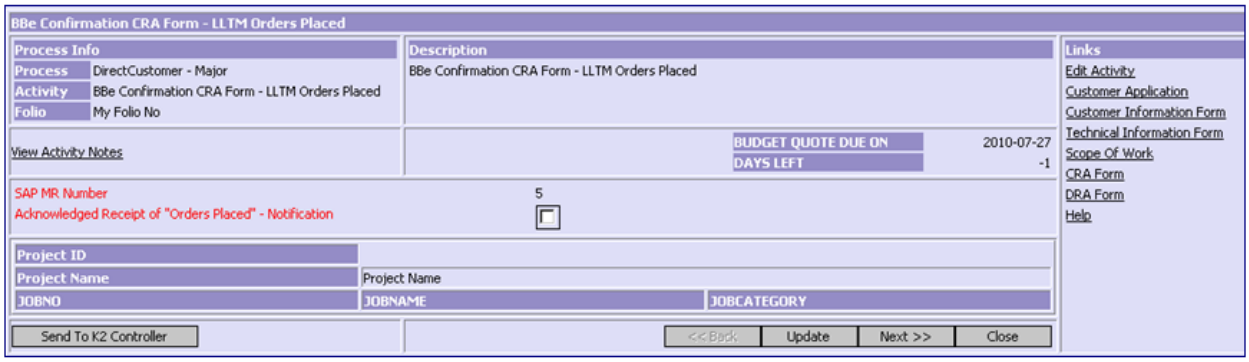


5.2.1.2.7.1 List of functions- BBd Order CRA Form Long lead time material

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		

Budget Quote Due On	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
SAP MR Number	No	Text	Textbox	*Auto populate*	Mandatory
All RFQ's Created	No	Text	Checkbox		Mandatory
All Orders Placed	No	Text	Checkbox		Mandatory
"Order Received" Acknowledged by Suppliers	No	Text	Checkbox		Mandatory
BBe Confirmation CRA Form - LLTM Orders Placed	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form					
DRA Form					
Help	Yes		Link		

5.2.1.2.8 **BBe Confirmation CRA Form - LLTM Orders Placed**



5.2.1.2.8.1 List of functions- BBe Confirmation CRA Form – LLTM Orders Placed

Field Name	Data	Read	Value	Control	Notes	Validations

Field Name	- Only	Type	type		
Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Budget Quote Due On	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
SAP MR Number	No	Text	Textbox	*Auto populate*	Mandatory
Acknowledged Receipt of "Orders Placed" - Notification	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form					
DRA Form					
Help	Yes		Link		

5.2.1.2.9 **BC Identify Alternative Prelim Design Solutions**

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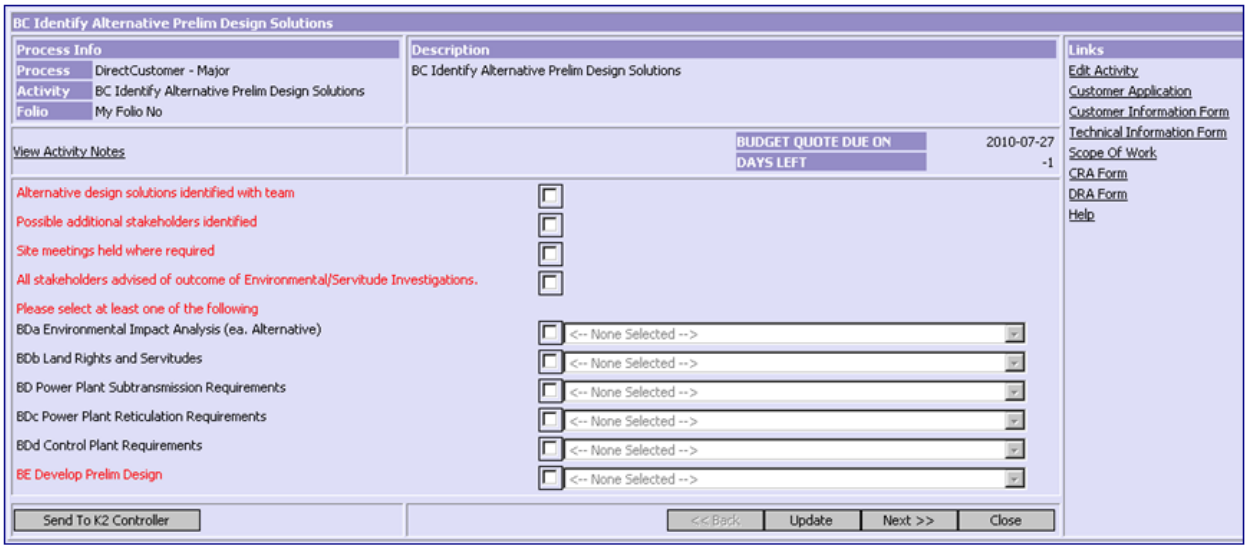
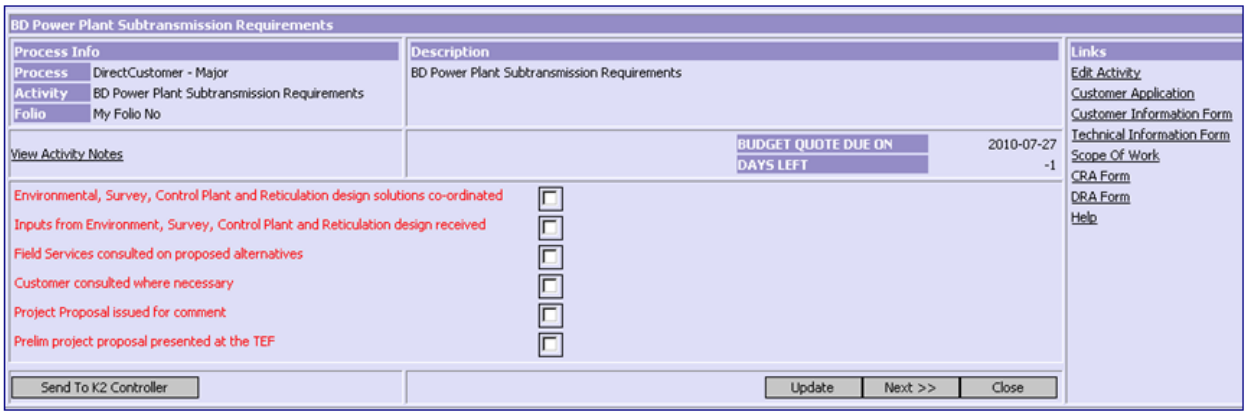


5.2.1.2.9.1 List of functions- BC Identify Alternative Prelim Design Solutions

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Alternative design solutions identified with team		No	Text	Checkbox		Mandatory
Possible additional stakeholders identified		No	Text	Checkbox		Mandatory
Site meetings held where required		No	Text	Checkbox		Mandatory
All stakeholders advised of outcome of Environmental/Servitude Investigations.		No	Text	Checkbox		Mandatory
Please select at least one of the following		No	Text	Label		Mandatory
BDa Environmental Impact Analysis (ea. Alternative)		No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
BDb Land Rights and		No	Text	Checkbox &		When the checkbox is

Servitudes			Name Picker	selected, the next user to carry out the next activity should be selected
BD Power Plant Subtransmission Requirements	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
BDc Power Plant Reticulation Requirements	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
BDd Control Plant Requirements	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
BE Develop Prelim Design	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form				
DRA Form				
Help	Yes		Link	

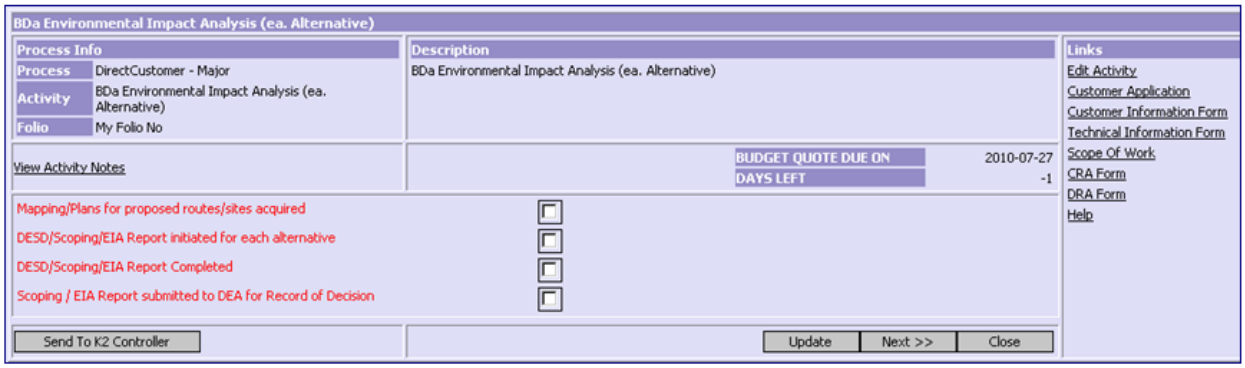
5.2.1.2.10 **BD Power Plant Subtransmission Requirements**



5.2.1.2.10.1 List of functions- BD Power Plant Subtransmission Requirements

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Environmental, Survey, Control Plant and Reticulation design solutions co-ordinated		No	Text	Checkbox		Mandatory
Inputs from Environment, Survey, Control Plant and Reticulation design received		No	Text	Checkbox		Mandatory
Field Services consulted on proposed alternatives		No	Text	Checkbox		Mandatory
Customer consulted where necessary		No	Text	Checkbox		Mandatory
Project Proposal issued for comment		No	Text	Checkbox		Mandatory
Prelim project proposal presented at the TEF		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form						
DRA Form						
Help		Yes		Link		

5.2.1.2.11 **BDa Environmental Impact Analysis (ea. Alternative)**



5.2.1.2.11.1 List of functions- BDa Environmental Impact Analysis (ea. Alternative)

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Mapping/Plans for proposed routes/sites acquired		No	Text	Checkbox		Mandatory
DESD/Scoping/EIA Report initiated for each alternative		No	Text	Checkbox		Mandatory
DESD/Scoping/EIA Report Completed		No	Text	Checkbox		Mandatory
Scoping / EIA Report submitted to DEA for Record of Decision		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form						
DRA Form						
Help		Yes		Link		

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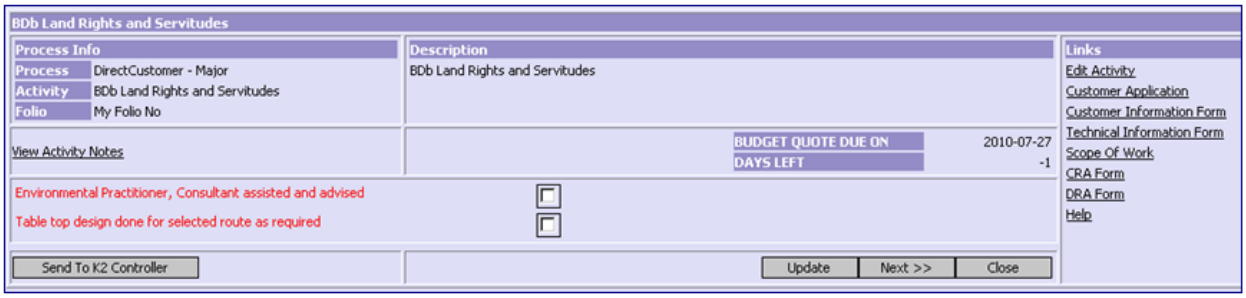
5.2.1.2.12 Land Rights and Servitudes



5.2.1.2.12.1 List of functions- BDb Land Rights and Servitudes

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Environmental Practitioner, Consultant assisted and advised		No	Text	Checkbox		Mandatory
Table top design done for selected route as required		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form						
DRA Form						
Help		Yes		Link		

5.2.1.2.13 BDc Power Plant Reticulation Requirements

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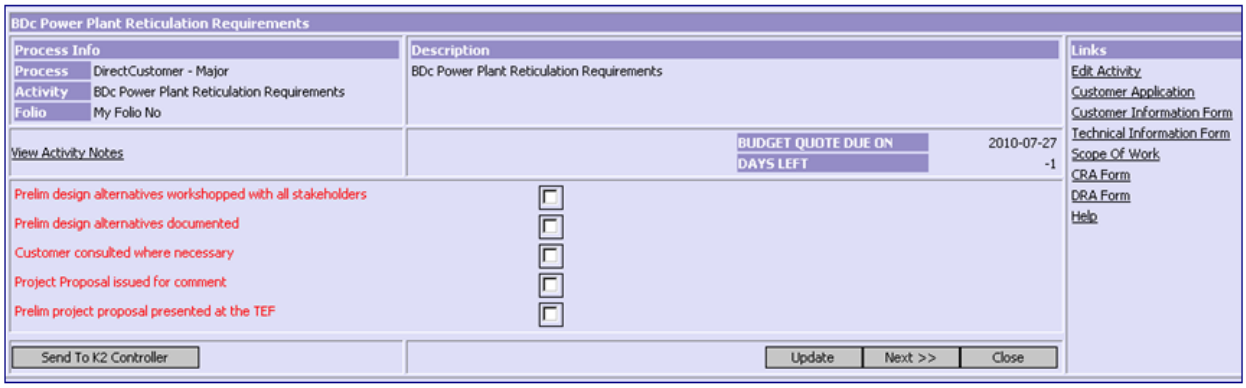

5.2.1.2.13.1 ***List of functions- BDc Power Plant Reticulation Requirements***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Prelim design alternatives workshopped with all stakeholders		No	Text	Checkbox		Mandatory
Prelim design alternatives documented		No	Text	Checkbox		Mandatory
Customer consulted where necessary		No	Text	Checkbox		Mandatory
Project Proposal issued for comment		No	Text	Checkbox		Mandatory
Prelim project proposal presented at the TEF		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form						
DRA Form						
Help		Yes		Link		

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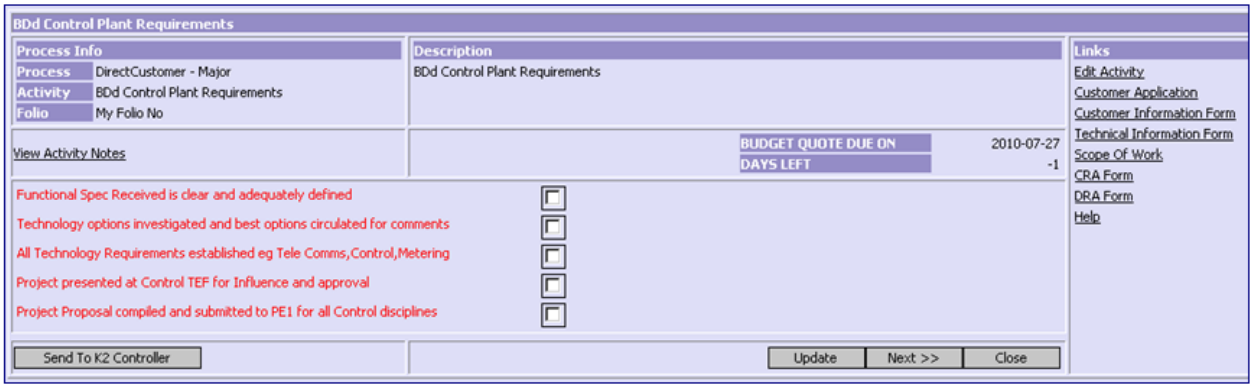
5.2.1.2.14 **BDd Control Plant Requirements**

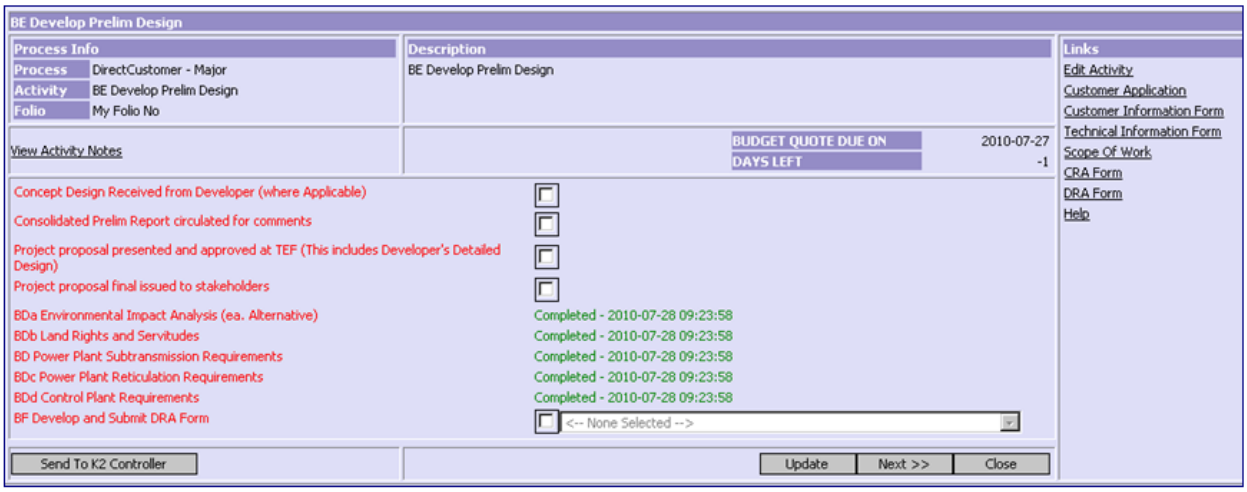


5.2.1.2.14.1 ***List of functions- BDd Control Plant Requirements***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Functional Spec Received is clear and adequately defined		No	Text	Checkbox		Mandatory
Technology options investigated and best options circulated for comments		No	Text	Checkbox		Mandatory
All Technology Requirements established eg Tele Comms,Control,Meteri ng		No	Text	Checkbox		Mandatory
Project presented at Control TEF for Influence and approval		No	Text	Checkbox		Mandatory
Project Proposal compiled and submitted to PE1 for all Control disciplines		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information		No		Link		

Form		
Scope of Work	No	Link
CRA Form		
DRA Form		
Help	Yes	Link

5.2.1.2.15 BE Develop Prelim Design

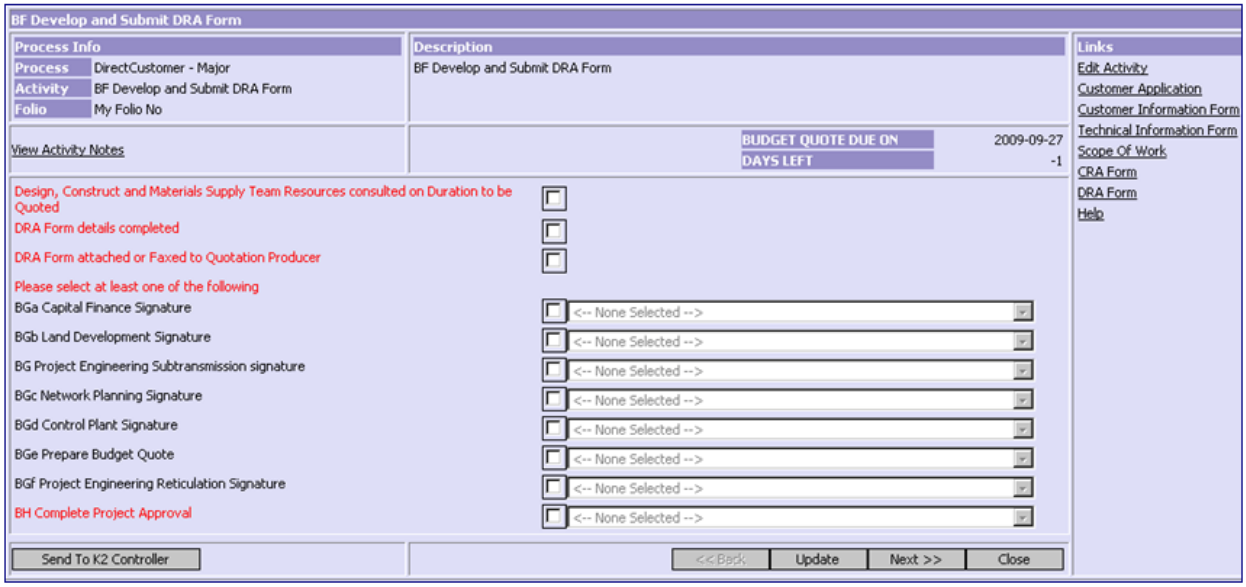


5.2.1.2.15.1 List of functions- BE Develop Prelim Design

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Concept Design Received from Developer (where Applicable)		No	Text	Checkbox		Mandatory
Consolidated Prelim Report circulated for comments		No	Text	Checkbox		Mandatory
Project proposal presented and approved at TEF (This		No	Text	Checkbox		Mandatory

includes Developer's Detailed Design)					
Project proposal final issued to stakeholders	No	Text	Checkbox		Mandatory
BDa Environmental Impact Analysis (ea. Alternative)	No	Text	Textbox	*Auto populate*	Mandatory
BDb Land Rights and Servitudes	No	Text	Textbox	*Auto populate*	Mandatory
BD Power Plant Subtransmission Requirements	No	Text	Textbox	*Auto populate*	Mandatory
BDc Power Plant Reticulation Requirements	No	Text	Textbox	*Auto populate*	Mandatory
BDd Control Plant Requirements	No	Text	Textbox	*Auto populate*	Mandatory
BF Develop and Submit DRA Form	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form					
DRA Form					
Help	Yes		Link		

5.2.1.2.16 **BF Develop and Submit DRA Form**

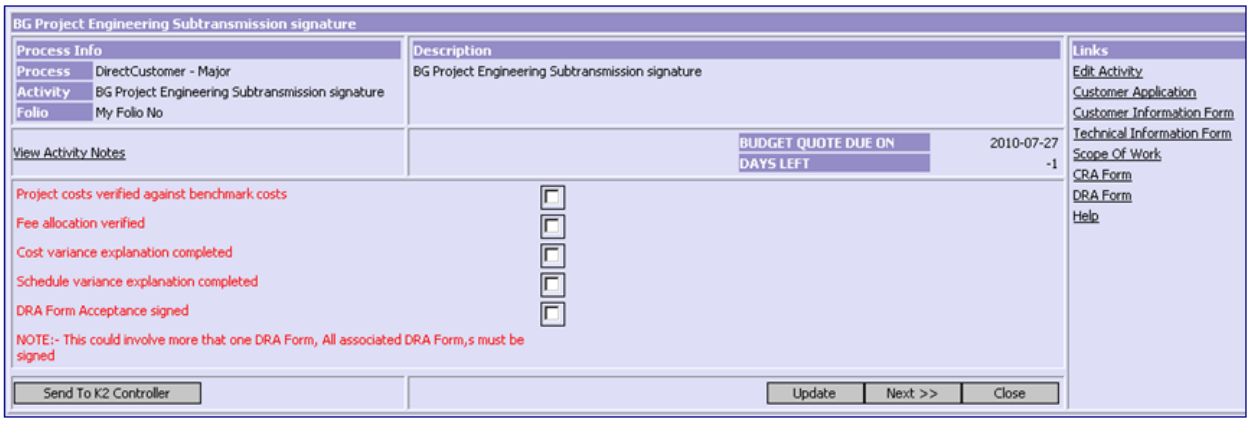


5.2.1.2.16.1 ***List of functions- BF Develop and Submit DRA Form***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Design, Construct and Materials Supply Team Resources consulted on Duration to be Quoted		No	Text	Checkbox		Mandatory
DRA Form details completed		No	Text	Checkbox		Mandatory
DRA Form attached or Faxed to Quotation Producer		No	Text	Checkbox		Mandatory
Please select at least one of the following		No	Text	Label		Mandatory
BGa Capital Finance Signature		No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
BGb Land Development		No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user

Signature				to carry out the next activity should be selected
BG Project Engineering Subtransmission signature	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
BGc Network Planning Signature	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
BGd Control Plant Signature	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
BGe Prepare Budget Quote	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
BGf Project Engineering Reticulation Signature	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
BH Complete Project Approval	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
Help	Yes		Link	

5.2.1.2.17 **BG Project Engineering Subtransmission signature**



5.2.1.2.17.1 List of functions- BG Project Engineering Subtransmission Signature

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Project costs verified against benchmark costs		No	Text	Checkbox		Mandatory
Fee allocation verified		No	Text	Checkbox		Mandatory
Cost variance explanation completed		No	Text	Checkbox		Mandatory
Schedule variance explanation completed		No	Text	Checkbox		Mandatory
DRA Form Acceptance signed		No	Text	Checkbox		Mandatory
NOTE:- This could involve more than one DRA Form, All associated DRA Forms must be signed		No	Text	Label		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		

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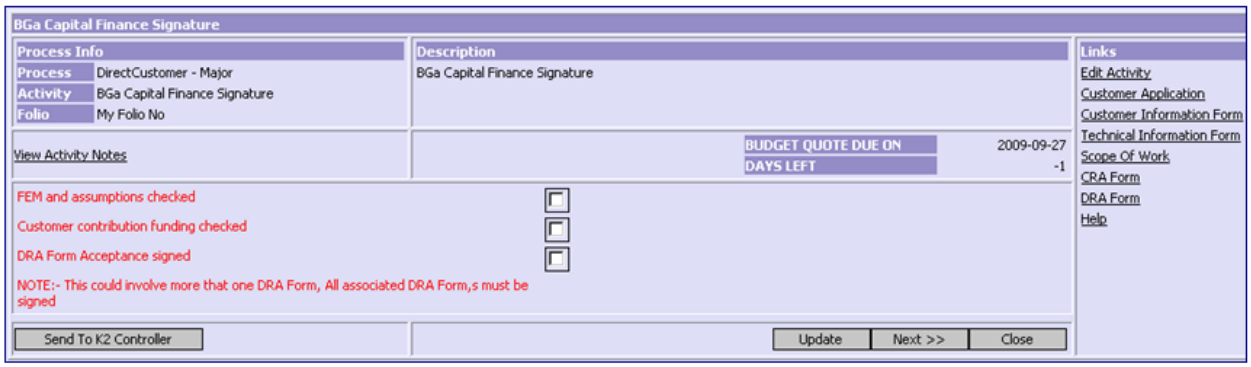
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
Help	Yes	Link

5.2.1.2.18 BGa Capital Finance Signature

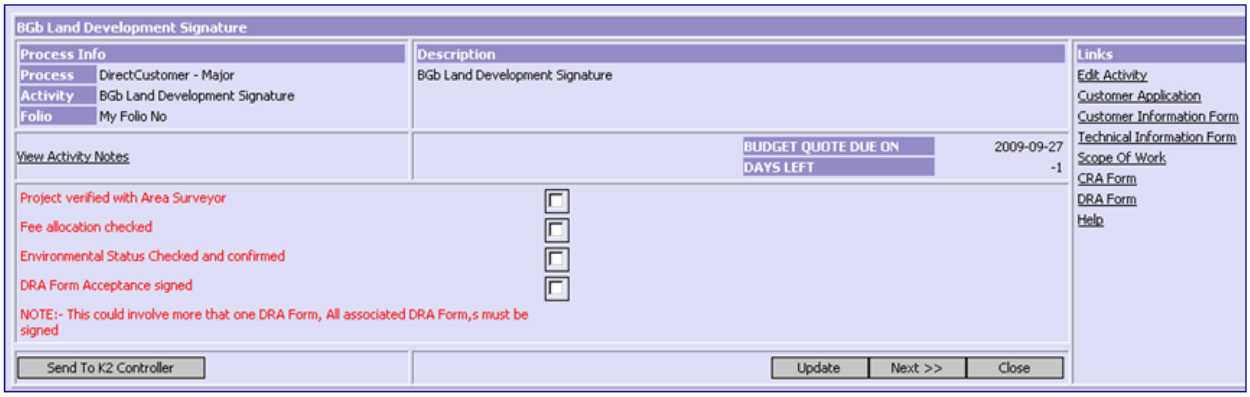


5.2.1.2.18.1 List of functions- BGa Capital Finance Signature

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
FEM and assumptions checked		No	Text	Checkbox		Mandatory
Customer contribution funding checked		No	Text	Checkbox		Mandatory
DRA Form Acceptance signed		No	Text	Checkbox		Mandatory
NOTE:- This could involve more than one DRA Form, All associated DRA Forms must be signed		No	Text	Label		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information		No		Link		

Form		
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
Help	Yes	Link

5.2.1.2.19 Land Development Signature

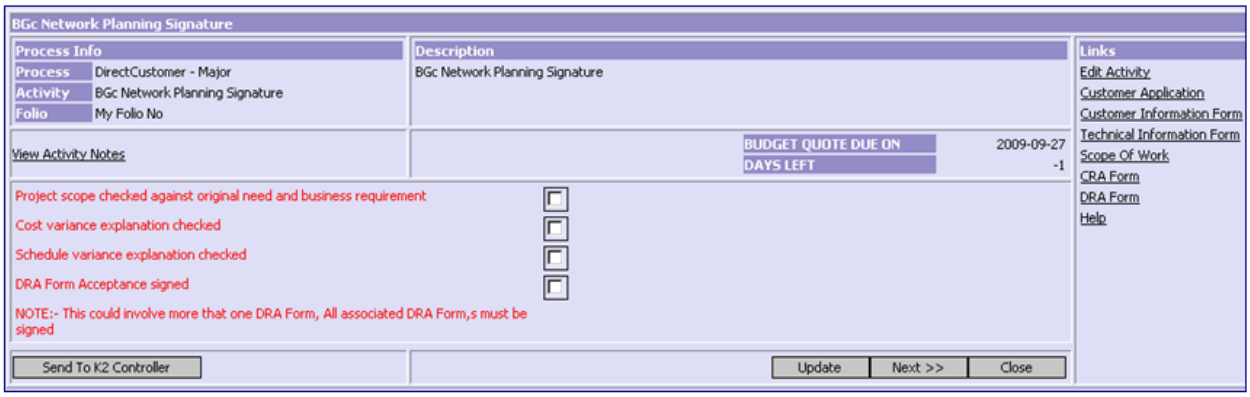


5.2.1.2.19.1 List of functions- BGb Land Development Signature

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Project verified with Area Surveyor		No	Text	Checkbox		Mandatory
Fee allocation checked		No	Text	Checkbox		Mandatory
Environmental Status Checked and confirmed		No	Text	Checkbox		Mandatory
DRA Form Acceptance signed		No	Text	Checkbox		Mandatory
NOTE:- This could involve more than one DRA Form, All associated DRA Forms must be signed		No	Text	Label		Mandatory

Customer Application	No	Link
Customer Information Form	No	Link
Technical Information Form	No	Link
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
Help	Yes	Link

5.2.1.2.20 Network Planning Signature

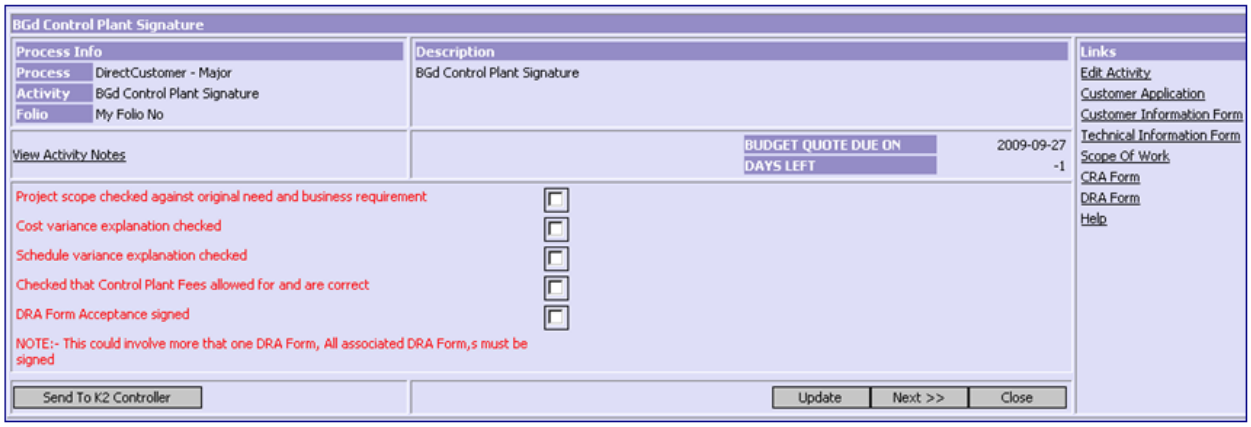


5.2.1.2.20.1 List of functions- BGc Network Planning Signature

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Project scope checked against original need and business requirement		No	Text	Checkbox		Mandatory
Cost variance explanation checked		No	Text	Checkbox		Mandatory
Schedule variance explanation checked		No	Text	Checkbox		Mandatory
DRA Form Acceptance signed		No	Text	Checkbox		Mandatory

NOTE:- This could involve more than one DRA Form, All associated DRA Forms must be signed	No	Text	Label	Mandatory
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
Help	Yes		Link	

5.2.1.2.21 BGd Control Plant Signature

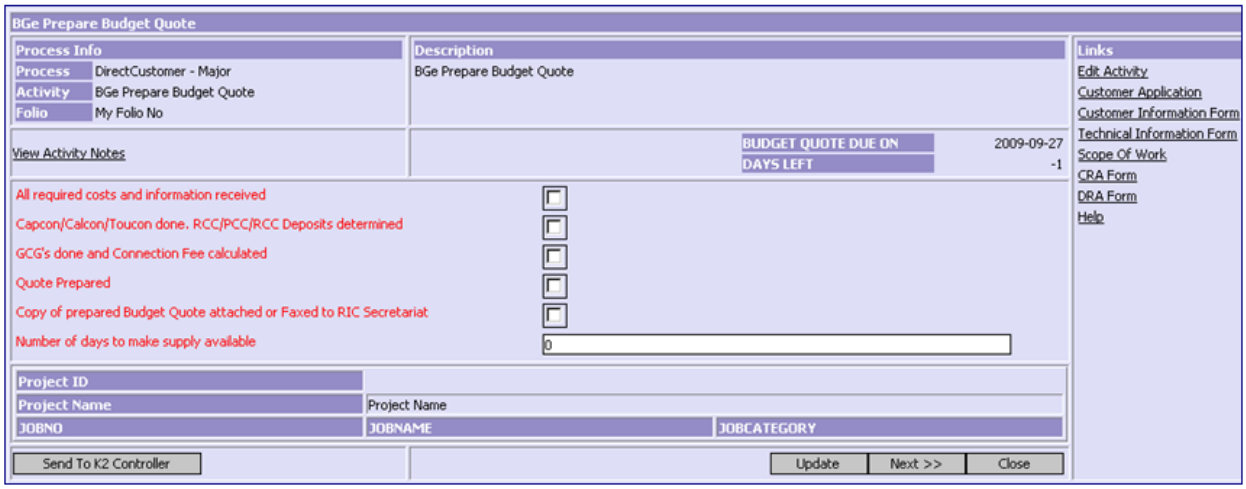


5.2.1.2.21.1 List of functions- BGd Control Plant Signature

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Project scope checked against original need and business requirement		No	Text	Checkbox		Mandatory
Cost variance		No	Text	Checkbox		Mandatory

explanation checked				
Schedule variance explanation checked	No	Text	Checkbox	Mandatory
Checked that Control Plant Fees allowed for and are correct	No	Text	Checkbox	Mandatory
DRA Form Acceptance signed	No	Text	Checkbox	Mandatory
NOTE:- This could involve more than one DRA Form, All associated DRA Forms must be signed	No	Text	Label	Mandatory
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
Help	Yes		Link	

5.2.1.2.22 BGe Prepare Budget Quote



5.2.1.2.22.1 List of functions- BGe Prepare Budget Quote

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	

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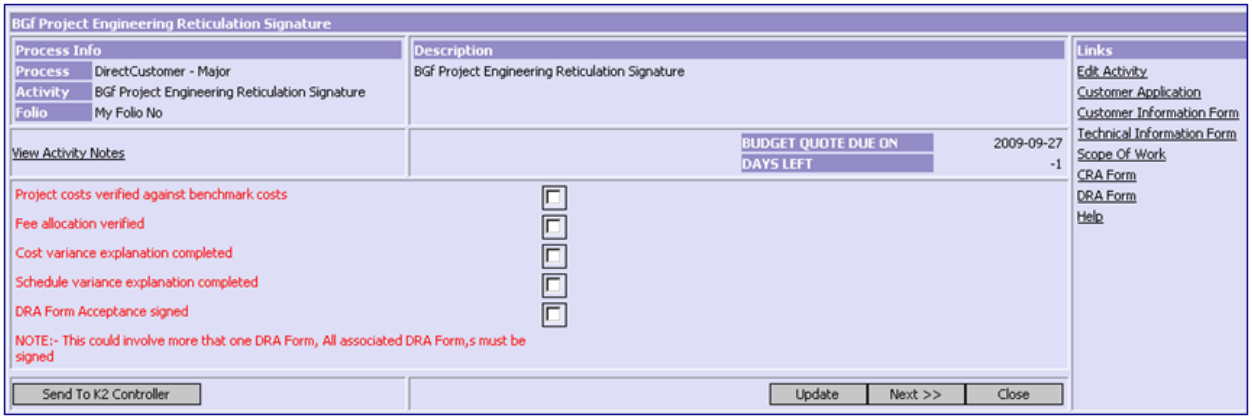
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Budget Quote Due On	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
All required costs and information received	No	Text	Checkbox		Mandatory
Capcon/Calcon/Toucon done. RCC/PCC/RCC Deposits determined	No	Text	Checkbox		Mandatory
GCG's done and Connection Fee calculated	No	Text	Checkbox		Mandatory
Quote Prepared	No	Text	Checkbox		Mandatory
Copy of prepared Budget Quote attached or Faxed to RIC Secretariat	No	Text	Checkbox		Mandatory
Number of days to make supply available	No	Number	Textbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
Help	Yes		Link		

5.2.1.2.23 **BGf Project Engineering Reticulation Signature**



5.2.1.2.23.1 ***List of functions- BGf Project Engineering Reticulation Signature***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Project costs verified against benchmark costs		No	Text	Checkbox		Mandatory
Fee allocation verified		No	Text	Checkbox		Mandatory
Cost variance explanation completed		No	Text	Checkbox		Mandatory
Schedule variance explanation completed		No	Text	Checkbox		Mandatory
DRA Form Acceptance signed		No	Text	Checkbox		Mandatory
NOTE:- This could involve more than one DRA Form, All associated DRA Forms must be signed		No	Number	Label		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		

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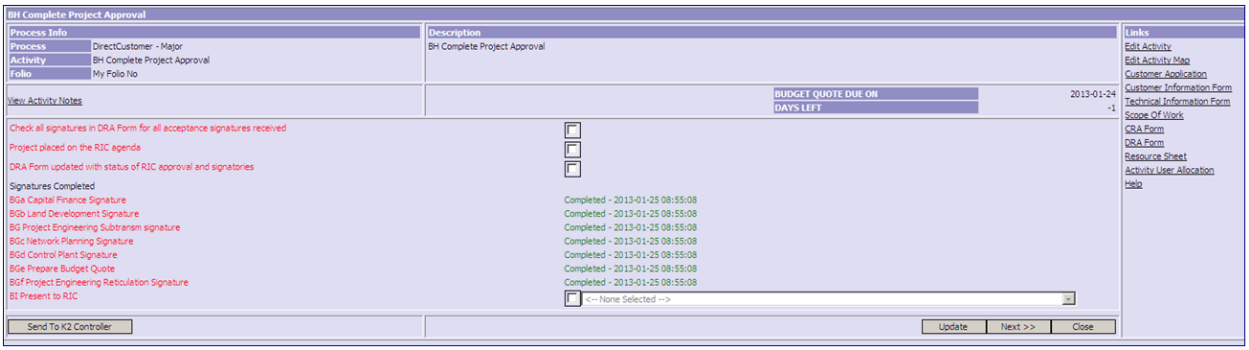
CRA Form	No	Link
DRA Form	No	Link
Help	Yes	Link

5.2.1.2.24 BH Complete Project Approval

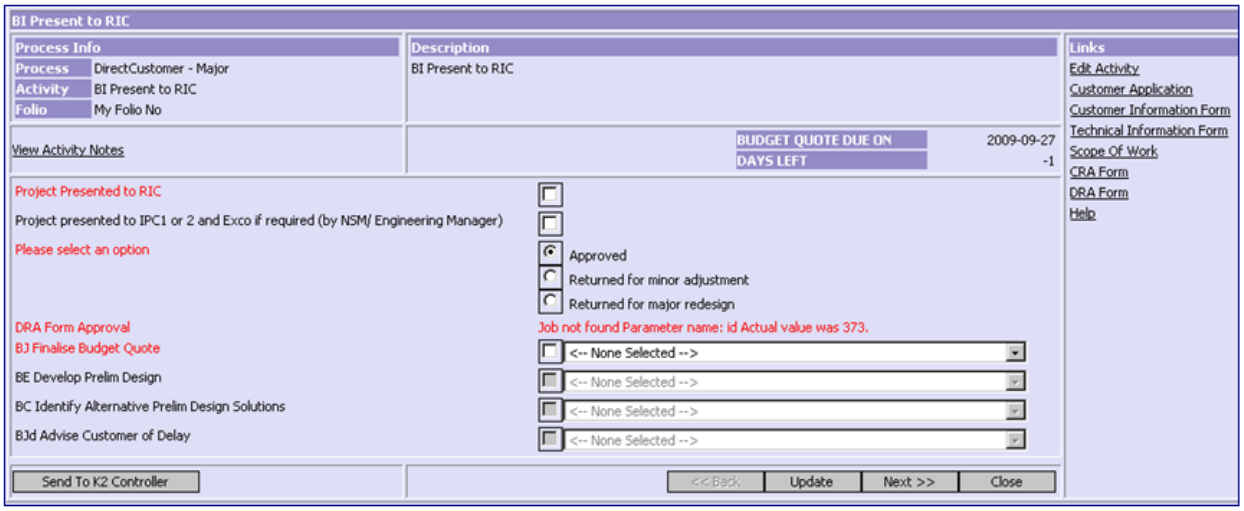


5.2.1.2.24.1 List of functions- BH Complete Project Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Check all signatures in DRA Form for all acceptance signatures received		No	Text	Checkbox		Mandatory
Project placed on the RIC agenda		No	Text	Checkbox		Mandatory
DRA Form updated with status of RIC approval and signatories		No	Text	Checkbox		Mandatory
Signatures Completed		No	Text	Label		
BGa Capital Finance Signature		No	Text	Textbox	*Auto populate*	Mandatory
BGb Land Development Signature		No	Text	Textbox	*Auto populate*	Mandatory

BG Project Engineering Subtransm signature	No	Text	Textbox	*Auto populate*	Mandatory
BGc Network Planning Signature	No	Text	Textbox	*Auto populate*	Mandatory
BGd Control Plant Signature	No	Text	Textbox	*Auto populate*	Mandatory
BGe Prepare Budget Quote					
BGf Project Engineering Reticulation Signature	No	Text	Textbox	*Auto populate*	Mandatory
BI Present to RIC	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
Help	Yes		Link		

5.2.1.2.25 **BI Present to RIC**



*5.2.1.2.25.1 **List of functions- BI Present to RIC***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Budget Quote Due On	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Project Presented to RIC	No	Text	Checkbox		Mandatory
Project presented to IPC1 or 2 and Exco if required (by NSM/ Engineering Manager)	No	Text	Checkbox		
DRA Form Approval	No	Text	Textbox	*Auto populate*	Mandatory
Please select an option	No	Text	Radio button	1. *Approved* 2. *Returned for minor adjustment* 3. *Returned for major redesign*	Mandatory When "*Approved" is selected,* "**BJ Finalise Budget Quote" will be active.** When "*Returned for minor adjustment" is selected,* "**BE Develop Prelim Design" will be active and "DRA Form Approval" will be deactivated.** **When "***Returned for major redesign" is selected,* "**BC Identify Alternative Prelim Design Solutions" and "BJd Advise Customer of Delay" will be active.**
BJ Finalise Budget Quote	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
BJ Finalise Budget Quote	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
BE Develop Prelim Design	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user

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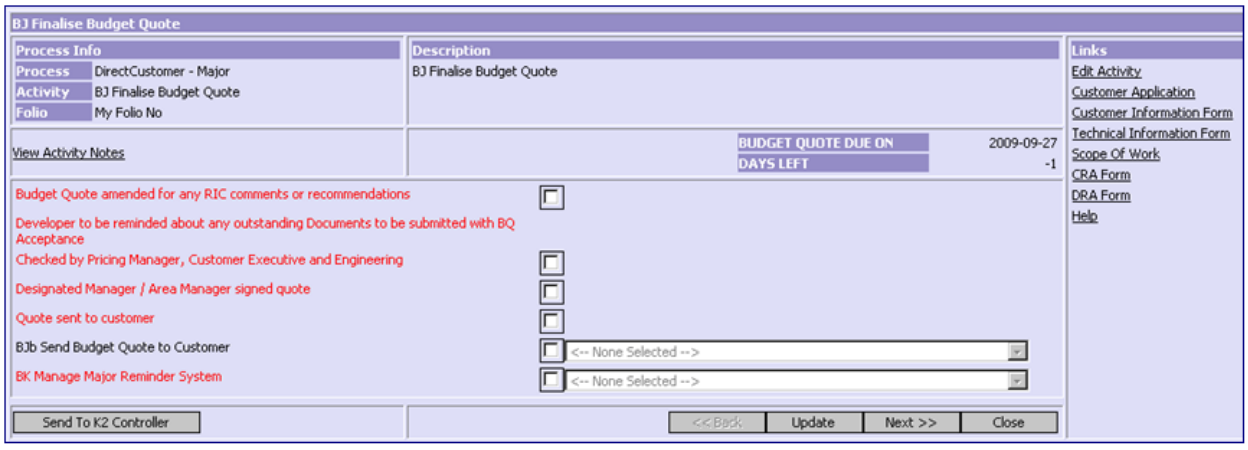
				to carry out the next activity should be selected
BC Identify Alternative Prelim Design Solutions	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
BJd Advise Customer of Delay	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
Help	Yes		Link	

5.2.1.2.26 Finalise Budget Quote

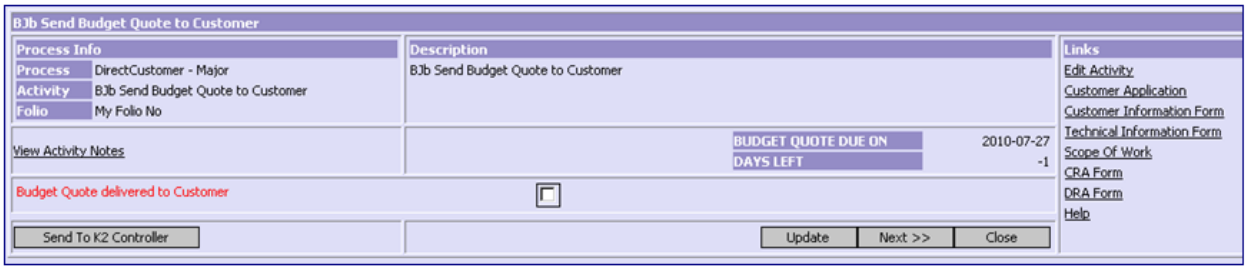


5.2.1.2.26.1 List of functions- BJ Finalise Budget Quote

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	

Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Budget Quote Due On	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Budget Quote amended for any RIC comments or recommendations	No	Text	Checkbox		Mandatory
Developer to be reminded about any outstanding Documents to be submitted with BQ Acceptance	No	Text	Label		Mandatory
Checked by Pricing Manager, Customer Executive and Engineering	No	Text	Checkbox		Mandatory
Designated Manager / Area Manager signed quote	No	Text	Checkbox		Mandatory
Quote sent to customer	No	Text	Checkbox		Mandatory
BJb Send Budget Quote to Customer	No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
BK Manage Major Reminder System	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
Help	Yes		Link		

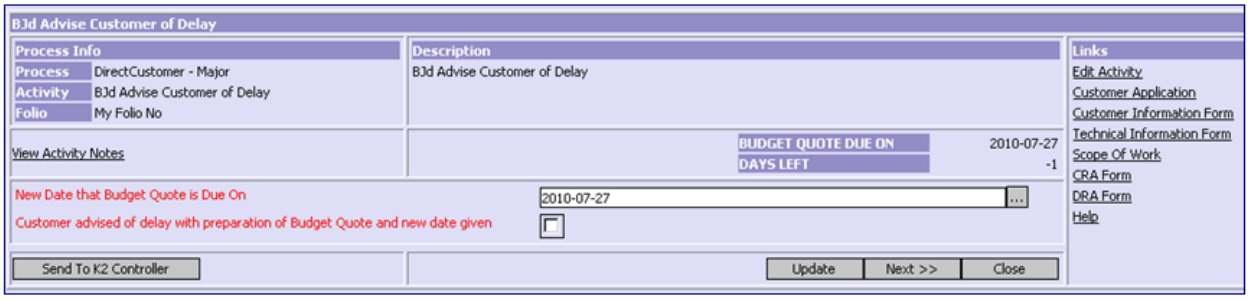
5.2.1.2.27 **BJb Send Budget Quote to Customer**



5.2.1.2.27.1 ***List of functions- BJb Send Budget Quote to Customer***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Budget Quote delivered to Customer		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
Help		Yes		Link		

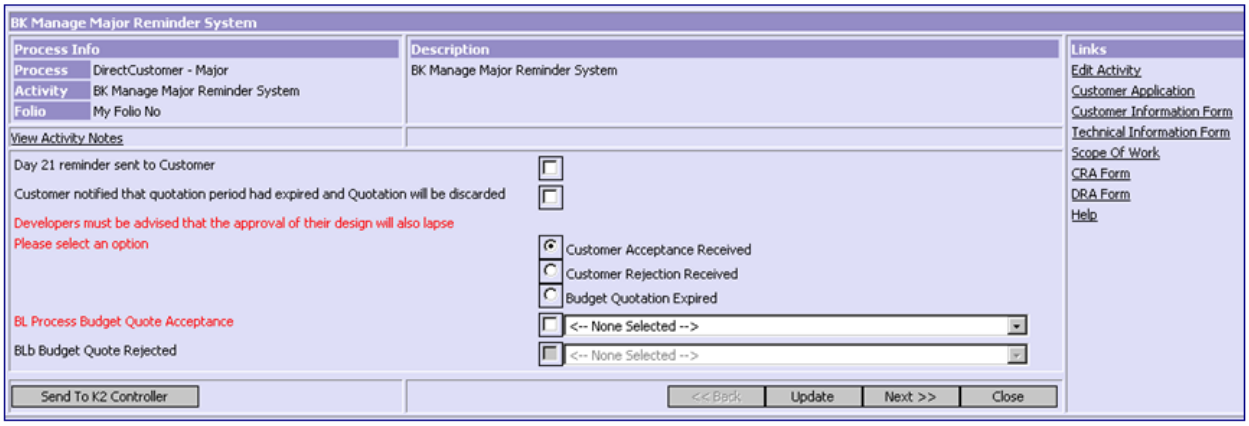
5.2.1.2.28 Advise Customer of Delay



5.2.1.2.28.1 List of functions- BJd Advise Customer of Delay

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
New date that the Budget Quote is Due On		No	Date	Date Picker/ Calendar		Mandatory YYYY-MM-DD
Customer advised of delay with preparation of budget quote and new date given		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
Help		Yes		Link		

5.2.1.2.29 BJc Manage Major Reminder System



5.2.1.2.29.1 List of functions- BJd Manage Major Reminder System

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Day 21 reminder sent to Customer		No	Text	Checkbox		
Customer notified that quotation period had expired and Quotation will be discarded		No	Text	Checkbox		
Developers must be advised that the approval of their design will also lapse		No	Text	Label		Mandatory
Please select an option		No	Text	Radio Button	1. *Customer Acceptance Received* 2. *Customer Rejection Received* 3. *Budget Quotation Expired*	When "*Customer Acceptance Received*" *is selected,* " BL Process Budget Quote Acceptance" will be active. When " *Customer Rejection Received*" *or "Budget Quotation Expired" is selected,* "BLb Budget Quote Rejected" will be active.
BL Process Budget Quote Acceptance		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
BLb Budget Quote Rejected		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		

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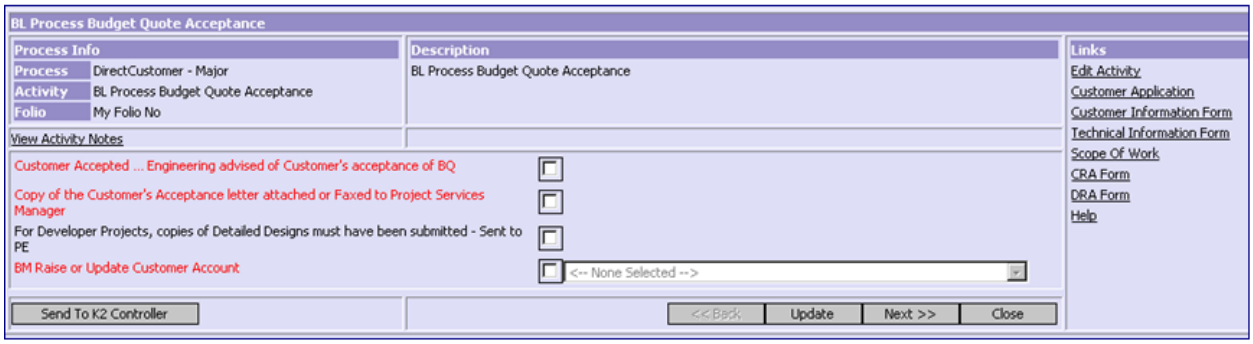
DRA Form	No	Link
Help	Yes	Link

5.2.1.2.30 Process Budget Quote Acceptance

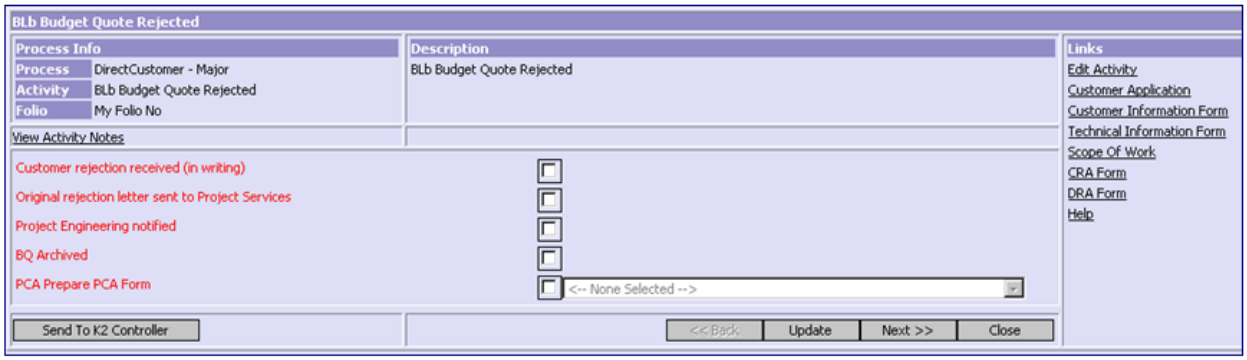


5.2.1.2.30.1 List of functions- BL Process Budget Quote Acceptance

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Customer Accepted…Engineering advised of Customer's acceptance of BQ		No	Text	Checkbox		Mandatory
Copy of the Customer's acceptance letter attached or Faxed to Project Services Manager		No	Text	Checkbox		Mandatory
For Developer Projects, copies of Detailed Designs must have been submitted-Sent to PE		No	Text	Checkbox		

BM Raise or Update Customer Account	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
Help	Yes		Link	

5.2.1.2.31 Budget Quote Rejected

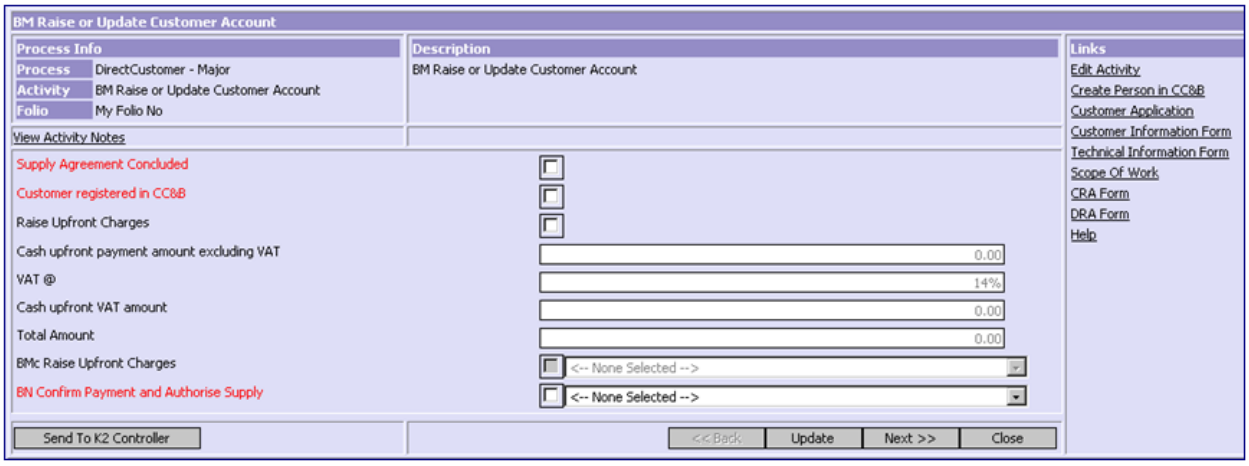


5.2.1.2.31.1 List of functions- BLb Budget Quote Rejected

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Customer Rejection received (in writing)		No	Text	Checkbox		Mandatory
Original rejection letter sent to Project Services		No	Text	Checkbox		Mandatory

Project Engineering notified	No	Text	Checkbox	Mandatory
BQ Archived	No	Text	Checkbox	Mandatory
PCA prepare PCA Form	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
Help	Yes		Link	

5.2.1.2.32 BM Raise or Update Customer Account

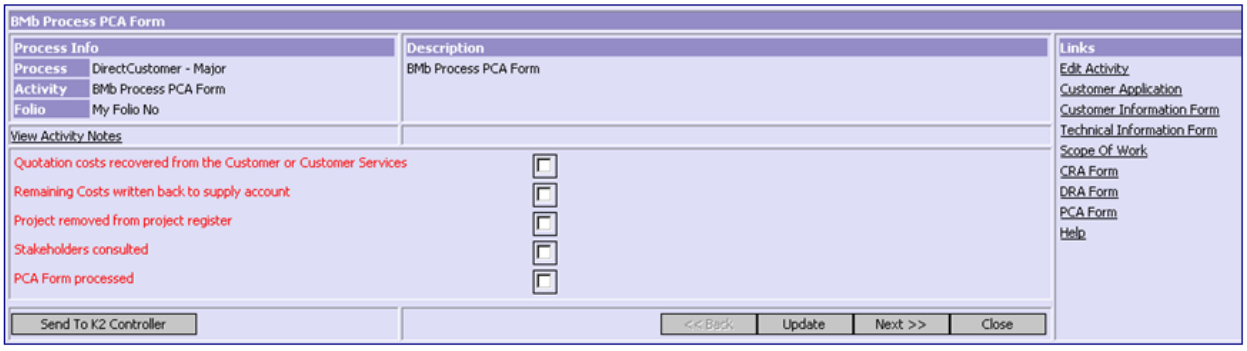


5.2.1.2.32.1 List of functions- BM Raise or Update Customer Account

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	

Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Supply Agreement Concluded	No	Text	Checkbox		Mandatory
Customer registered in CC&B	No	Text	Checkbox		Mandatory
Raise Upfront Charges	No	Text	Checkbox		
Cash upfront payment amount excluding VAT	No	Number	Textbox		
VAT @	No	Number	Textbox		
Cash upfront VAT amount	No	Number	Textbox		
Total Amount	No	Number	Textbox		
BMc Raise Upfront Charges	No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
BN Confirm Payment and Authorise Supply	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
Help	Yes		Link		

5.2.1.2.33 BM Process Form



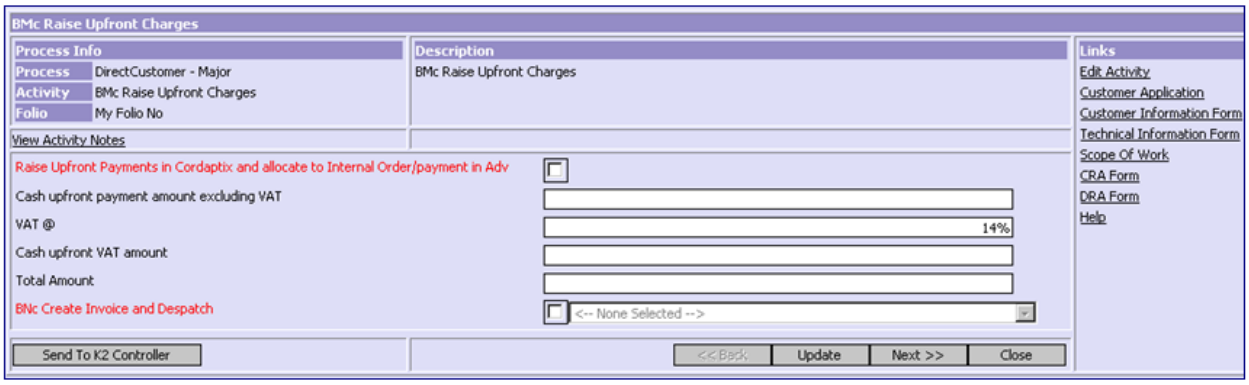
5.2.1.2.33.1 List of functions- BM Raise or Update Customer Account

Field Name	Data	Read	Value	Control	Notes	Validations

Field Name	- Only	Type	type		
Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Budget Quote Due On	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Supply Agreement Concluded	No	Text	Checkbox		Mandatory
Customer registered in CC&B	No	Text	Checkbox		Mandatory
Raise Upfront Charges	No	Text	Checkbox		When checkbox selected, the following will be mandatory:- 1. **Cash upfront payment amount excluding VAT** 2. **VAT @** 3. **Cash upfront VAT amount** 4. **Total Amount** 5. **BMc Raise Upfront Charges**
Cash upfront payment amount excluding VAT	No	Number	Textbox		Mandatory when " **Raise Upfront Charges"** is activated.
VAT @	No	Number	Textbox		Mandatory when " **Raise Upfront Charges"** is activated.
Cash upfront VAT amount	No	Number	Textbox		Mandatory when " **Raise Upfront Charges"** is activated.
Total Amount	No	Number	Textbox		Mandatory when " **Raise Upfront Charges"** is activated.
BMc Raise Upfront Charges	No	Text	Checkbox & Name Picker		Mandatory when " **Raise Upfront Charges"** is activated. When the checkbox is selected, the next user to carry out the next activity should be selected
BN Confirm Payment and Authorise Supply	No	Text	Checkbox & Name Picker		Mandatory when " **Raise Upfront Charges"** is not activated. When the checkbox is

			selected, the next user to carry out the next activity should be selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
Help	Yes	Link	

5.2.1.2.34 BMC Raise Upfront Charges

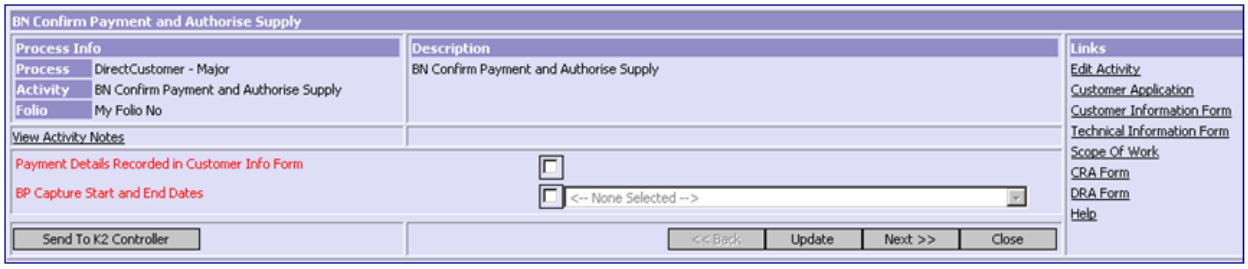


5.2.1.2.34.1 List of functions- BMc Raise Upfront charges

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Budget Quote Due On		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Raise Upfront Payments in Cordaptix and allocate to Internal Order/payment in Adv		No	Text	Checkbox		Mandatory
Cash upfront payment amount excluding		No	Number	Textbox	*Auto populate*	

VAT					
VAT @	No	Number	Textbox	*Auto populate*	
Cash upfront VAT amount	No	Number	Textbox	*Auto populate*	
Total Amount	No	Number	Textbox	*Auto populate*	
BNc Create Invoice and Despatch	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
Help	Yes		Link		

5.2.1.2.35 BN Confirm Payment and Authorise Supply

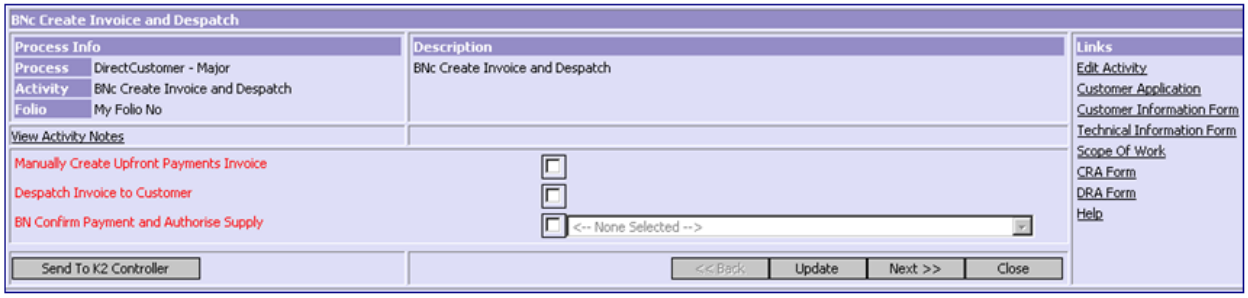


5.2.1.2.35.1 List of functions- BN Confirm Payment and Authorise Supply

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Sent By		No	Text	Textbox	*Auto populate*	
Payment Details Recorded in Customer Info FormAdv		No	Text	Checkbox		Mandatory
BP Capture Start and End Dates		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is

			selected, the next user to carry out the next activity should be selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
Help	Yes	Link	

5.2.1.2.36 **BNc Create Invoice and Despatch**

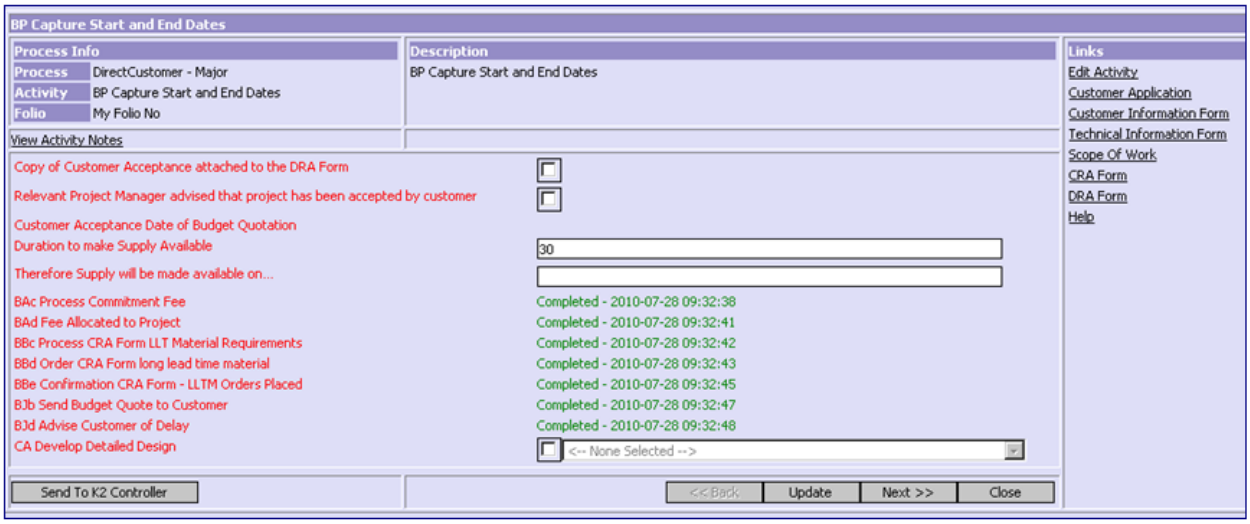


5.2.1.2.36.1 ***List of functions- BNc Create Invoice and Dispatch***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Sent By		No	Text	Textbox	*Auto populate*	
Manually Create Upfront Payments Invoice		No	Text	Checkbox		Mandatory
Despatch Invoice to Customer		No	Text	Checkbox		Mandatory
BN Confirm Payment and Authorise Supply		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be

			selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
Help	Yes	Link	

5.2.1.2.37 BP Capture Start and End Dates



5.2.1.2.37.1 List of functions- BP Capture Start and End Dates

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Sent By		No	Text	Textbox	*Auto populate*	

Copy of Customer Acceptance attached to the DRA Form	No	Text	Checkbox		Mandatory
Relevant Project Manager advised that project has been accepted by customer	No	Text	Checkbox		Mandatory
Customer Acceptance Date of Budget Quotation	Yes	Text	Textbox	*Auto populate*	
Duration to make Supply Available	No	Number	Textbox		
Therefore Supply will be made available on…	Yes	Date	Textbox	*Auto populate*	Automatically calculated and added when the "duration to make Supply Available" is entered.
BAc Process Commitment Fee	Yes	Text	Textbox	*Auto populate*	
BAd Fee Allocated to Project	Yes	Text	Textbox	*Auto populate*	
BBc Process CRA Form LLT Material Requirements	Yes	Text	Textbox	*Auto populate*	
BBd Order CRA Form long lead time material	Yes	Text	Textbox	*Auto populate*	
BBe Confirmation CRA Form - LLTM Orders Placed	Yes	Text	Textbox	*Auto populate*	
BJb Send Budget Quote to Customer	Yes	Text	Textbox	*Auto populate*	
BJd Advise Customer of Delay	Yes	Text	Textbox	*Auto populate*	
CA Develop Detailed Design	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
Help	Yes		Link		

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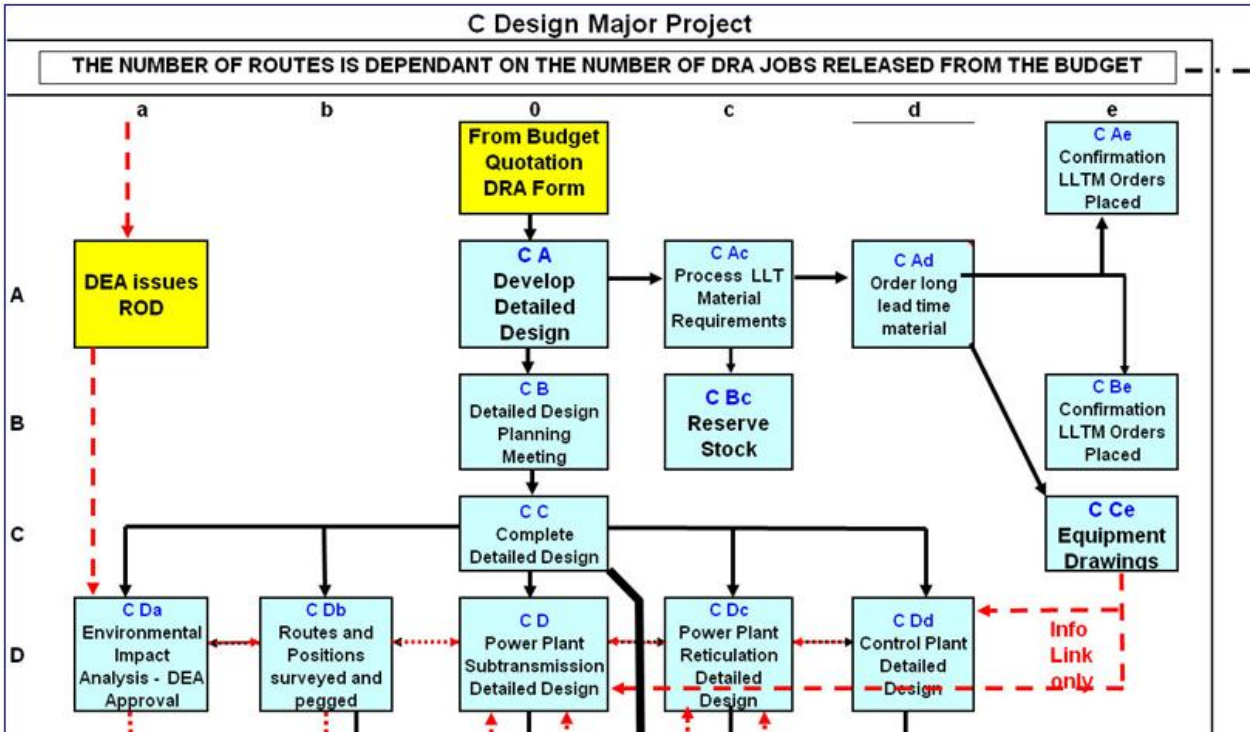
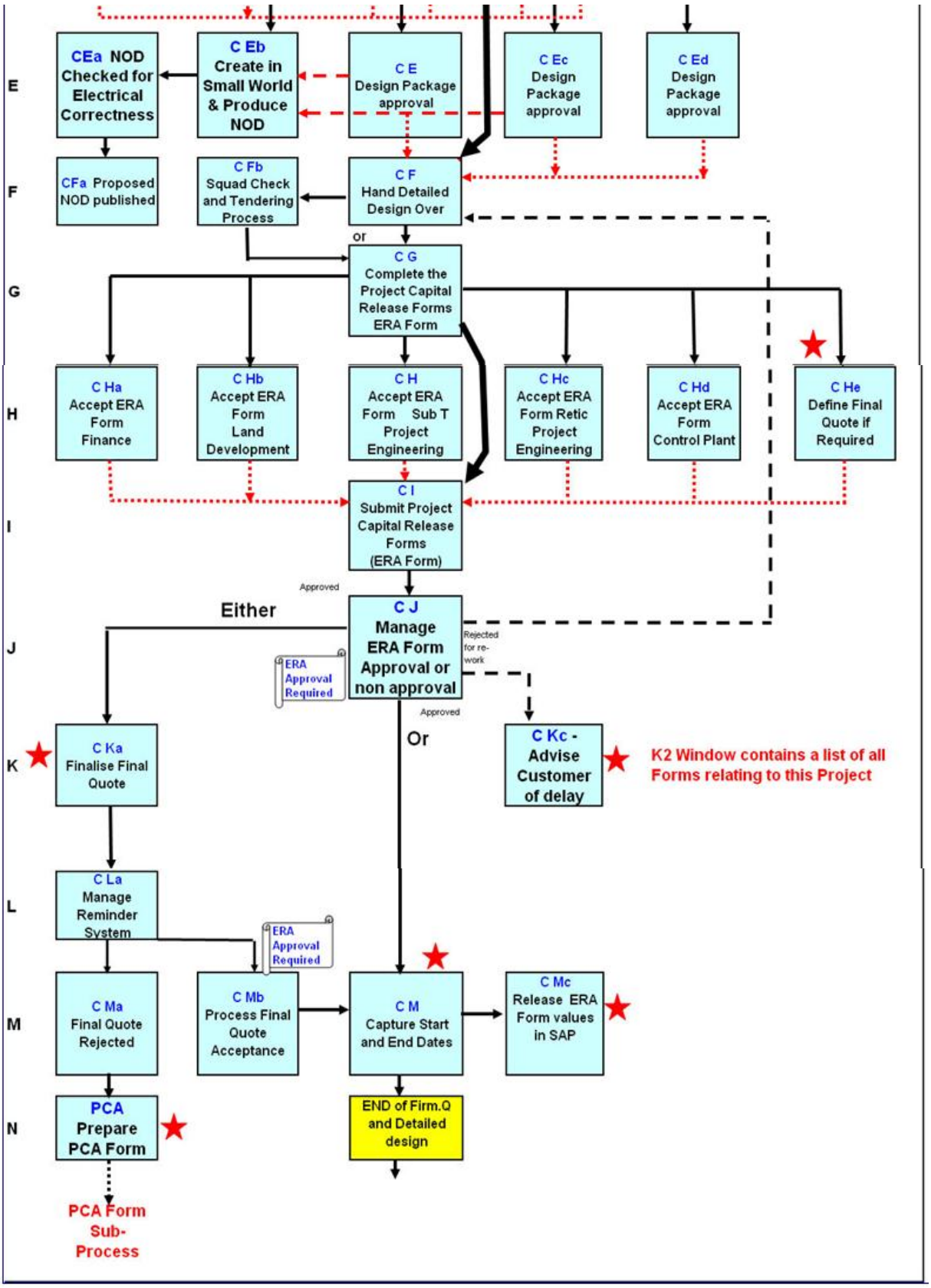
5.2.1.3 Design DRA Phase (Design Major Project) workflow





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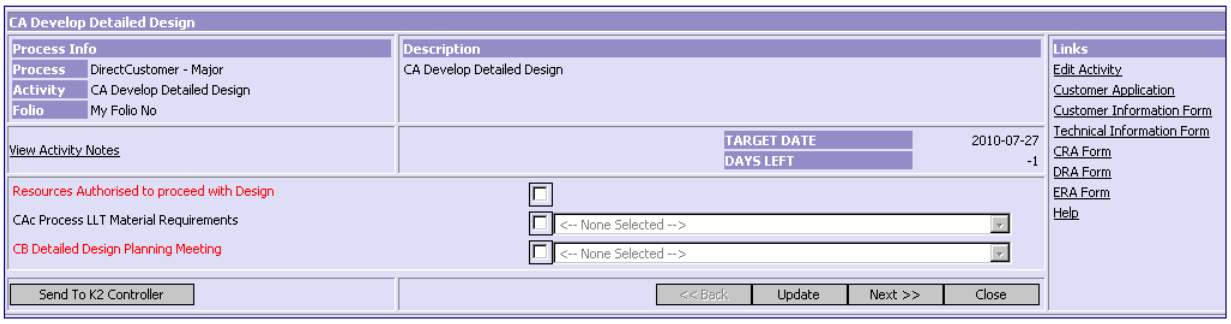
5.2.1.3.1 CA Develop Detailed Design



5.2.1.3.1.1 List of functions- CA Develop Detailed Design

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Resources Authorised to proceed with Design		No	Text	Checkbox		Mandatory
CAc Process LLT Material Requirements		No	Text	Checkbox		
CB Detailed Design Planning Meeting		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

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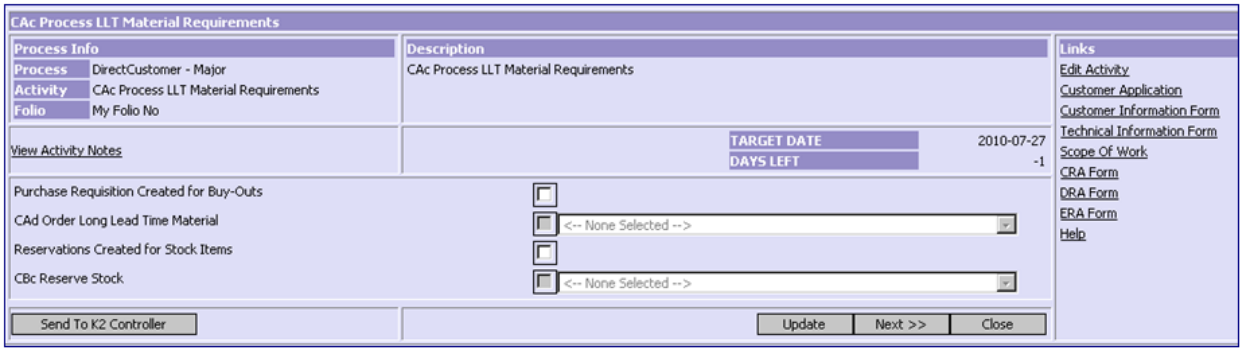
5.2.1.3.2 CAc Process LLT Material Requirements

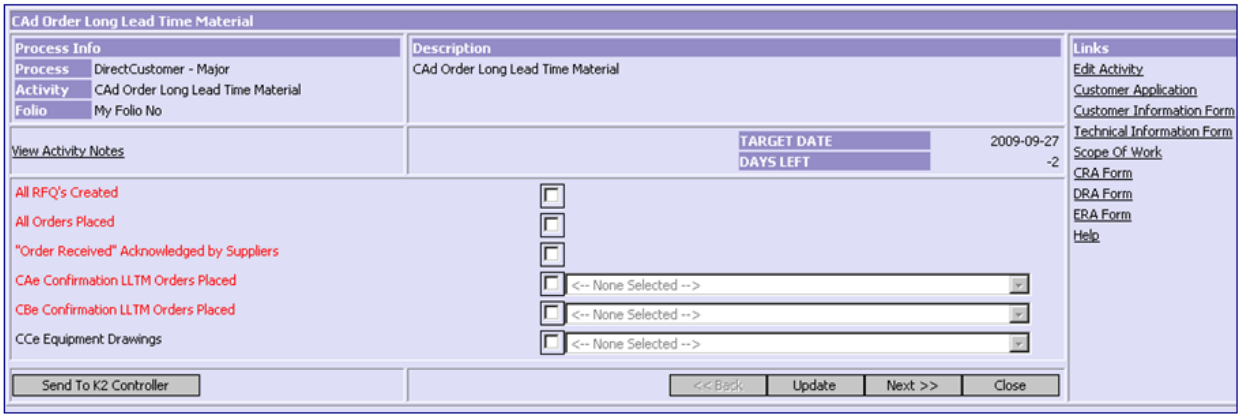


5.2.1.3.2.1 List of functions- CAc Process LLT Material Requirements

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Purchase Requisition Created for Buy-Outs		No	Text	Checkbox		When selected, " **CAd Order Long Lead Time Material"** will be Mandatory
CAd Order Long Lead Time Material		No	Text	Checkbox & Name Picker		Mandatory when " **Purchase Requisition Created for Buy-Outs " is selected** . When the checkbox is selected, the next user to carry out the next activity should be selected
Reservations Created for Stock Items		No	Text	Checkbox		When selected, " **CBc Reserve Stock "** will be Mandatory
CBc Reserve Stock		No	Text	Checkbox & Name Picker		Mandatory when " **Reservations Created for Stock Items**" is selected. When the checkbox is selected, the next user to carry out the next activity should be

			selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
ERA Form	No	Link	
Help	Yes	Link	

5.2.1.3.3 **CAd Order Long Lead Time Material**



5.2.1.3.3.1 ***List of functions- CAd Order Long Lead Time Material***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
All RFQ's Created		No	Text	Checkbox		Mandatory
All Orders Placed		No	Text	Checkbox		Mandatory
"Order Received" Acknowledged by Suppliers		No	Text	Checkbox		Mandatory
CAe Confirmation LLTM Orders Placed		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is

				selected, the next user to carry out the next activity should be selected
CBe Confirmation LLTM Orders Placed	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
CCe Equipment Drawings	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

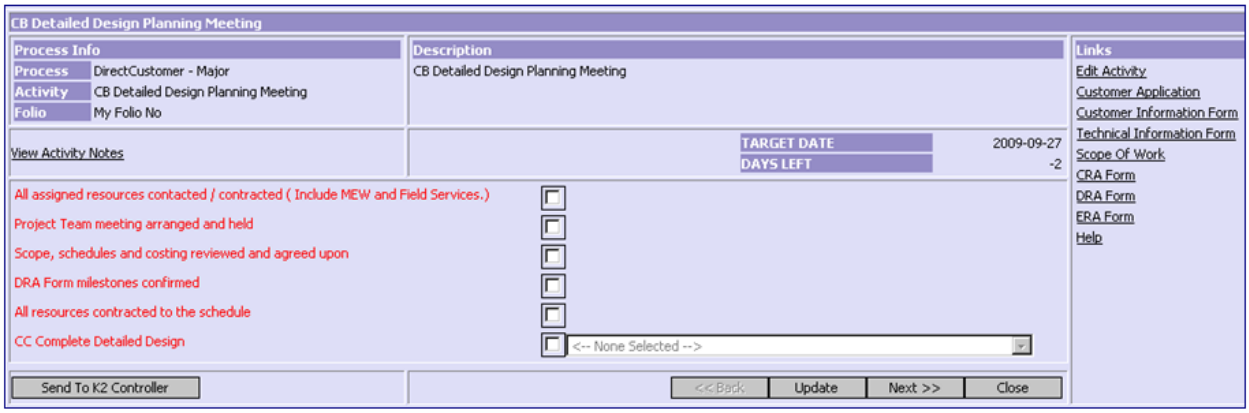
5.2.1.3.4 **CAe Confirmation LLTM Orders Placed**

*5.2.1.3.4.1 **List of functions- CAe Confirmation LLTM Orders Placed***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	

Sent By	No	Text	Textbox	*Auto populate*	
Acknowledged receipt of orders placed	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.5 CB Detailed Design Planning Meeting

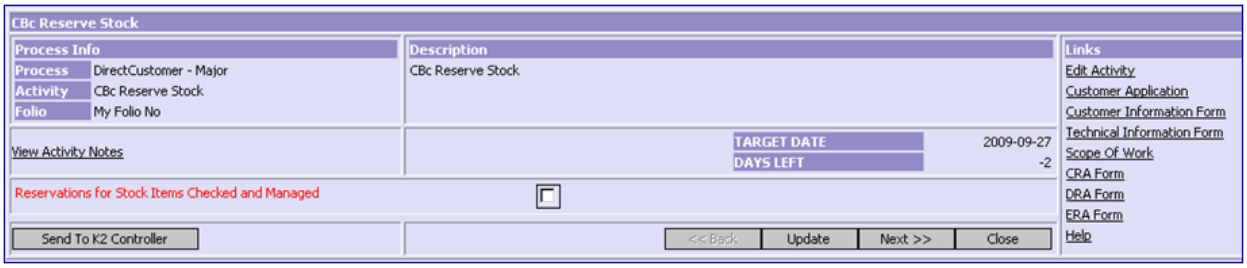


5.2.1.3.5.1 List of functions- CB Detailed Design Planning Meeting

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
All assigned resources contacted / contracted (Include MEW and Field Services.)		No	Text	Checkbox		Mandatory
Project Team meeting		No	Text	Checkbox		Mandatory

arranged and held				
Scope, schedules and costing reviewed and agreed upon	No	Text	Checkbox	Mandatory
DRA Form milestones confirmed	No	Text	Checkbox	Mandatory
All resources contracted to the schedule	No	Text	Checkbox	Mandatory
CC Complete Detailed Design	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

5.2.1.3.6 **CBc Reserve Stock**



*5.2.1.3.6.1 **List of functions- CBc Reserve Stock***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		

Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Reservations for Stock Items Checked and Managed	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

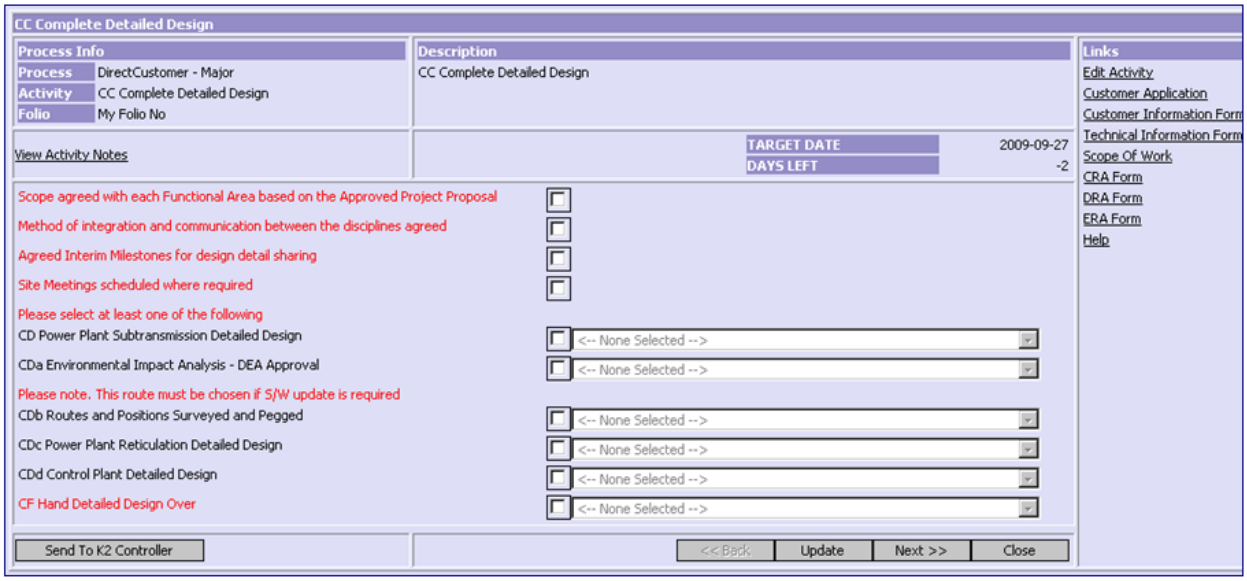
5.2.1.3.7 **CBe Confirmation LLTM Orders Placed**

*5.2.1.3.7.1 **List of functions- CBe Confirmation LLTM Orders Placed***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Acknowledged Receipt of "Orders Placed" - Notification		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information		No		Link		

Form		
Technical Information Form	No	Link
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.3.8 **CC Complete Detailed Design**



*5.2.1.3.8.1 **List of functions- CC Complete Detailed Design***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Approved Contractor Details and Values received		No	Text	Checkbox		Mandatory
All Internal Resources		No	Text	Checkbox		Mandatory

Compacted to Construct Schedule and Costs (Snapshot of Schedule and Costs attached/sent)				
ERA Form completed and submitted for approval	No	Text	Checkbox	Mandatory
Please select at least one of the following	No	Text	Label	Mandatory
CHa Accept ERA Form Finance	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CHb Accept ERA Form Land Development	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CH Accept ERA Form SubT Project Engineering	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CHc Accept ERA Form Retic Project Engineering				
CHd Accept ERA Form Control Plant	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CHe Define Final Quote if Required	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CI Submit Project Capital Release Forms (ERA Form)	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

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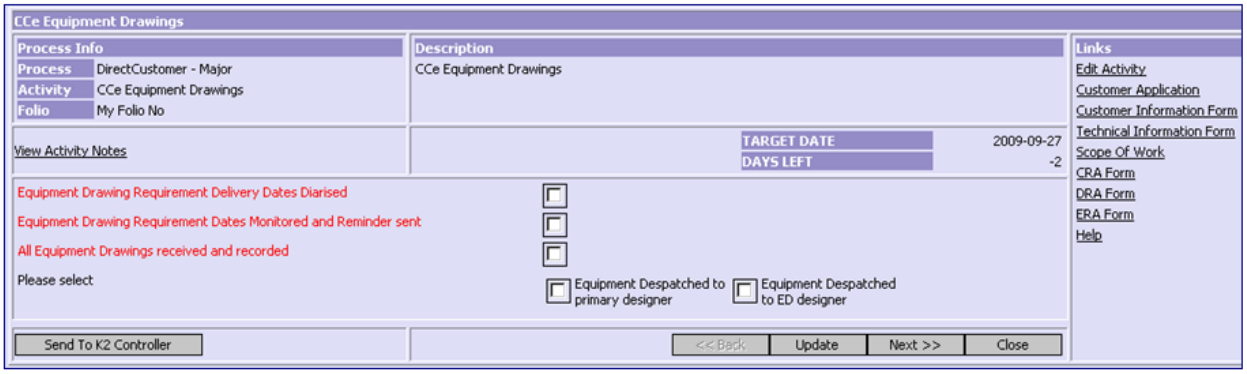
5.2.1.3.9 CCe Equipment Drawings

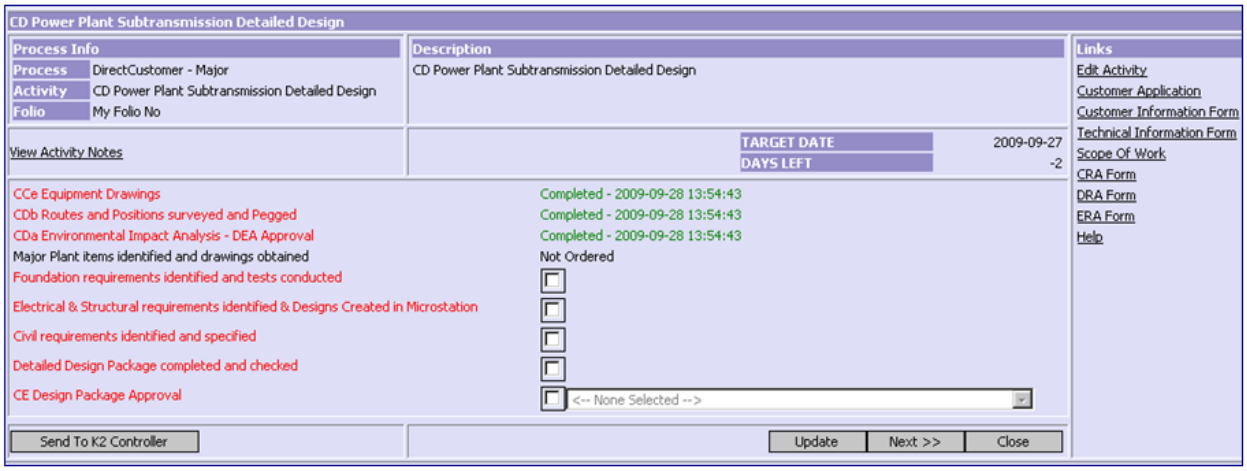


5.2.1.3.9.1 List of functions- CCe Equipment Drawings

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Equipment Drawing Requirement Delivery Dates Diarised		No	Text	Checkbox		Mandatory
Equipment Drawing Requirement Dates Monitored and Reminder sent		No	Text	Checkbox		Mandatory
All Equipment Drawings received and recorded		No	Text	Checkbox		Mandatory
Please select		No	Text	Checkbox	1. *Equipment Despatched to primary designer* 2. *Equipment Despatched to ED designer*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		

Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.3.10 **CD Power Plant Subtransmission Detailed Design**

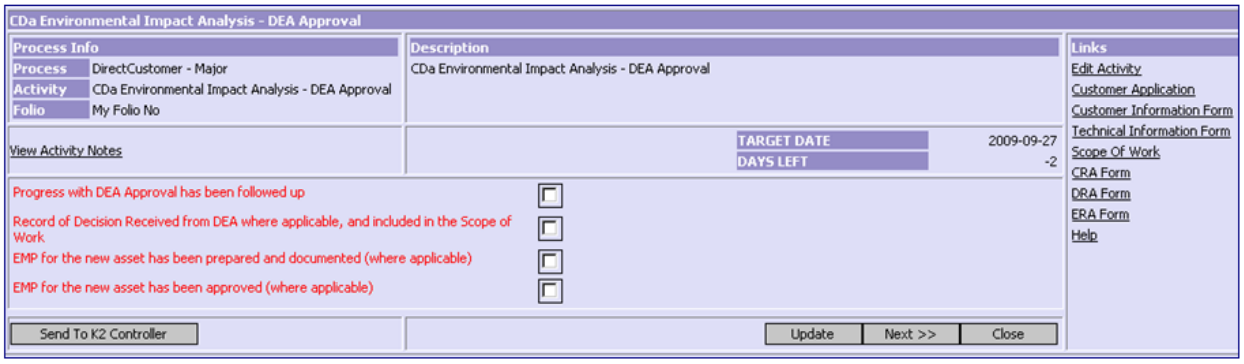


*5.2.1.3.10.1 List of functions- CD **Power Plant Subtransmission Detailed Design***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
CCe Equipment Drawings		No	Text	Label	*Auto populate*	Mandatory
CDb Routes and Positions surveyed and Pegged		No	Text	Label	*Auto populate*	Mandatory
CDa Environmental Impact Analysis - DEA Approval		No	Text	Label	*Auto populate*	Mandatory
Major Plant items identified and drawings obtained		No	Text	Label	*Auto populate*	
Foundation		No	Text	Checkbox		Mandatory

requirements identified and tests conducted				
Electrical & Structural requirements identified & Designs Created in Microstation	No	Text	Checkbox	Mandatory
Civil requirements identified and specified	No	Text	Checkbox	Mandatory
Detailed Design Package completed and checked	No	Text	Checkbox	Mandatory
CE Design Package Approval	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

5.2.1.3.11 CDa Environmental Impact Analysis - DEA Approval

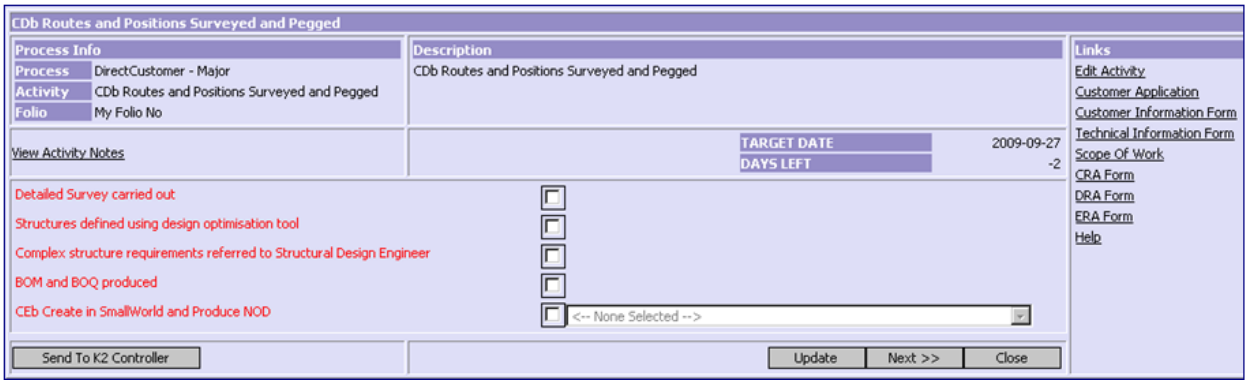


5.2.1.3.11.1 List of functions- CDa Environmental Impact Analysis – DEA Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Progress with DEA Approval has been followed up	No	Text	Checkbox		Mandatory
Record of Decision Received from DEA where applicable, and included in the Scope of Work	No	Text	Checkbox		Mandatory
EMP for the new asset has been prepared and documented (where applicable)	No	Text	Checkbox		Mandatory
EMP for the new asset has been approved (where applicable)	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

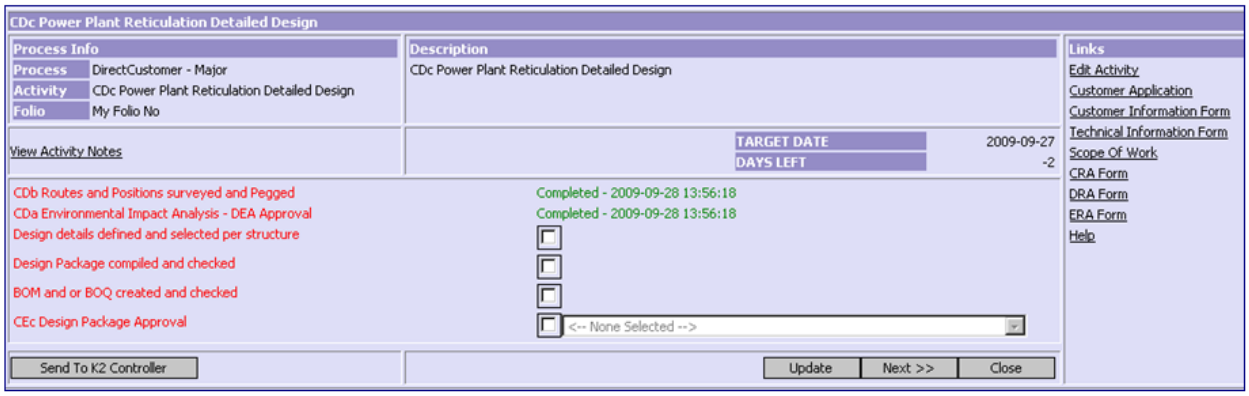
5.2.1.3.12 **Routes and Positions Surveyed and Pegged**



5.2.1.3.12.1 List of functions- CDb Environmental Impact Analysis – DEA Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Detailed Survey carried out		No	Text	Checkbox		Mandatory
Structures defined using design optimisation tool		No	Text	Checkbox		Mandatory
Complex structure requirements referred to Structural Design Engineer		No	Text	Checkbox		Mandatory
BOM and BOQ produced		No	Text	Checkbox		Mandatory
CEb Create in SmallWorld and Produce NOD		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

5.2.1.3.13 CDc Power Plant Reticulation Detailed Design



5.2.1.3.13.1 List of functions- CDc Power Plant Reticulation Detailed Design

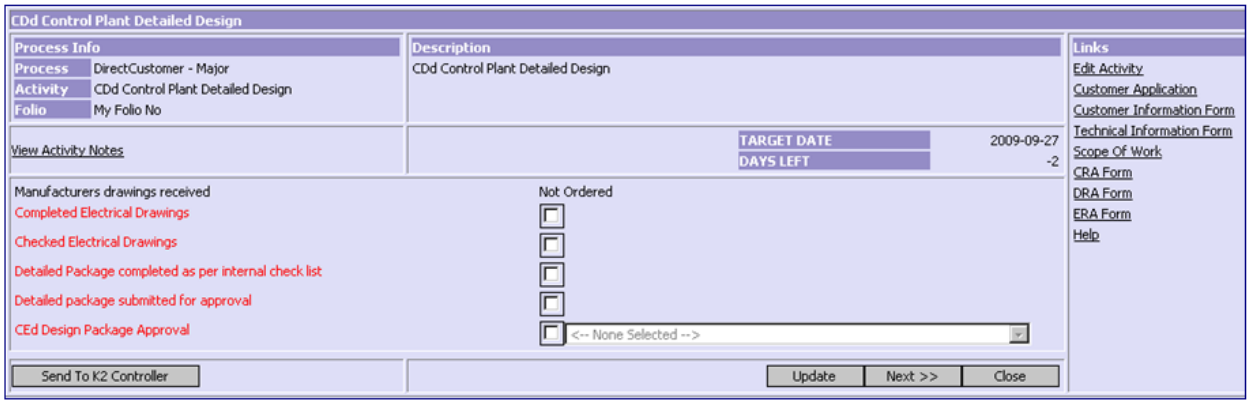
Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
CDb Routes and Positions surveyed and Pegged		No	Text	Label	*Auto populate*	Mandatory
CDa Environmental Impact Analysis - DEA Approval		No	Text	Label	*Auto populate*	Mandatory
Design details defined and selected per structure		No	Text	Checkbox		Mandatory
Design Package compiled and checked		No	Text	Checkbox		Mandatory
BOM and or BOQ created and checked		No	Text	Checkbox		Mandatory
CEc Design Package Approval		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		

CONTROLLED DISCLOSURE

If printed and unsigned this document is uncontrolled, authorised versions are located on the database.

CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.3.14 CDd Control Plant Detailed Design

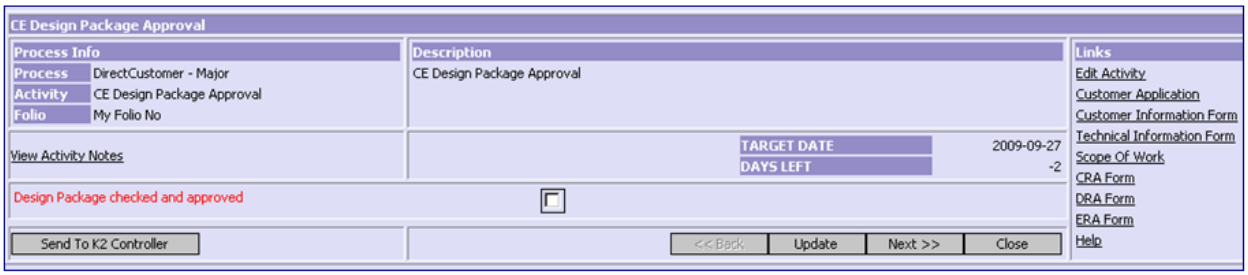


5.2.1.3.14.1 List of functions- CDd Control Plant Detailed Design

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Manufacturers drawings received		No	Text	Label	*Auto populate*	
Completed Electrical Drawings		No	Text	Checkbox		Mandatory
Checked Electrical Drawings		No	Text	Checkbox		Mandatory
Detailed Package completed as per internal check list		No	Text	Checkbox		Mandatory
Detailed package submitted for approval		No	Text	Checkbox		Mandatory
CEd Design Package Approval		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next

			activity should be selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
ERA Form	No	Link	
Help	Yes	Link	

5.2.1.3.15 CE Design Package Approval

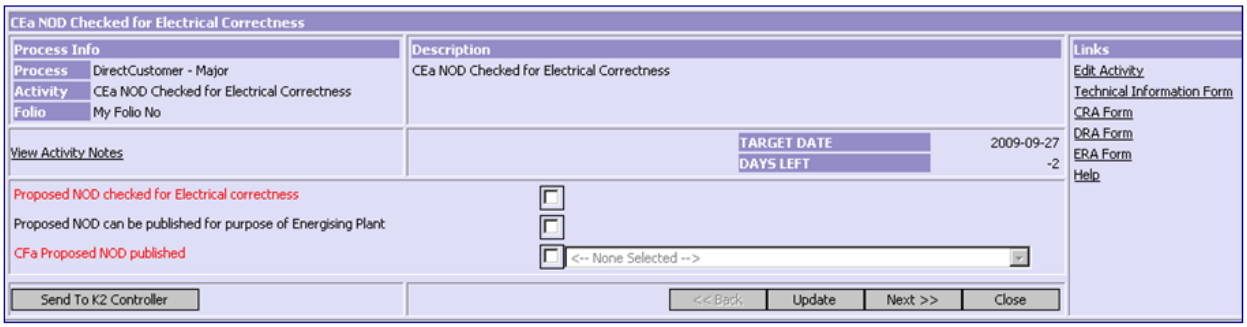


5.2.1.3.15.1 List of functions- CE Design Package Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Design Package checked and approved		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		

Help	Yes	Link

5.2.1.3.16 NOD Checked for Electrical Correctness

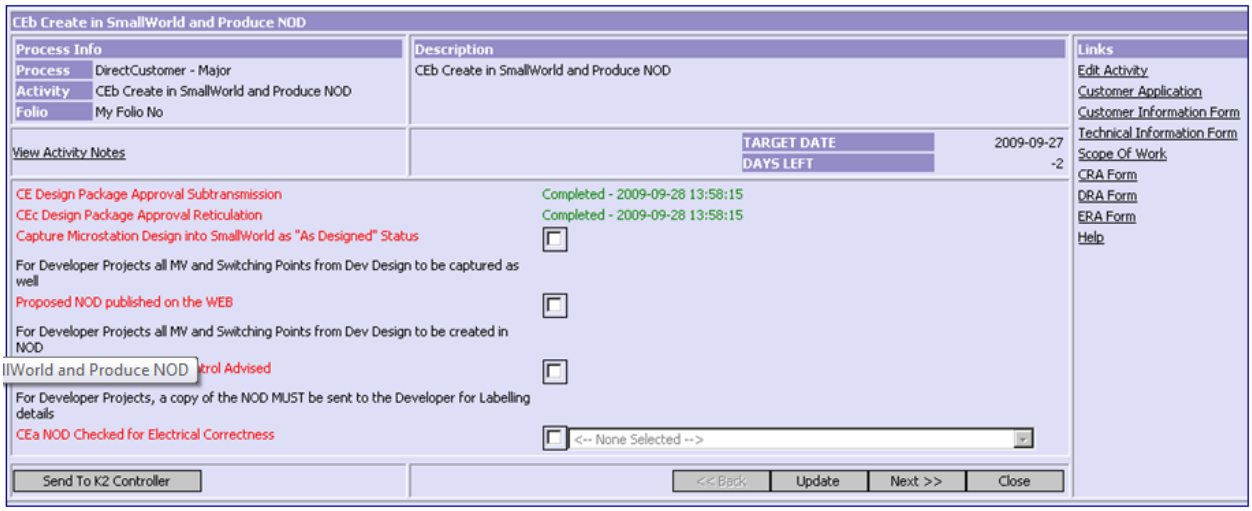


5.2.1.3.16.1 List of functions- CEa NOD Checked for Electrical Correctness

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Proposed NOD checked for Electrical correctness		No	Text	Checkbox		Mandatory
Proposed NOD can be published for purpose of Energising Plant		No	Text	Checkbox		Mandatory
CFa Proposed NOD published		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		

DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.3.17 CEb Create in SmallWorld and Produce NOD

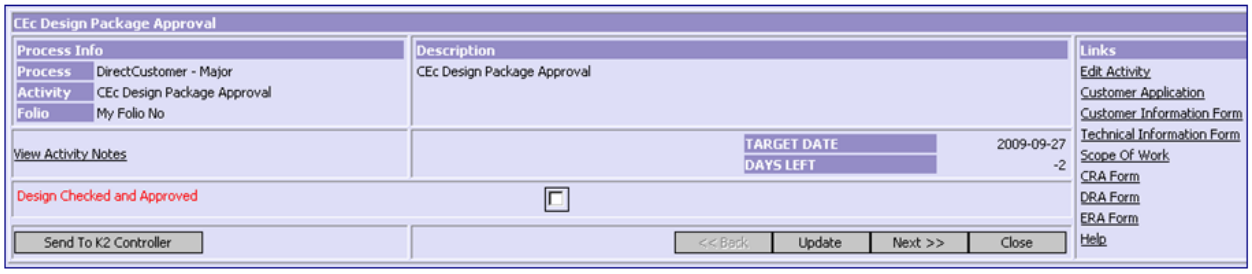


5.2.1.3.17.1 List of functions- CEb Create in SmallWorld and Produce NOD

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
CE Design Package Approval Subtransmission		No	Text	Label	*Auto populate*	Mandatory
CEc Design Package Approval Reticulation		No	Text	Label	*Auto populate*	
Capture Microstation Design into SmallWorld as "As Designed" Status		No	Text	Checkbox		Mandatory
For Developer Projects all MV and Switching Points from Dev Design to be captured as well		No	Text	Label		

Proposed NOD published on the WEB	No	Text	Checkbox	Mandatory
For Developer Projects all MV and Switching Points from Dev Design to be created in NOD	No	Text	Label	
Field Services and Network Control Advised	No	Text	Checkbox	Mandatory
For Developer Projects, a copy of the NOD MUST be sent to the Developer for Labelling details				
CEa NOD Checked for Electrical Correctness	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

5.2.1.3.18 CEc Design Package Approval

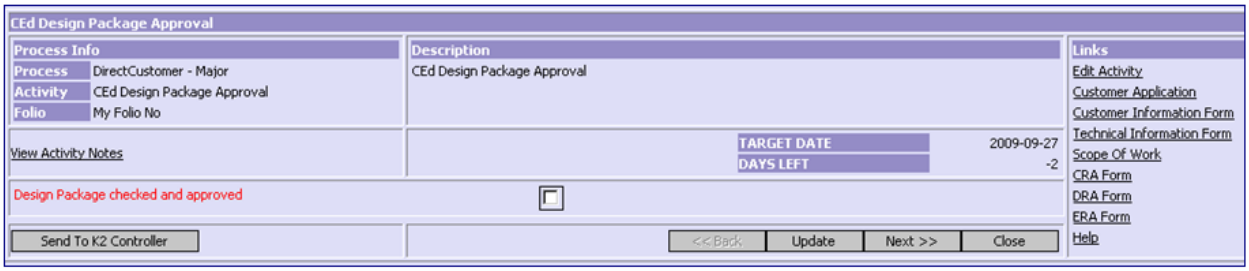


5.2.1.3.18.1 List of functions- CEc Design Package Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	

Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Design Checked and Approved	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.19 CEd Design Package Approval

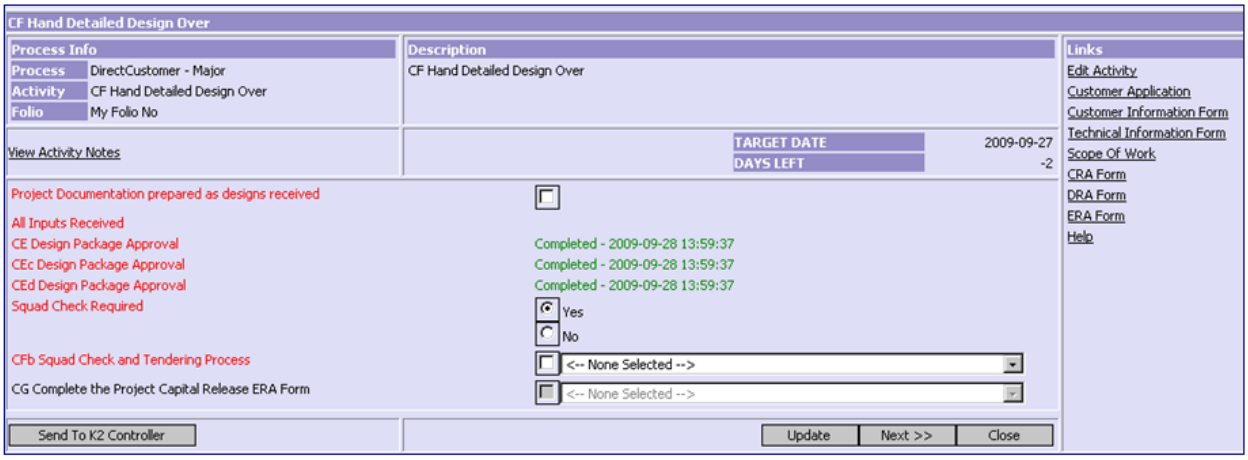


5.2.1.3.19.1 List of functions- CEd Design Package Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Design Package checked and approved		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information		No		Link		

Form		
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.3.20 Hand Detailed Design Over

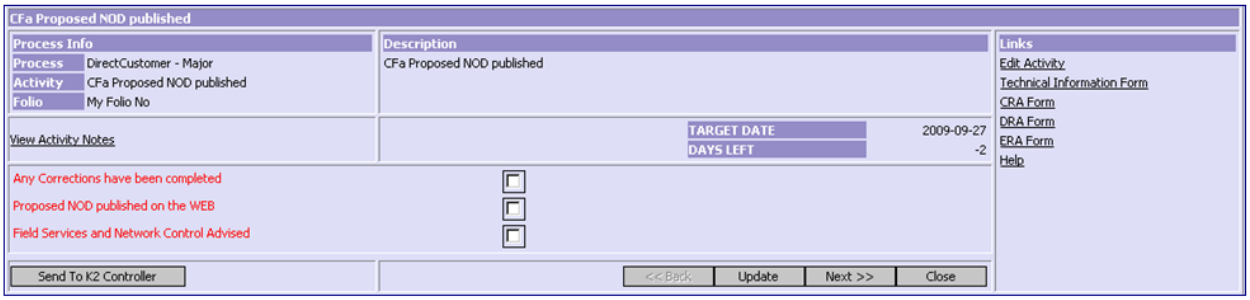


5.2.1.3.20.1 List of functions- CF Hand Detailed Design Over

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Project Documentation prepared as designs received		No	Text	Checkbox		Mandatory
All Inputs Received		No	Text	Label		
CE Design Package Approval		No	Text	Checkbox	*Auto populate*	Mandatory

CEc Design Package Approval	No	Text	Label	*Auto populate*	
CEd Design Package Approval	No	Text	Checkbox	*Auto populate*	Mandatory
Squad Check Required	No	Text	Radio Button	*1. Yes* 2. *No*	When "Yes" is selected, " **CFb Squad Check and Tendering Process" will be Mandatory.** When "No" is selected, " **CG Complete the Project Capital Release ERA Form " will be Mandatory**
CFb Squad Check and Tendering Process	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
CG Complete the Project Capital Release ERA Form	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.21 CFa Proposed NOD published

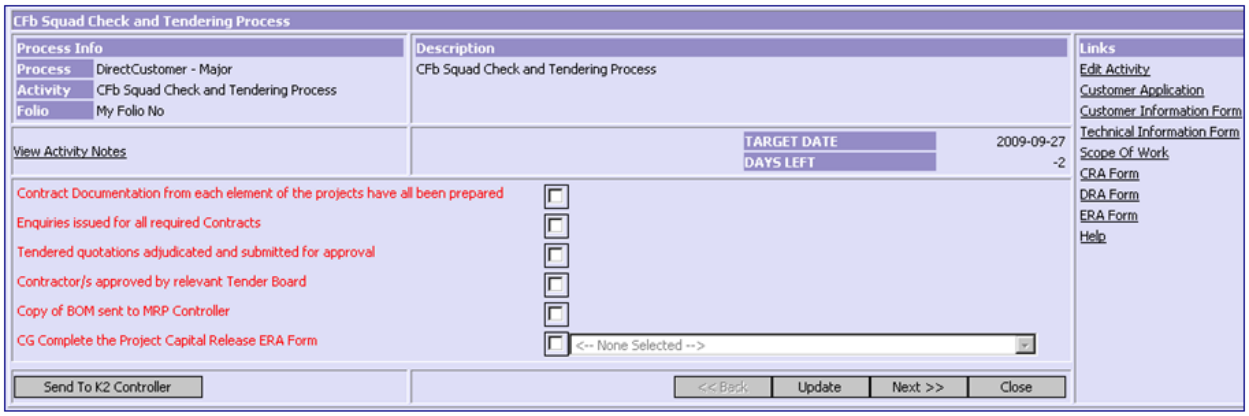


5.2.1.3.21.1 List of functions- CFa Proposed NOD published

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Any Corrections have been completed	No	Text	Checkbox		Mandatory
Proposed NOD published on the WEB	No	Text	Checkbox		Mandatory
Field Services and Network Control Advised	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.22 CFa Squad Check and Tendering Process

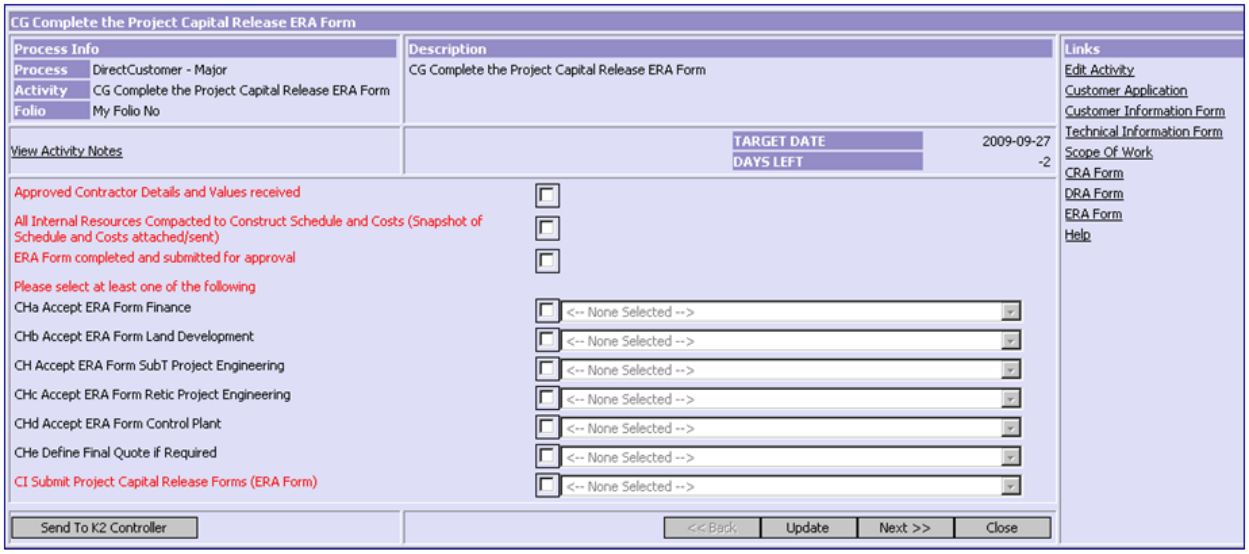


5.2.1.3.22.1 List of functions- CFb Squad Check and Tendering Process

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	

Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Contract Documentation from each element of the projects have all been prepared	No	Text	Checkbox		Mandatory
Enquiries issued for all required Contracts	No	Text	Checkbox		Mandatory
Tendered quotations adjudicated and submitted for approval	No	Text	Checkbox		Mandatory
Contractor/s approved by relevant Tender Board	No	Text	Checkbox		Mandatory
Copy of BOM sent to MRP Controller	No	Text	Checkbox		Mandatory
CG Complete the Project Capital Release ERA Form	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.23 CG Complete the Project Capital Release ERA Form

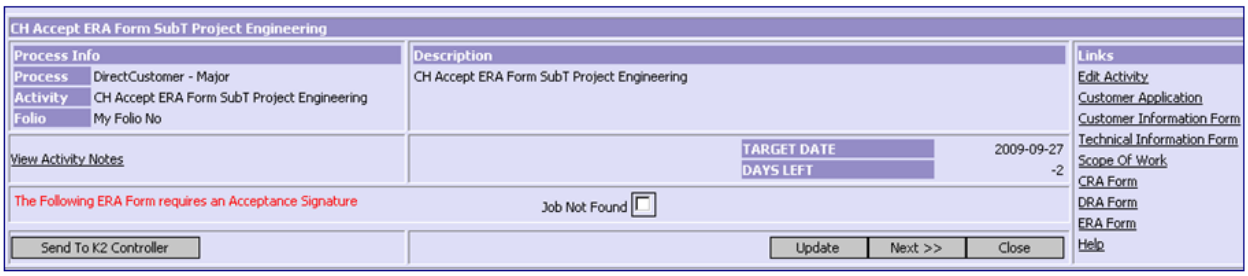


5.2.1.3.23.1 List of functions- CG Complete the Project Capital Release ERA Form

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Approved Contractor Details and Values received		No	Text	Checkbox		Mandatory
All Internal Resources Compacted to Construct Schedule and Costs (Snapshot of Schedule and Costs attached/sent)		No	Text	Checkbox		Mandatory
ERA Form completed and submitted for approval		No	Text	Checkbox		Mandatory
Please select at least one of the following		No	Text	Label		Mandatory
CHa Accept ERA Form Finance		No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be

				selected
CHb Accept ERA Form Land Development	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CH Accept ERA Form SubT Project Engineering	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CHc Accept ERA Form Retic Project Engineering	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CHd Accept ERA Form Control Plant	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CHe Define Final Quote if Required	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
CI Submit Project Capital Release Forms (ERA Form)	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

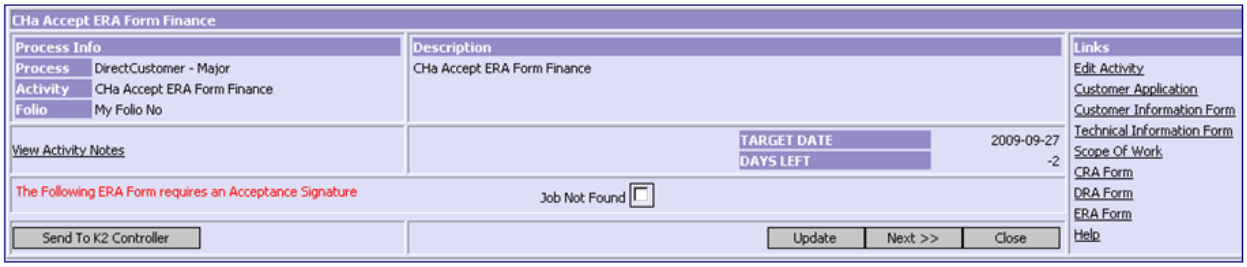
5.2.1.3.24 CH Accept ERA Form SubT Project Engineering



5.2.1.3.24.1 List of functions- CH Accept ERA Form SubT Project Engineering

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
The Following ERA Form requires an Acceptance Signature		No	Text	Checkbox	*Checkbox name:* ***Signed.*** *Should also display Job No, Job Name and Job Category*	Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

5.2.1.3.25 CHa Accept ERA Form Finance

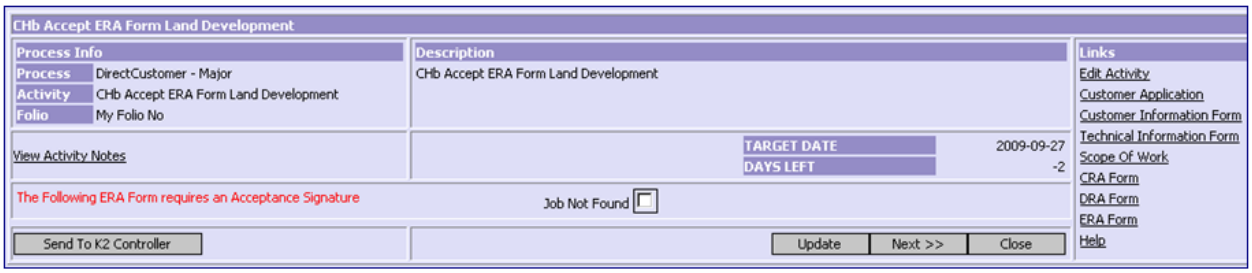


*5.2.1.3.25.1 List of functions- CHa **Accept ERA Form Finance***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	

Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
The Following ERA Form requires an Acceptance Signature	No	Text	Checkbox	*Checkbox name:* ***Signed.*** *Should also display Job No, Job Name and Job Category*	Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.26 CHb Accept ERA Form Land Development

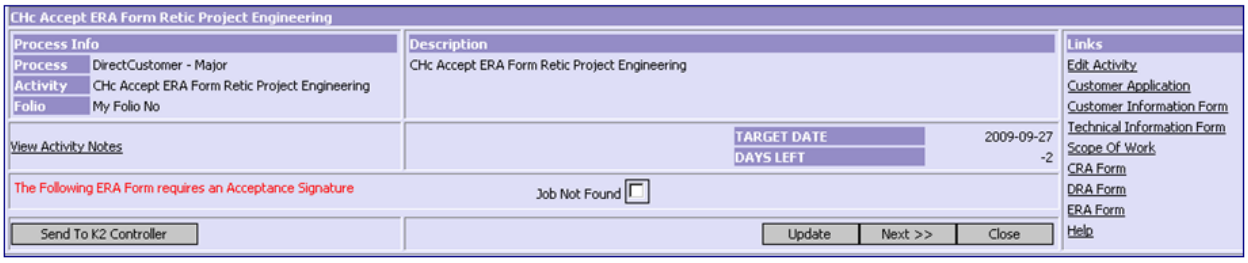


5.2.1.3.26.1 List of functions- CHb Accept ERA Form Land Developmentg

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
The Following ERA Form requires an Acceptance Signature		No	Text	Checkbox	*Checkbox name:* ***Signed.*** *Should also display*	Mandatory

			Job No, Job Name and Job Category
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
ERA Form	No	Link	
Help	Yes	Link	

5.2.1.3.27 CHc Accept ERA Form Retic Project Engineering

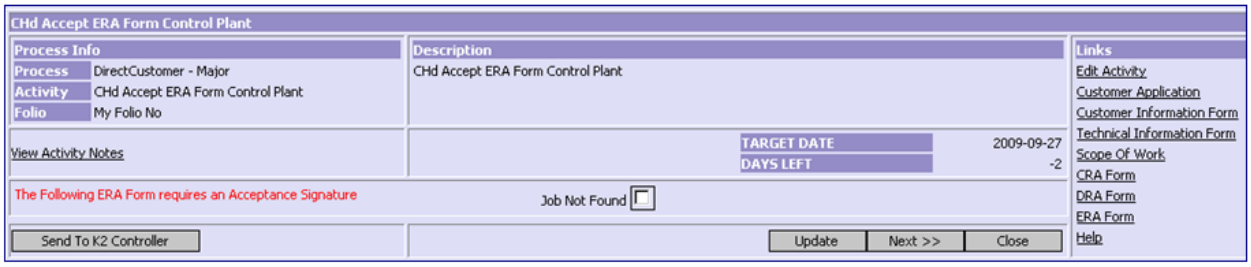


5.2.1.3.27.1 List of functions- CHc Accept ERA Form Retic Project Engineering

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
The Following ERA Form requires an Acceptance Signature		No	Text	Checkbox	*Checkbox name:* ***Signed.*** *Should also display Job No, Job Name and Job Category*	Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		

Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.3.28 **CHd Accept ERA Form Control Plant**



5.2.1.3.28.1 List of functions- CHd Accept ERA Form Control Plant

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
The Following ERA Form requires an Acceptance Signature		No	Text	Checkbox	*Checkbox name:* ***Signed.*** *Should also display Job No, Job Name and Job Category*	Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

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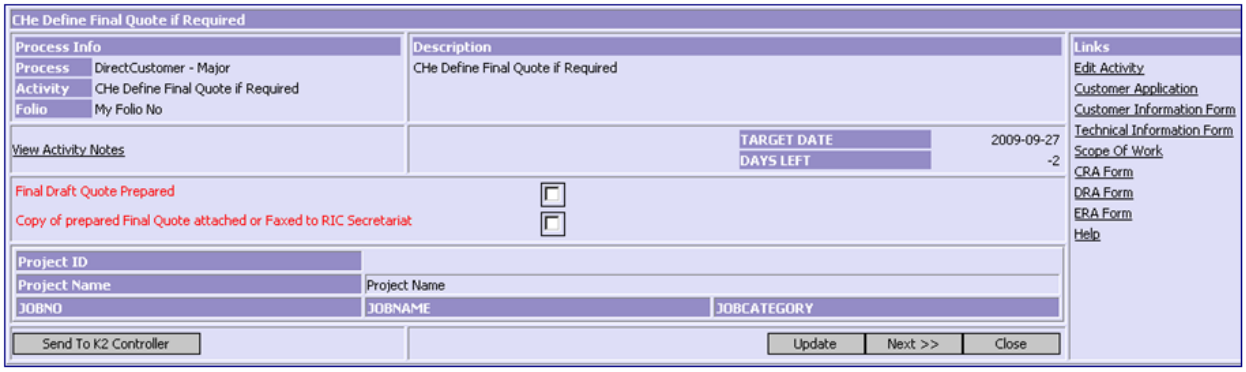
5.2.1.3.29 CHe Define Final Quote if Required



5.2.1.3.29.1 List of functions- CHe Define Final Quote if Required

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Final Draft Quote Prepared		No	Text	Checkbox		Mandatory
Copy of prepared Final Quote attached or Faxed to RIC Secretariat		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

5.2.1.3.30 CI Submit Project Capital Release Forms (ERA Form)

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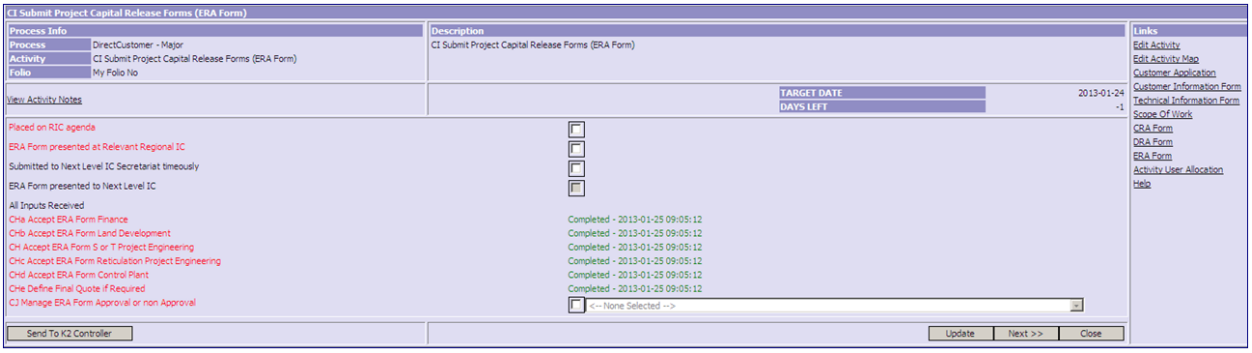
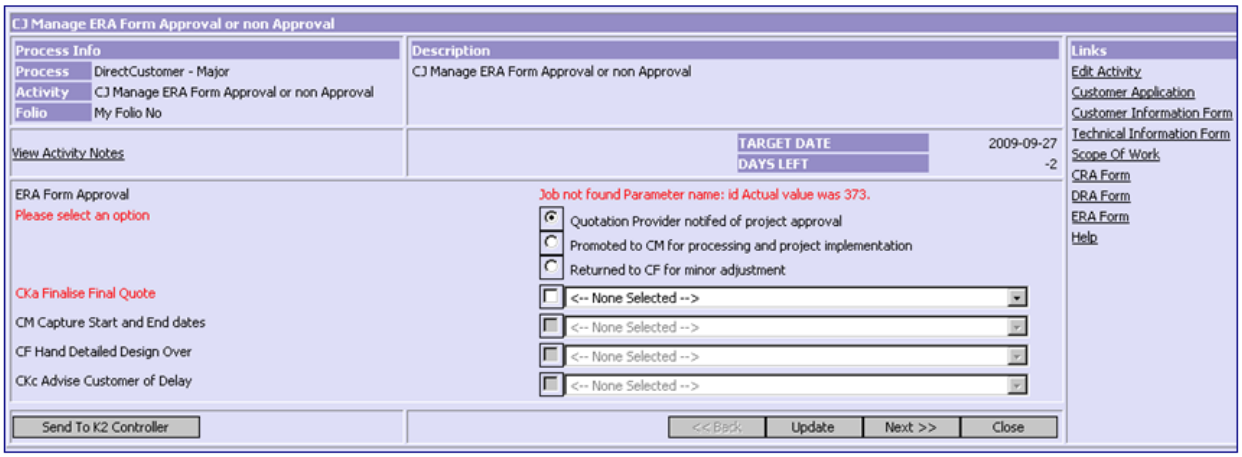


5.2.1.3.30.1 List of functions- CI Submit Project Capital Release Forms (ERA Form)

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Placed on RIC agenda		No	Text	Checkbox		Mandatory
ERA Form presented at Relevant Regional IC		No	Text	Checkbox		Mandatory
Submitted to Next Level IC Secretariat timeously		No	Text	Checkbox		
ERA Form presented to Next Level IC		No	Text	Checkbox		
All Inputs Received		No	Text	Label		
CHa Accept ERA Form Finance		No	Text	Label	*Auto populate*	Mandatory
CHb Accept ERA Form Land Development		No	Text	Label	*Auto populate*	Mandatory
CH Accept ERA Form S or T Project Engineering		No	Text	Label	*Auto populate*	Mandatory
CHc Accept ERA Form Reticulation Project Engineering		No	Text	Label	*Auto populate*	Mandatory
CHd Accept ERA Form Control Plant		No	Text	Label	*Auto populate*	Mandatory
CHe Define Final Quote if Required		No	Text	Label	*Auto populate*	Mandatory
CJ Manage ERA Form Approval or non Approval		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user

			to carry out the next activity should be selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
ERA Form	No	Link	
Help	Yes	Link	

5.2.1.3.31 CJ Manage ERA Form Approval or non Approval



5.2.1.3.31.1 List of functions- CJ Manage ERA Form Approval or non Approval

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
ERA Form Approval		No	Text	Label	*Auto populate*	

Please select an option	No	Text	Radio	1. *Quotation Provider notified of project approval* 2. *Promoted to CM for processing and project implementation* 3. *Returned to CF for minor adjustment*	Mandatory When " *Quotation Provider notified of project approval" is selected, "***CKa Finalise Final Quote" will be active.** When "*Promoted to CM for processing and project implementation " is selected, "***CM Capture Start and End dates" will be active.** When "*Returned to CF for minor adjustment" is selected, "***CF Hand Detailed Design Over" and "CKc Advise Customer of Delay" will be active**
CKa Finalise Final Quote	No	Text	Checkbox & Name Picker		Mandatory when " *Quotation Provider notified of project approval" is selected.* When the checkbox is selected, the next user to carry out the next activity should be selected
CM Capture Start and End dates	No	Text	Checkbox & Name Picker		Mandatory when "*Promoted to CM for processing and project implementation" is selected.* When the checkbox is selected, the next user to carry out the next activity should be selected
CF Hand Detailed Design Over	No	Text	Checkbox & Name Picker		Mandatory when "*Returned to CF for minor adjustment" is selected.* When the checkbox is selected, the next user to carry out the next activity should be selected
CKc Advise Customer of Delay	No	Text	Checkbox & Name Picker		Mandatory when "*Returned to CF for minor adjustment" is selected.* When the checkbox is selected, the next user to carry out the next activity should be

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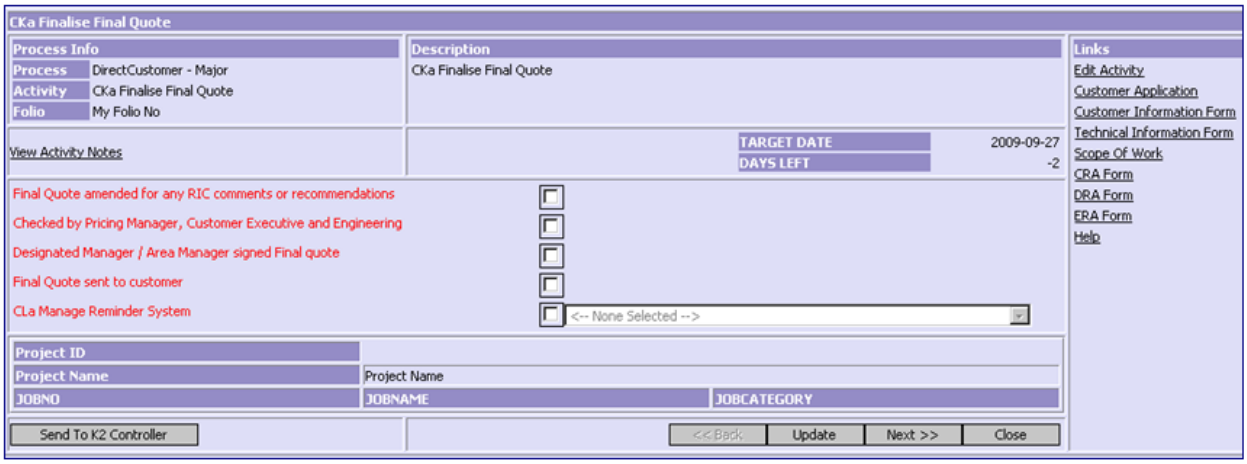
			selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
DRA Form	No	Link	
ERA Form	No	Link	
Help	Yes	Link	

5.2.1.3.32 CKa Finalise Final Quote

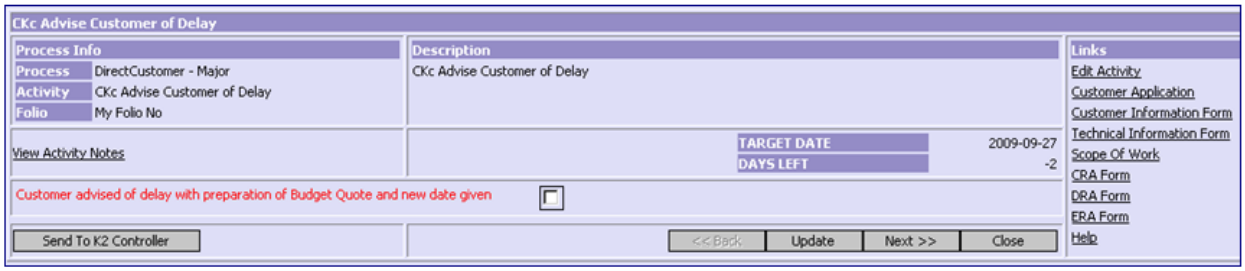


5.2.1.3.32.1 List of functions-CKa Finalise Final Quote

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Final Quote amended for any RIC comments or recommendations		No	Text	Checkbox		Mandatory
Checked by Pricing Manager, Customer Executive and		No	Text	Checkbox		Mandatory

Engineering					
Designated Manager / Area Manager signed Final quote	No	Text	Checkbox		Mandatory
Final Quote sent to customer	No	Text	Checkbox		Mandatory
CLa Manage Reminder System	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.33 CKc Advise Customer of Delay

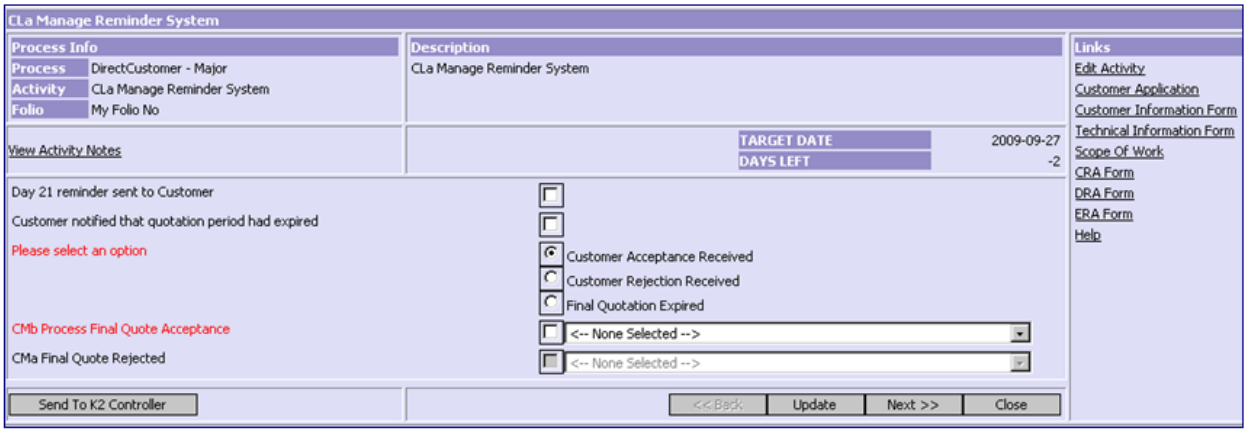


5.2.1.3.33.1 List of functions-CKc Finalise Final Quote

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	

Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Customer advised of delay with preparation of Budget Quote and new date given	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.34 CLa Manage Reminder System

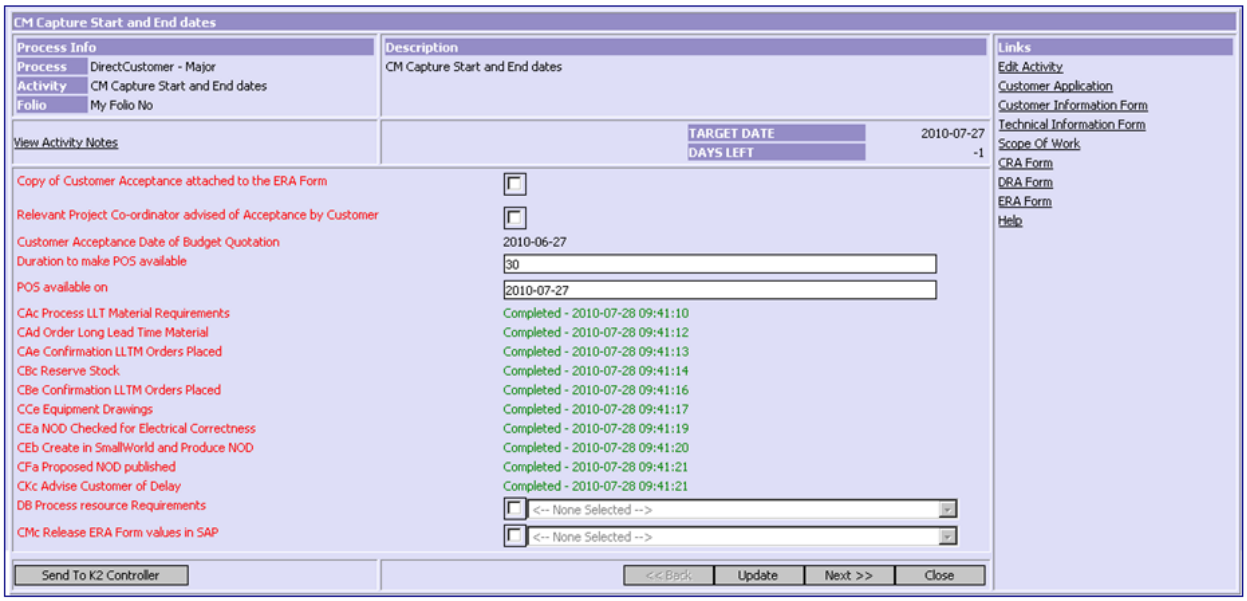


5.2.1.3.34.1 List of functions-CLa Manage Reminder System

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Day 21 reminder sent to Customer		No	Text	Checkbox		Mandatory

Customer notified that quotation period had expired	No	Text	Checkbox		Mandatory
Please select an option	No	Text	Radio Button	1. *Customer Acceptance Received* 2. *Customer Rejection Received* 3. *Final Quotation Expired*	Mandatory When " *Customer Acceptance Received*" is selected, "**CMb Process Final Quote Acceptance" will be active.** **When "***Customer Rejection Received*" is selected, "**CMb Process Final Quote Acceptance" and "CMa Final Quote Rejected" will ve active.**
CMb Process Final Quote Acceptance	No	Text	Checkbox & Name Picker		Mandatory when " *Customer Acceptance Received*" is selected When the checkbox is selected, the next user to carry out the next activity should be selected
CMa Final Quote Rejected	No	Text	Checkbox & Name Picker		Mandatory **when "***Customer Rejection Received*" is selected When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.35 **CM Capture Start and End Dates**



5.2.1.3.35.1 *List of functions-CM Capture Start and End dates*

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Copy of Customer Acceptance attached to the ERA Form		No	Text	Checkbox		Mandatory
Relevant Project Co-ordinator advised of Acceptance by Customer		No	Text	Checkbox		Mandatory
Customer Acceptance Date of Budget Quotation		No	Date	Label		Mandatory YYYY-MM-DD
Duration to make POS available		No	Number	Textbox		Mandatory
POS available on		No	Date	Textbox		Mandatory **YYYY-MM-DD**
CAc Process LLT Material Requirements		Yes	Text	label	*Auto populate*	Mandatory
CAd Order Long Lead Time Material		Yes	Text	label	*Auto populate*	Mandatory
CAe Confirmation LLTM Orders Placed		Yes	Text	label	*Auto populate*	Mandatory

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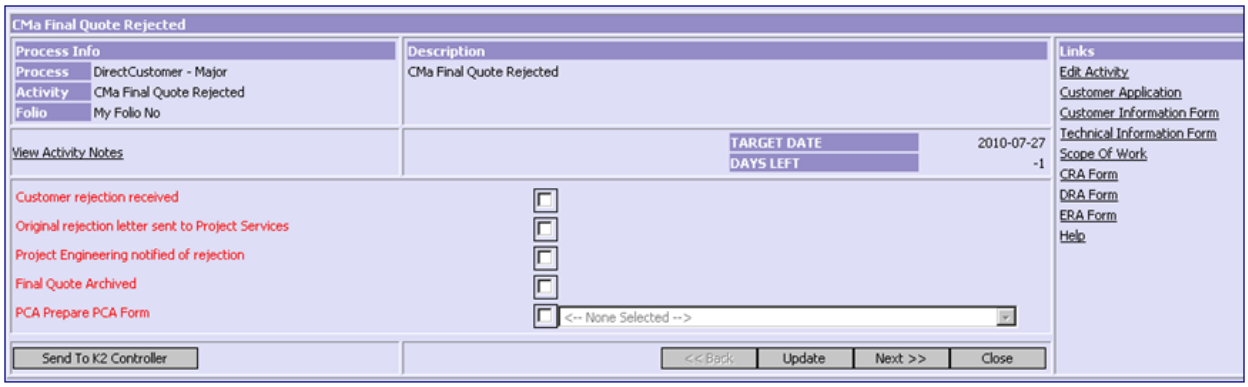
CBc Reserve Stock	Yes	Text	label	*Auto populate*	Mandatory
CBe Confirmation LLTM Orders Placed	Yes	Text	label	*Auto populate*	Mandatory
CCe Equipment Drawings	Yes	Text	label	*Auto populate*	Mandatory
CEa NOD Checked for Electrical Correctness	Yes	Text	label	*Auto populate*	Mandatory
CEb Create in SmallWorld and Produce NOD	Yes	Text	label	*Auto populate*	Mandatory
CFa Proposed NOD published	Yes	Text	label	*Auto populate*	Mandatory
CKc Advise Customer of Delay	Yes	Text	label	*Auto populate*	Mandatory
DB Process resource Requirements	Yes	Text	label	*Auto populate*	Mandatory
CMc Release ERA Form values in SAP	Yes	Text	label	*Auto populate*	Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.36 CMa Final Quote Rejected

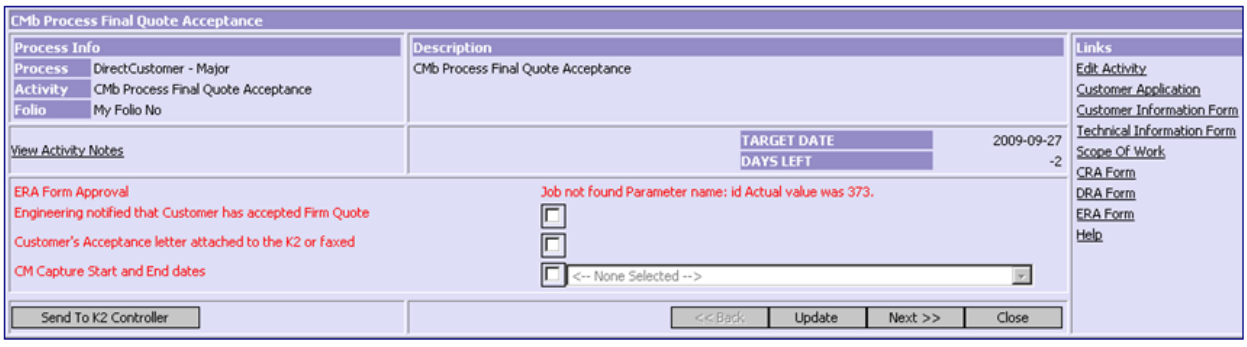


5.2.1.3.36.1 List of functions-CMa Final Quote Rejected

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	

Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Customer rejection received	No	Text	Checkbox		Mandatory
Original rejection letter sent to Project Services	No	Text	Checkbox		Mandatory
Project Engineering notified of rejection	No	Text	Checkbox		Mandatory
Final Quote Archive	No	Text	Checkbox		Mandatory
PCA Prepare PCA Form	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.37 CMb Process Final Quote Acceptance

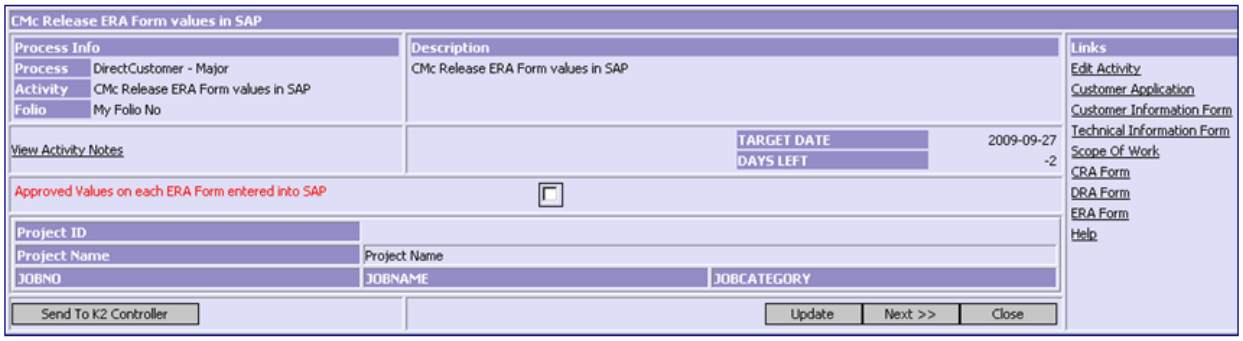


5.2.1.3.37.1 List of functions- CMb Process Final Quote Acceptance

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
ERA Form Approval	No	Text	Label	*Auto populate*	Mandatory
Engineering notified that Customer has accepted Firm Quote	No	Text	Checkbox		Mandatory
Customer's Acceptance letter attached to the K2 or faxed	No	Text	Checkbox		Mandatory
CM Capture Start and End dates	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.3.38 CMC Release ERA values in SAP



5.2.1.3.38.1 *List of functions- CMc Release ERA Form values in SAP*

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Approved Values on each ERA Form entered into SAP		No	Text	Checkbox		Mandatory
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

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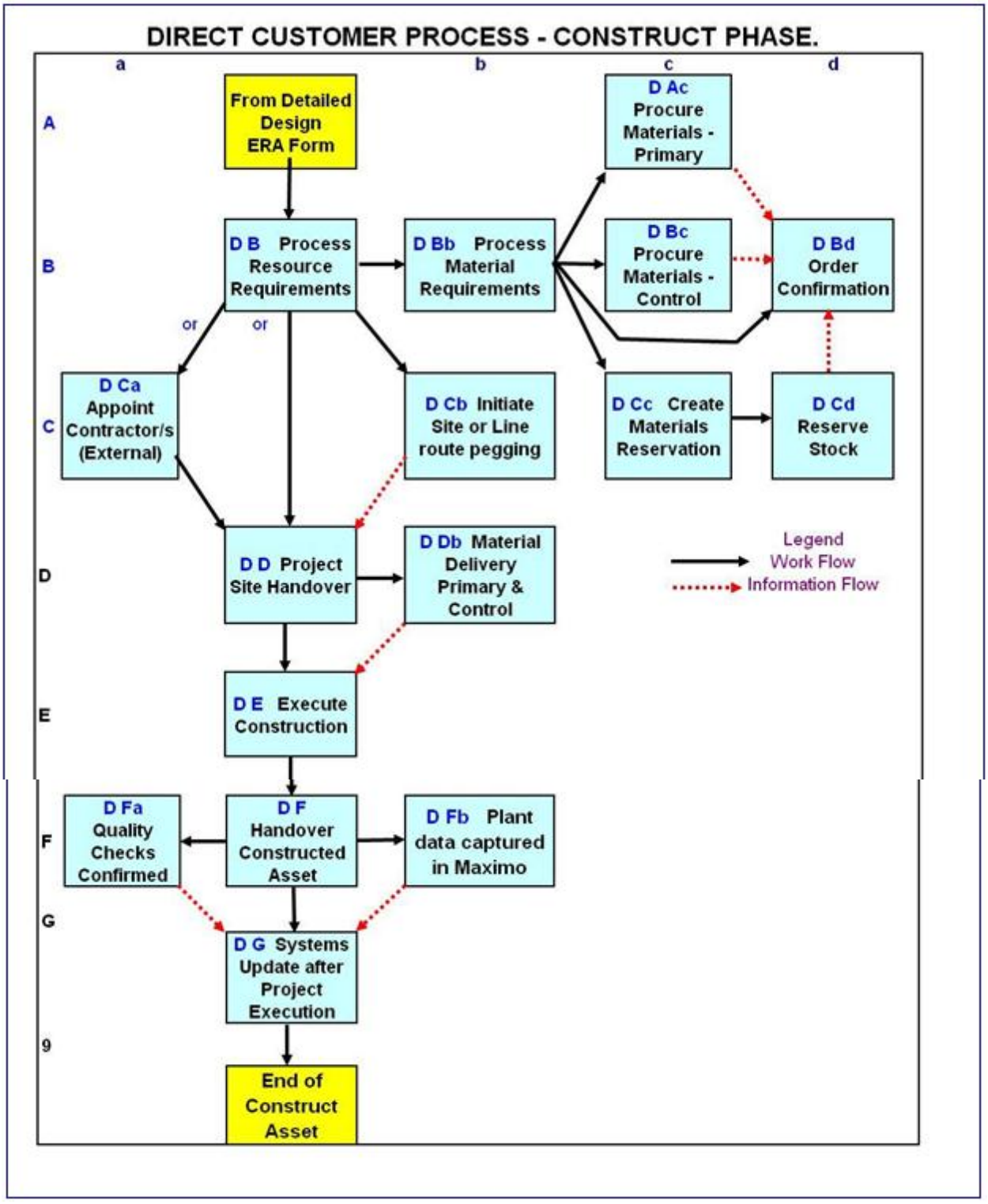
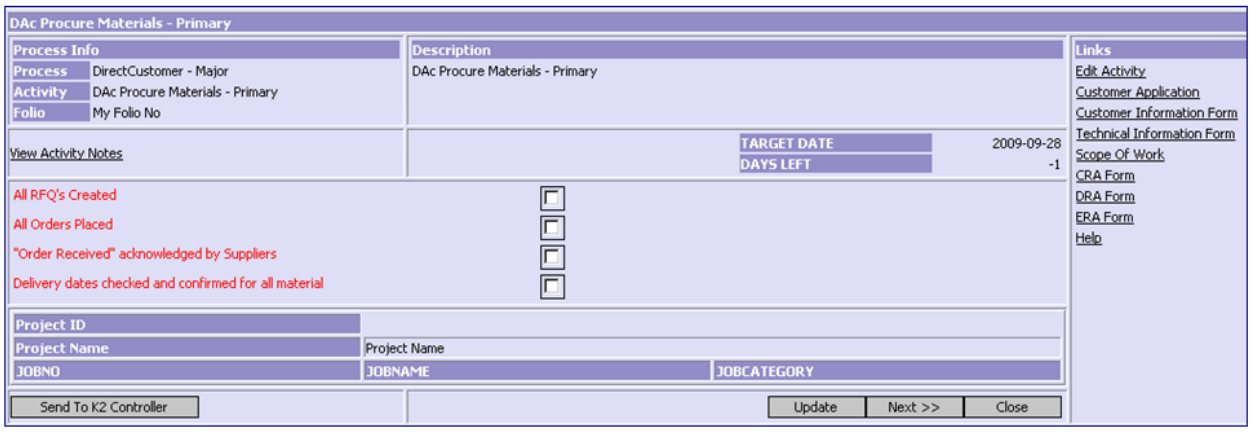
5.2.1.4 Construction ERA Phase(Construct Asset)



5.2.1.4.1 Procure Materials - Primary

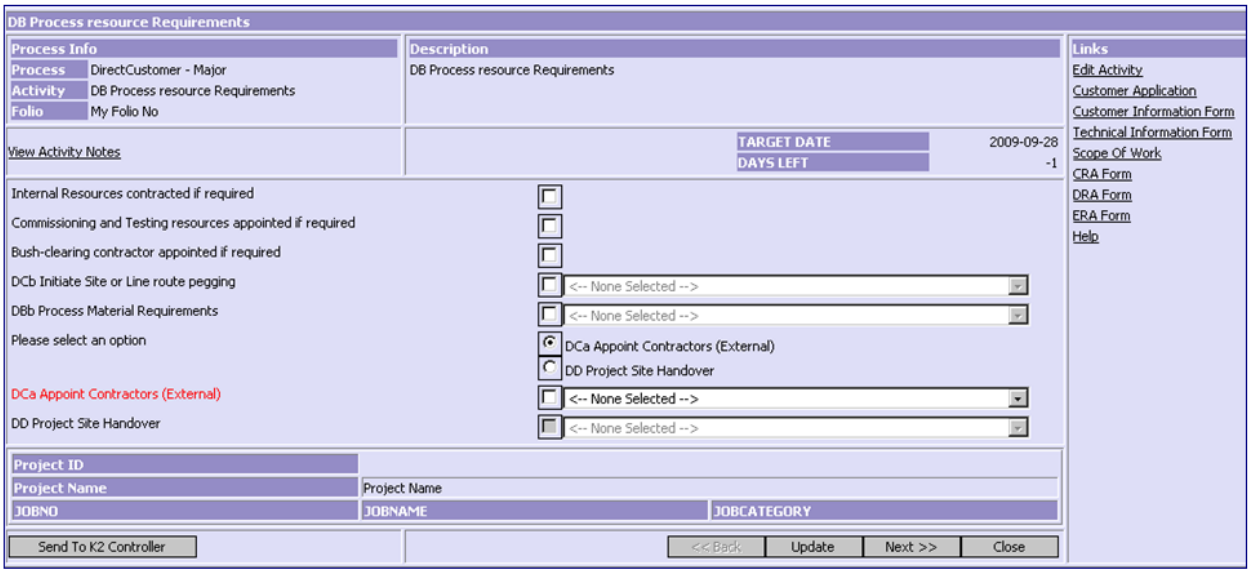


5.2.1.4.1.1 List of functions- DAc Procure Materials - Primary

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
All RFQ's Created		No	Text	Checkbox		Mandatory
All Orders Places		No	Text	Checkbox		Mandatory
"Order Received" acknowledged by Suppliers		No	Text	Checkbox		Mandatory
Delivery dates checked and confirmed for all material		No	Text	Checkbox		Mandatory
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		

DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.4.2 DB Process Resource Requirements

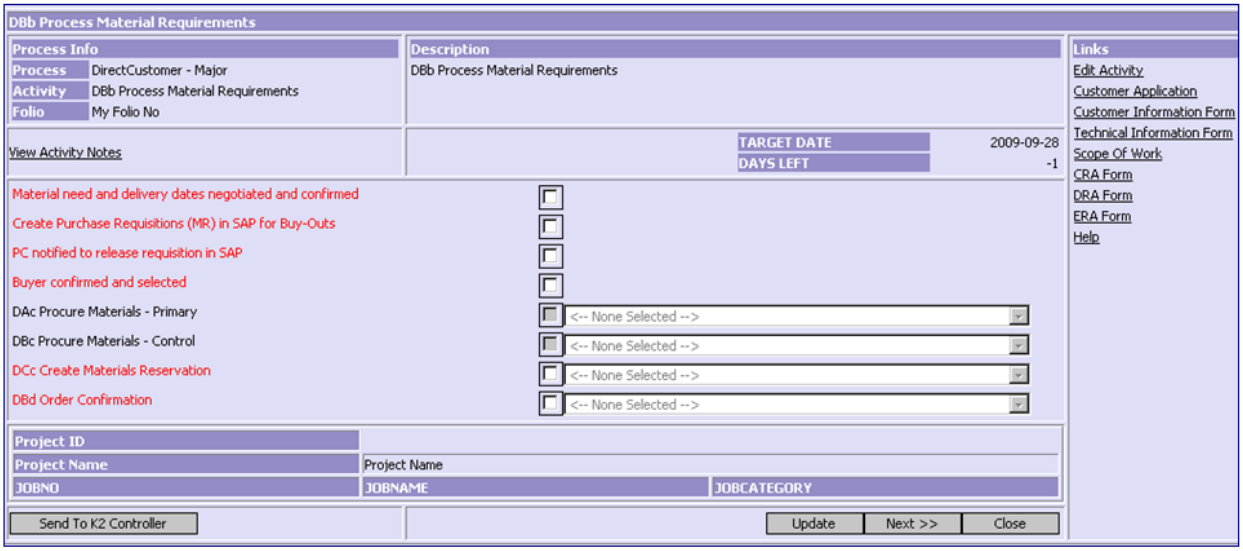


5.2.1.4.2.1 List of functions-DB Process Resource Requirements

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Internal Resources contracted if required		No	Text	Checkbox		Mandatory
Commissioning and Testing resources appointed if required		No	Text	Checkbox		Mandatory
Bush-clearing contractor appointed if required		No	Text	Checkbox		Mandatory
DCb Initiate Site or Line route pegging		No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
DBb Process Material		No	Text	Checkbox &		When the checkbox is

Requirements			Name Picker		selected, the next user to carry out the next activity should be selected
Please select an option	Yes	Text	Radio Button	1. *DCa Appoint Contractors (External)* 2. *DD Project Site Handover*	3. When "*DCa Appoint Contractors (External)" is selected ,* "**DCa Appoint Contractors (External)" will be active.** 4. When "*DD Project Site Handover" is selected,* "**DD Project Site Handover" will be active.**
DCa Appoint Contractors (External)	No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
DD Project Site Handover	No	Text	Checkbox & Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.4.3 **Process Material Requirements**

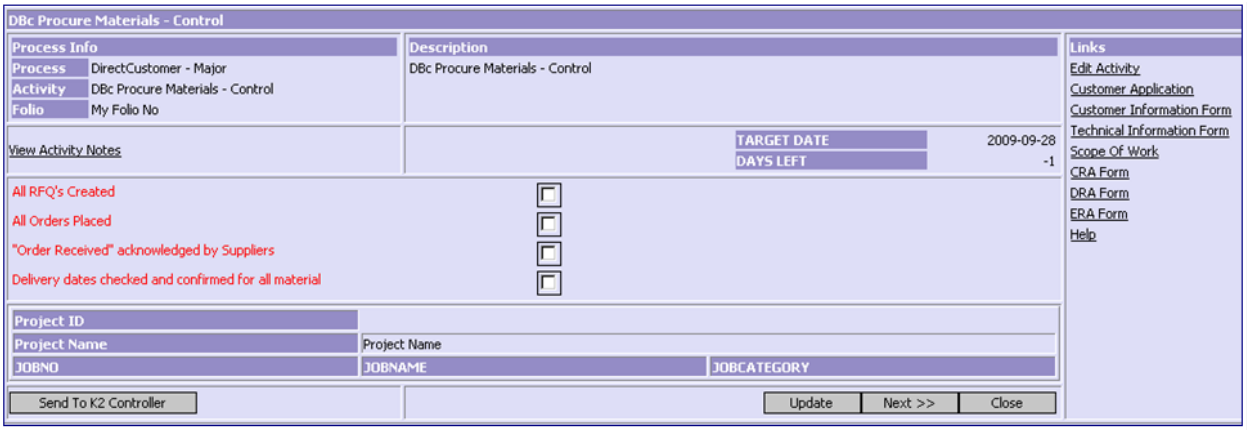


5.2.1.4.3.1 ***List of functions-DBb Process Material Requirements***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Material need and delivery dates negotiated and confirmed		No	Text	Checkbox		Mandatory
Create Purchase Requisitions (MR) in SAP for Buy-Outs		No	Text	Checkbox		Mandatory
PC notified to release requisition in SAP		No	Text	Checkbox		Mandatory
Buyer confirmed and selected		No	Text	Checkbox		Mandatory When selected it will activate the following :- 1. **DAc Procure Materials – Primary** 2. **DBc Procure Materials - Control**
DAc Procure Materials - Primary		No	Text	Checkbox & Name Picker		Mandatory when " **Buyer confirmed and selected** " is activated.

					When the checkbox is selected, the next user to carry out the next activity should be selected
DBc Procure Materials - Control	No	Text	Checkbox & Name Picker		Mandatory when " **Buyer confirmed and selected** " is activated When the checkbox is selected, the next user to carry out the next activity should be selected
DCc Create Materials Reservation	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
DBd Order Confirmation	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

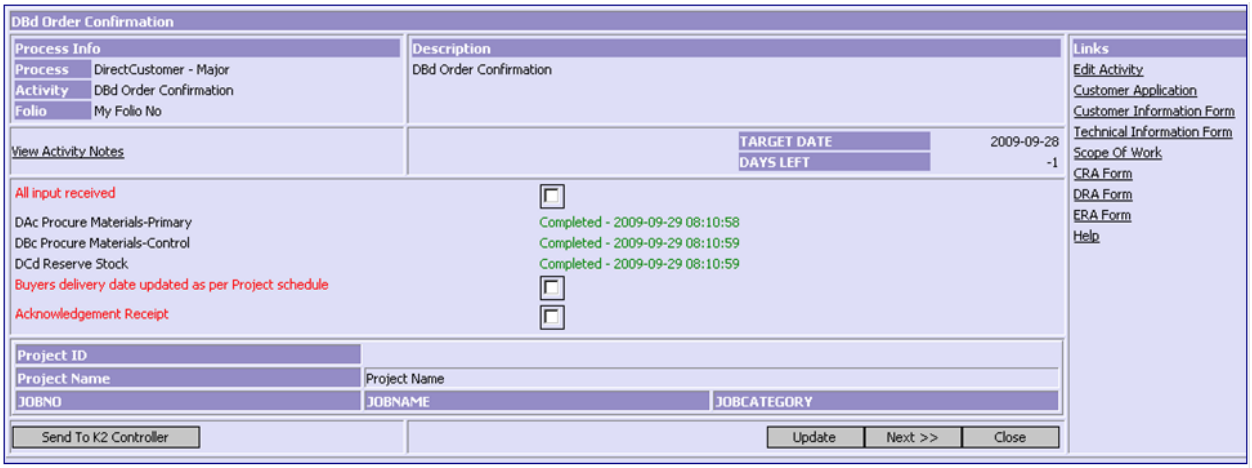
5.2.1.4.4 **DBc Procure Materials - Control**



5.2.1.4.4.1 ***List of functions-DBc Procure Material - Control***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
All RFQ's Created		No	Text	Checkbox		Mandatory
All Orders Placed		No	Text	Checkbox		Mandatory
"Order Received" acknowledged by Suppliers		No	Text	Checkbox		Mandatory
Delivery dates checked and confirmed for all material		No	Text	Checkbox		Mandatory
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

5.2.1.4.5 **Dbd Order Confirmation**



5.2.1.4.5.1 *List of functions-DBd Order Confirmation*

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
All input received		No	Text	Checkbox		Mandatory
DAc Procure Materials-Primary		Yes	Text	Label	*Auto populate*	
DBc Procure Materials-Control		Yes	Text	Label	*Auto populate*	
DCd Reserve Stock		Yes	Text	Label	*Auto populate*	
Buyers delivery date updated as per Project schedule		No	Text	Checkbox		Mandatory
Acknowledgement Receipt		No	Text	Checkbox		Mandatory
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		

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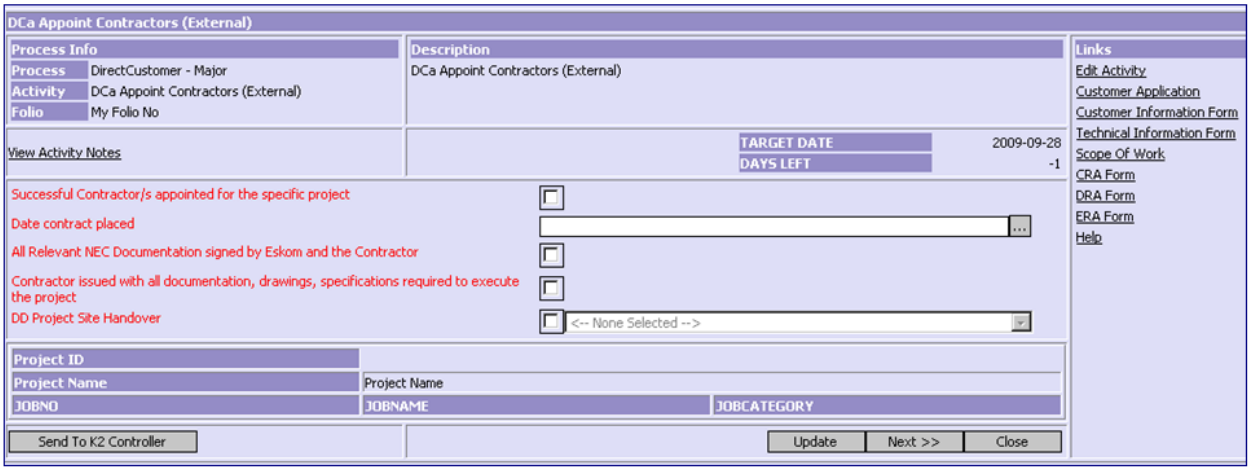
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.4.6 **DCa Appoint Contractors (External)**

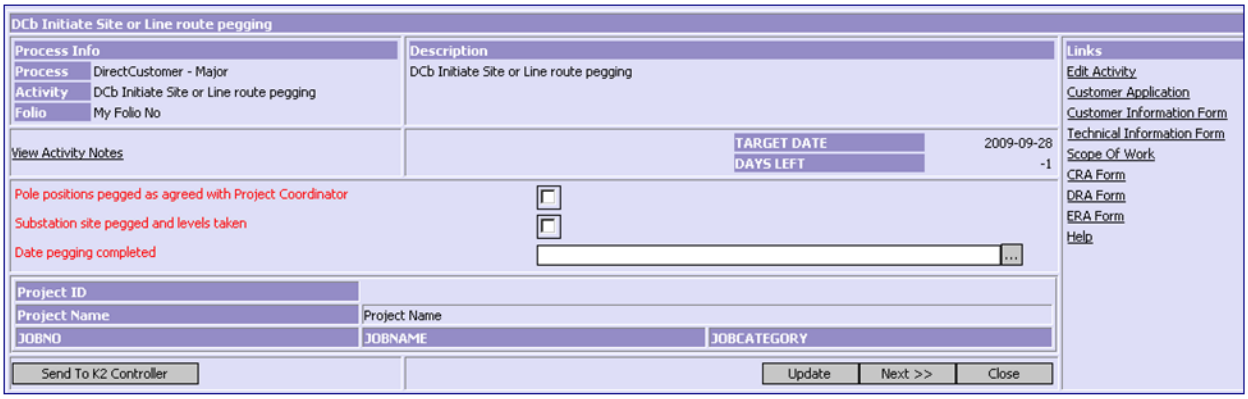


5.2.1.4.6.1 ***List of functions-DCa Appoint Contractors (External)***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Successful Contractor/s appointed for the specific project		No	Text	Checkbox		Mandatory YYYY-MM-DD
Date contract placed		No	Date	Date Picker or Calendar		Mandatory
All Relevant NEC Documentation signed by Eskom and the Contractor		No	Text	Checkbox		Mandatory
Contractor issued with all documentation, drawings, specifications required to execute the project		No	Text	Checkbox		Mandatory

DD Project Site Handover	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.4.7 **DCb Initiate Site or Line route pegging**

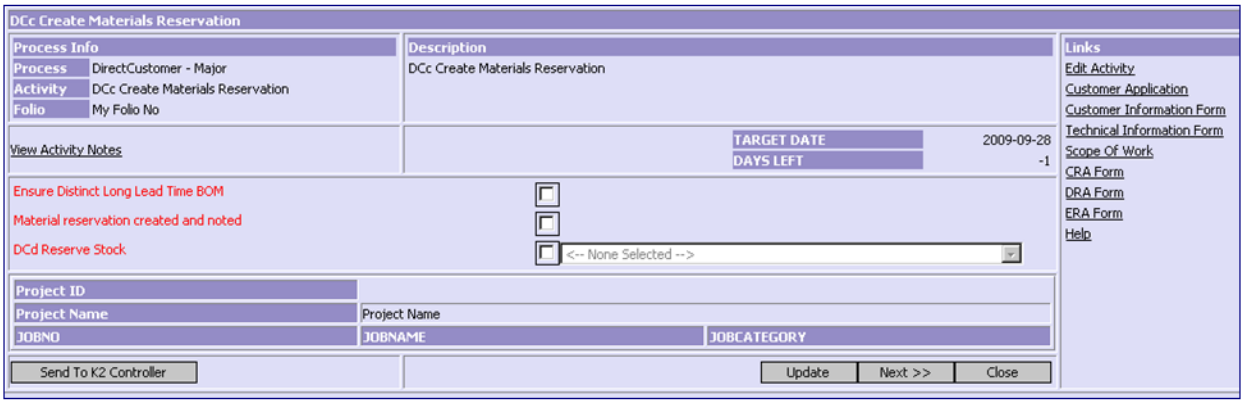


*5.2.1.4.7.1 **List of functions-DCb Initiate Site or Line route pegging***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	

Pole positions pegged as agreed with Project Coordinator	No	Text	Checkbox	Mandatory
Substation site pegged and levels taken	No	Text	Checkbox	Mandatory
Date pegging completed	No	Date	Date Picker or Calendar	Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*
Project Name	Yes	Text	Textbox	*Auto populate*
JobNo	Yes	Text	Textbox	*Auto populate*
JobName	Yes	Text	Textbox	*Auto populate*
JobCategory	Yes	Text	Textbox	*Auto populate*
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

5.2.1.4.8 **DCc Create Materials Reservation**

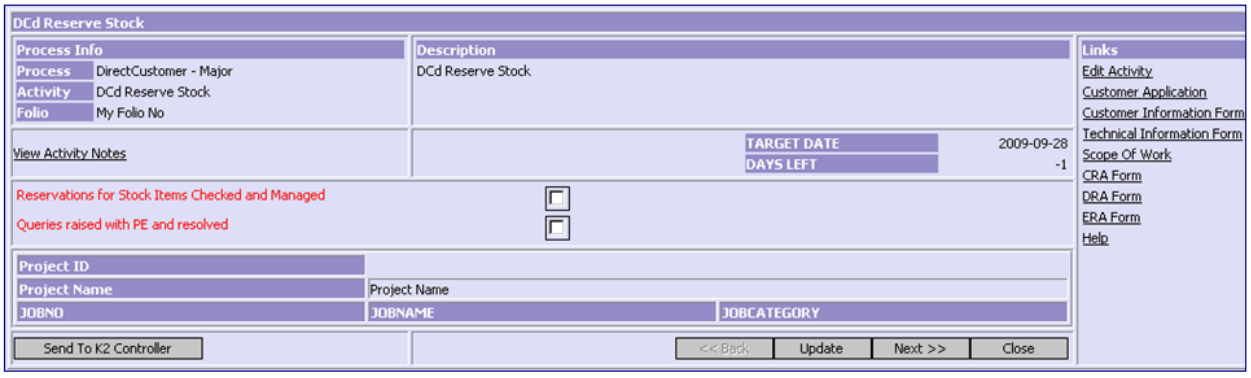


5.2.1.4.8.1 ***List of functions-DCc Create Materials Reservation***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	

Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Ensure Distinct Long Lead Time BOM	No	Text	Checkbox		Mandatory
Material reservation created and noted	No	Text	Checkbox		Mandatory
DCd Reserve Stock	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.4.9 **DCd Reserve Stock**

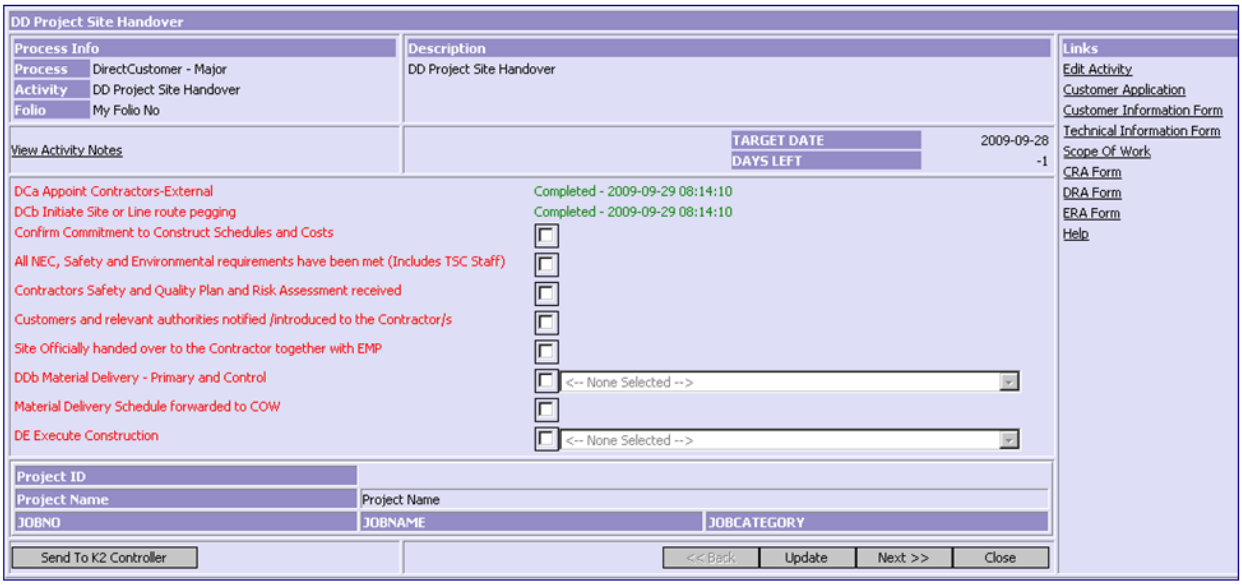


*5.2.1.4.9.1 **List of functions-DCd Reserve Stock***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	

Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Reservations for Stock Items Checked and Managed	No	Text	Checkbox		Mandatory
Queries raised with PE and resolved	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.4.10 DD Project Site Handover



5.2.1.4.10.1 List of functions-DD Project Site Handover

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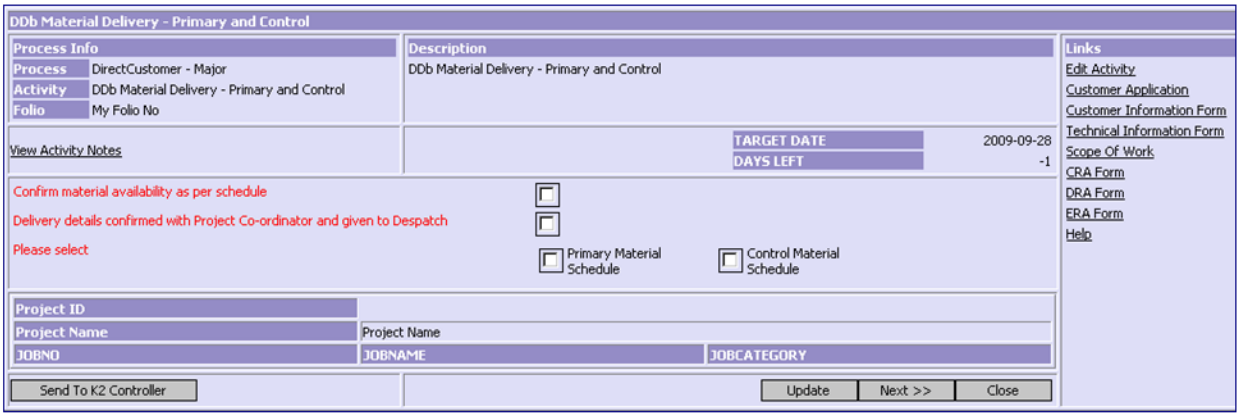
Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
DCa Appoint Contractors-External		No	Text	Label	*Auto populate*	Mandatory
DCb Initiate Site or Line route pegging		No	Text	Label	*Auto populate*	Mandatory
Confirm Commitment to Construct Schedules and Costs		No	Text	Checkbox		Mandatory
All NEC, Safety and Environmental requirements have been met (Includes TSC Staff)		No	Text	Checkbox		Mandatory
Contractors Safety and Quality Plan and Risk Assessment received		No	Text	Checkbox		Mandatory
Customers and relevant authorities notified /introduced to the Contractor/s		No	Text	Checkbox		Mandatory
Site Officially handed over to the Contractor together with EMP		No	Text	Checkbox		Mandatory
DDb Material Delivery - Primary and Control		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Material Delivery Schedule forwarded to COW		No	Text	Checkbox		Mandatory
DE Execute Construction		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	

CONTROLLED DISCLOSURE

If printed and unsigned this document is uncontrolled, authorised versions are located on the database.

Customer Application	No	Link
Customer Information Form	No	Link
Technical Information Form	No	Link
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.4.11 DDb Material Delivery - Primary and Control

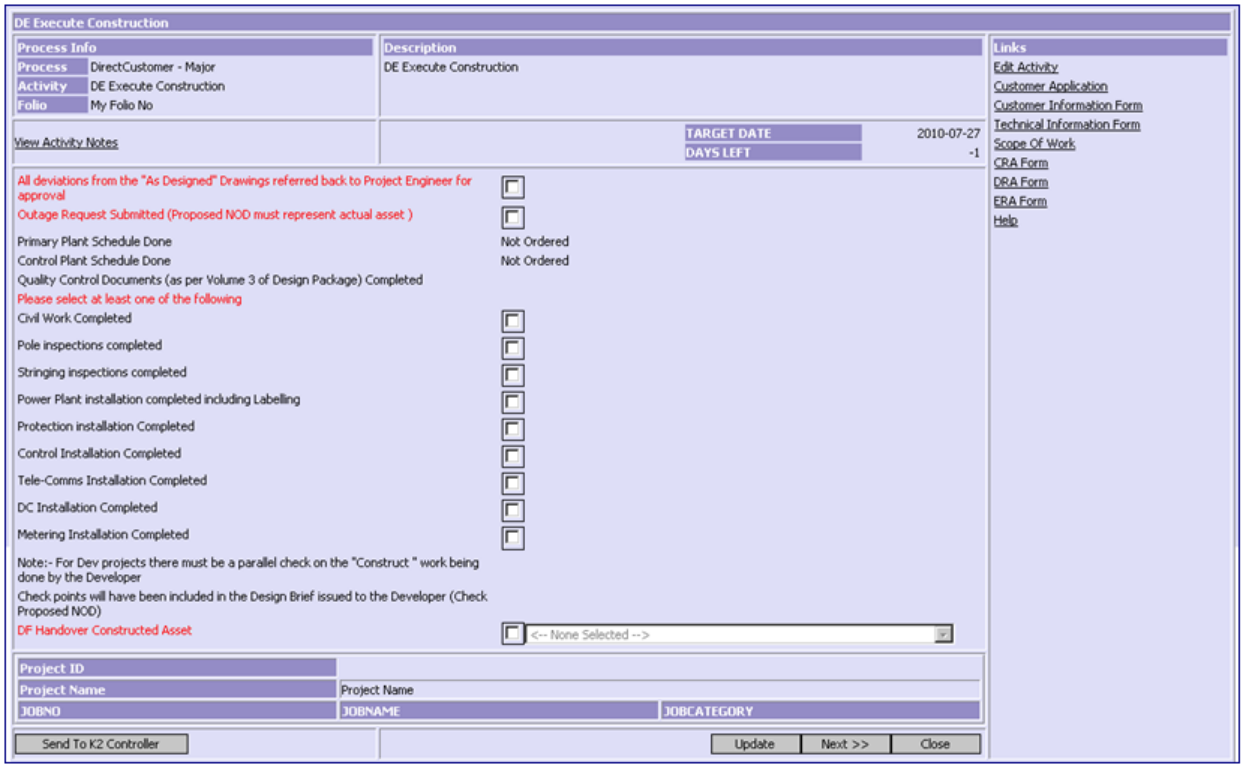


5.2.1.4.11.1 List of functions-DDb Material Delivery - Primary and Control

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Confirm material availability as per schedule		No	Text	Checkbox		Mandatory
Delivery details confirmed with Project Co-ordinator and given to Despatch		No	Text	Checkbox		Mandatory
Please select		No	Text	Checkbox	1. *Primary Material Schedule* 2. *Control Material*	Mandatory

				Schedule
Project ID	Yes	Text	Textbox	*Auto populate*
Project Name	Yes	Text	Textbox	*Auto populate*
JobNo	Yes	Text	Textbox	*Auto populate*
JobName	Yes	Text	Textbox	*Auto populate*
JobCategory	Yes	Text	Textbox	*Auto populate*
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

5.2.1.4.12 **DE Execute Construction**



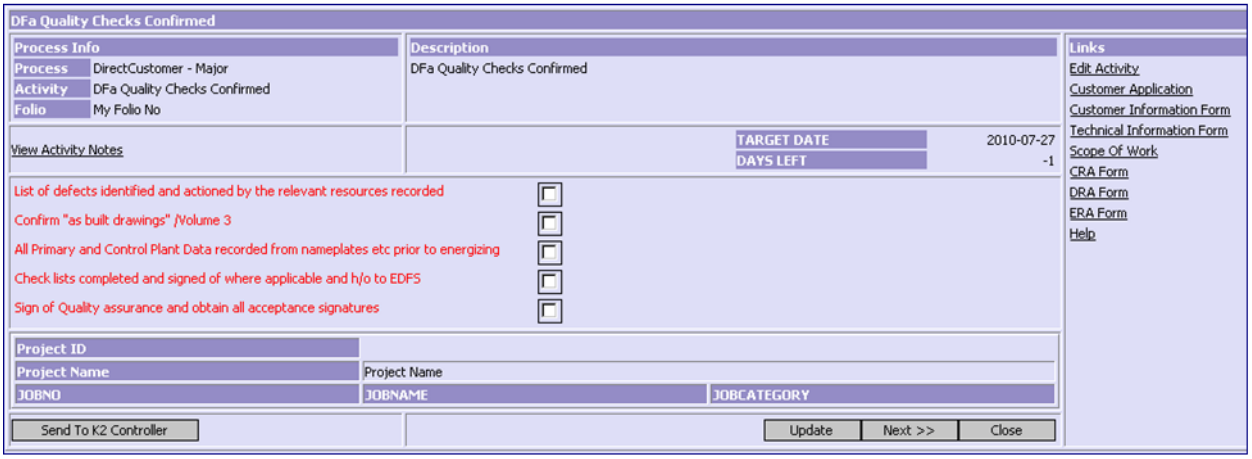
*5.2.1.4.12.1 **List of functions-DE Execute Construction***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	

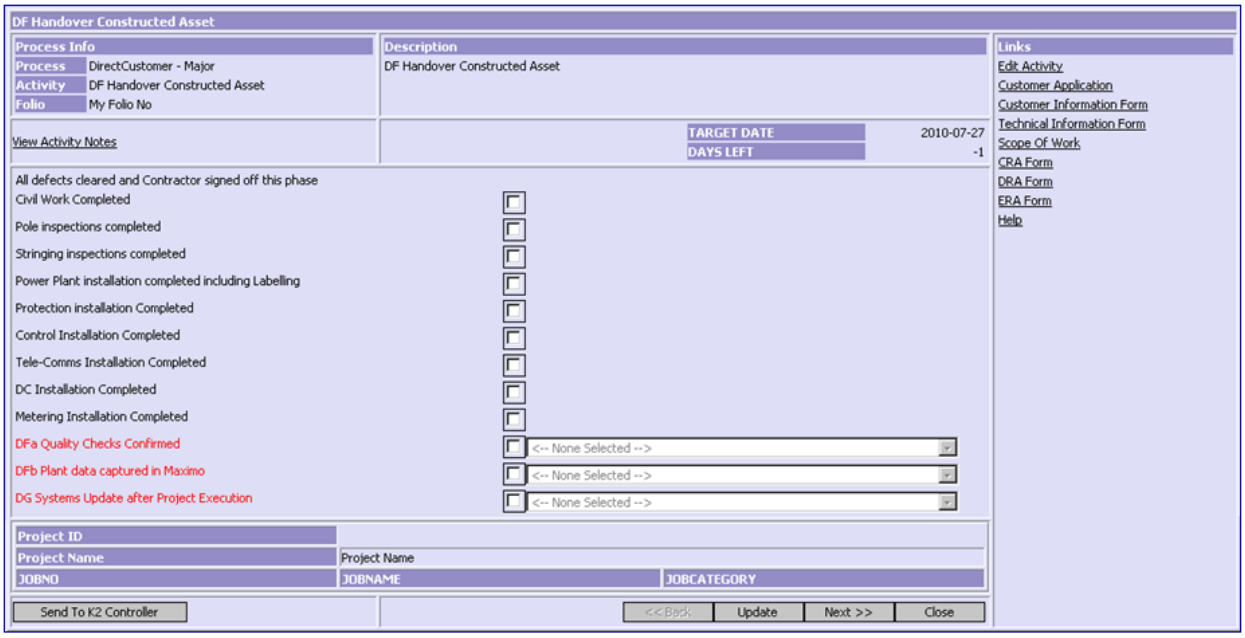
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
All deviations from the "As Designed" Drawings referred back to Project Engineer for approval	No	Text	Checkbox		Mandatory
Outage Request Submitted (Proposed NOD must represent actual asset)	No	Text	Checkbox		Mandatory
Primary Plant Schedule Done	No	Text	Label	*Auto populate*	
Control Plant Schedule Done	Yes	Text	Label	*Auto populate*	
Quality Control Documents (as per Volume 3 of Design Package) Completed	Yes	Text	Label		
Please select at least one of the following	Yes	Text	Label		Mandatory
Civil Work Completed	No	Text	Checkbox		Mandatory
Pole inspections completed	No	Text	Checkbox		Mandatory
Stringing inspections completed	No	Text	Checkbox		Mandatory
Power Plant installation completed including Labelling	No	Text	Checkbox		Mandatory
Protection installation Completed	No	Text	Checkbox		Mandatory
Control Installation Completed	No	Text	Checkbox		Mandatory
Tele-Comms Installation Completed	No	Text	Checkbox		Mandatory
DC Installation Completed	No	Text	Checkbox		Mandatory
Metering Installation Completed	No	Text	Checkbox		Mandatory
Note:- For Dev projects there must be a parallel check on the "Construct " work being done by the Developer	Yes	Text	Label		
Check points will have been included in the Design Brief issued to the Developer (Check Proposed NOD)	Yes	Text	Label		
DF Handover	No	Text	Checkbox &		Mandatory

Constructed Asset			Name Picker		When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.4.13 **DFa Quality Checks Confirmed**



5.2.1.4.14 **DF Handover Constructed Asset**



5.2.1.4.14.1 List of functions-DF Handover Constructed Asset

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
All defects cleared and Contractor signed off this phase		No	Text	Label		
Civil Work Completed		No	Text	Checkbox		
Pole inspections completed		No	Text	Checkbox		
Stringing inspections completed		No	Text	Checkbox		
Power Plant installation completed including Labelling		No	Text	Checkbox		
Protection installation Completed		No	Text	Checkbox		
Control Installation Completed		No	Text	Checkbox		
Tele-Comms Installation Completed		No	Text	Checkbox		

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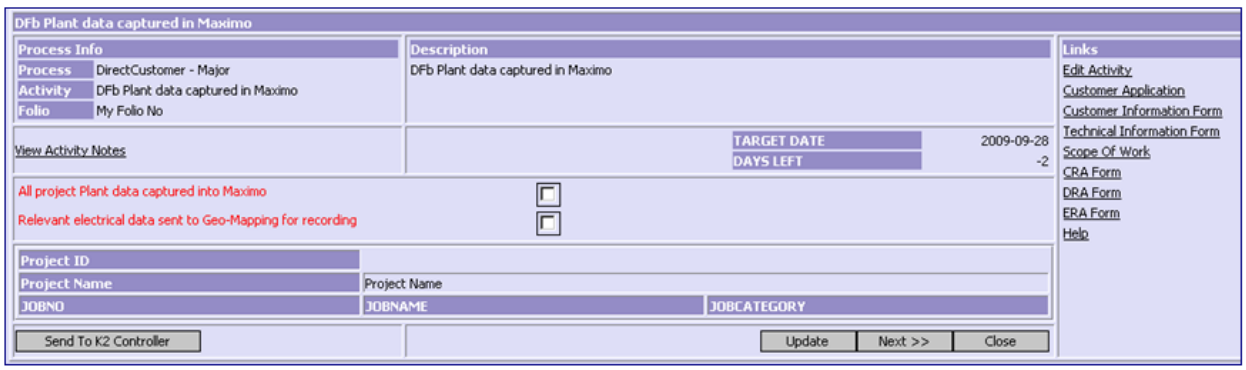
DC Installation Completed	No	Text	Checkbox		
Metering Installation Completed	No	Text	Checkbox		
DFa Quality Checks Confirmed	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
DFb Plant data captured in Maximo	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
DG Systems Update after Project Execution	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

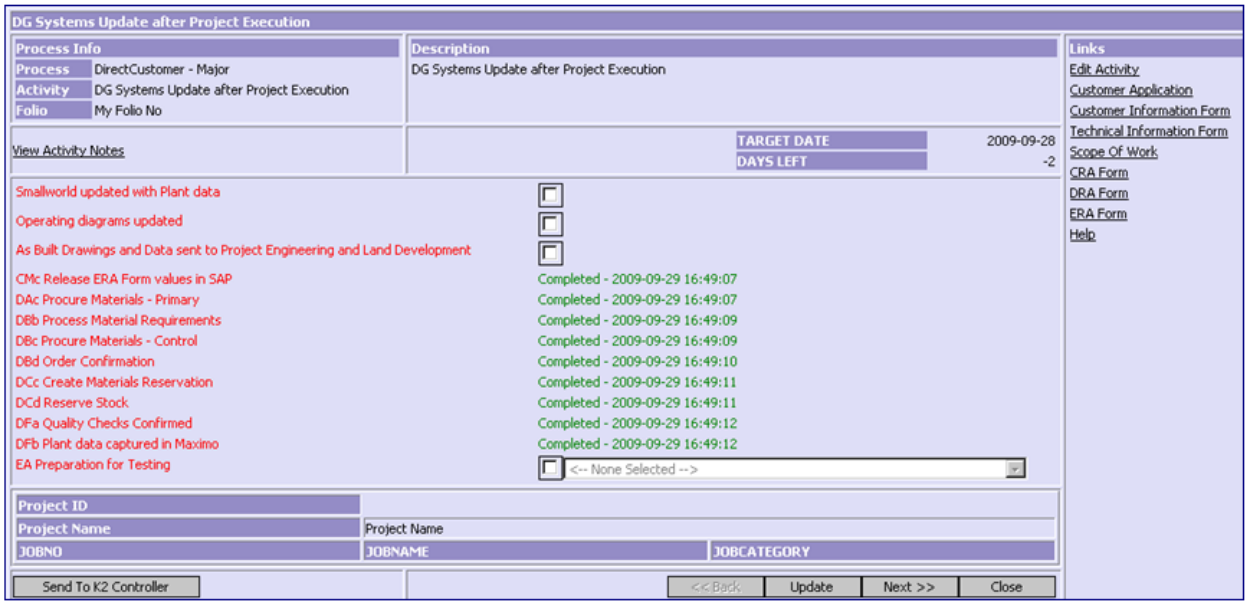
5.2.1.4.15 DFb Plant data captured in Maximo



5.2.1.4.15.1 List of functions-DFb Plant data captured in Maximo

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
All project Plant data captured into Maximo		No	Text	Checkbox		Mandatory
Relevant electrical data sent to Geo-Mapping for recording		No	Text	Checkbox		Mandatory
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
Help		Yes		Link		

5.2.1.4.16 DG Systems Update after Project Execution

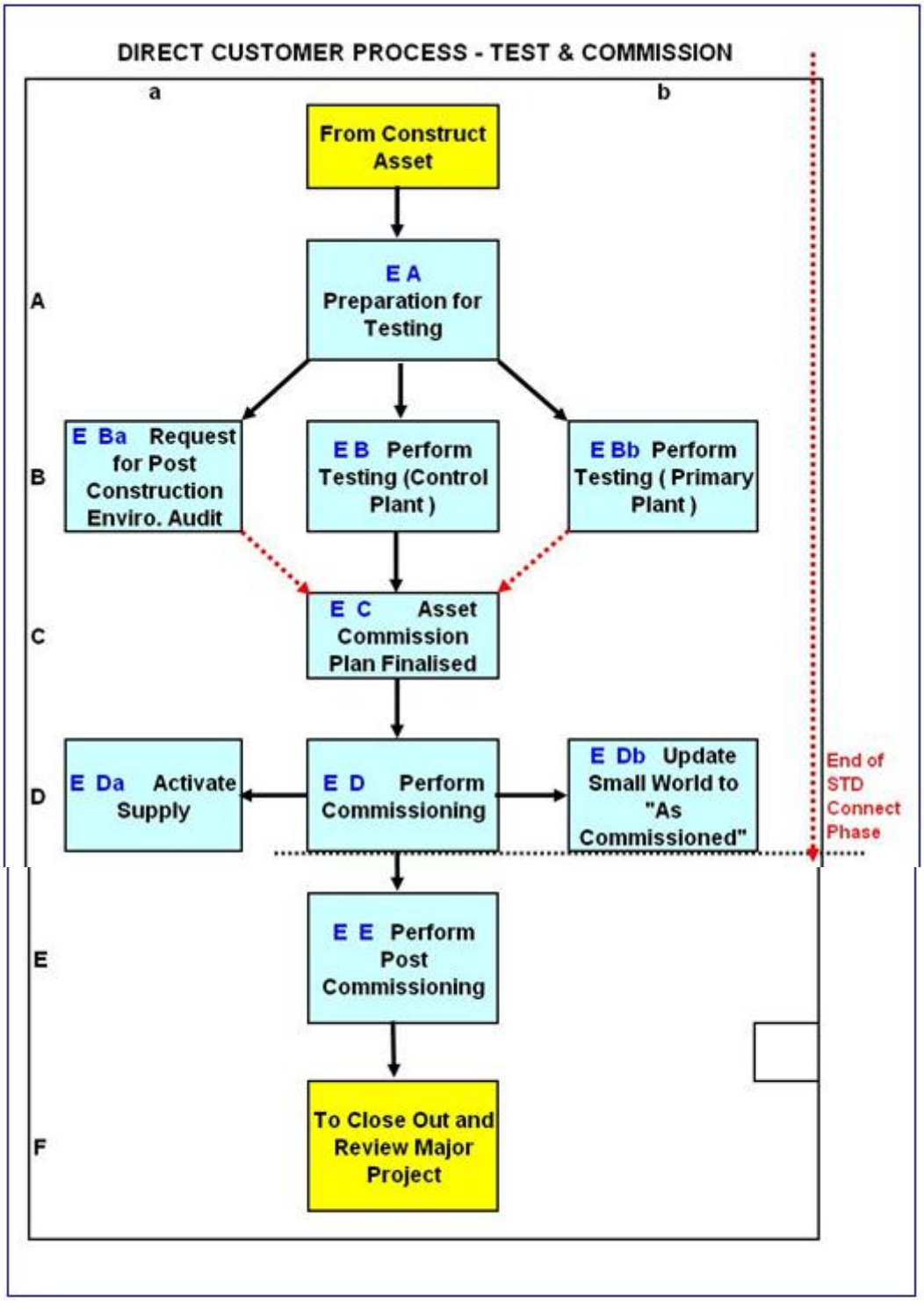


5.2.1.4.16.1 *List of functions-DG Systems Update after Project Execution*

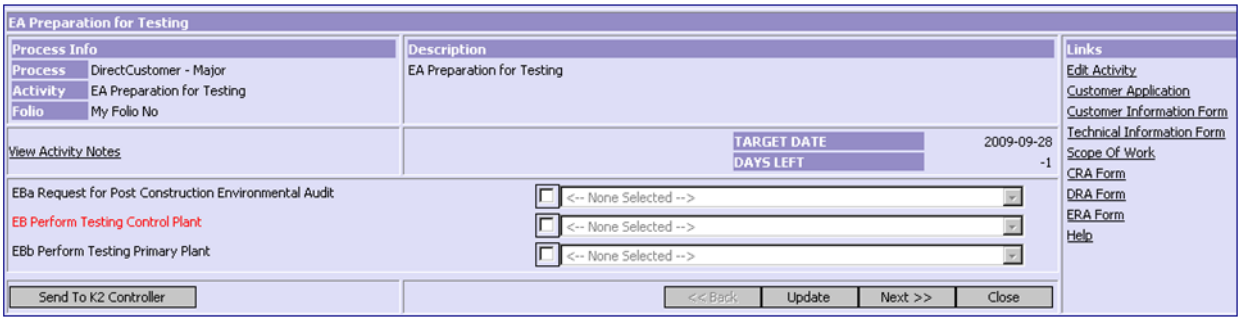
Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Smallworld updated with Plant data		No	Text	Checkbox		Mandatory
Operating diagrams updated		No	Text	Checkbox		Mandatory
As Built Drawings and Data sent to Project Engineering and Land Development		No	Text	Checkbox		Mandatory
CMc Release ERA Form values in SAP		No	Text	Label	*Auto populate*	Mandatory
DAc Procure Materials - Primary		No	Text	Label	*Auto populate*	Mandatory
DBb Process Material Requirements		No	Text	Label	*Auto populate*	Mandatory
DBc Procure Materials - Control		No	Text	Label	*Auto populate*	Mandatory
DBd Order Confirmation		No	Text	Label	*Auto populate*	Mandatory

DCc Create Materials Reservation	No	Text	Label	*Auto populate*	Mandatory
DCd Reserve Stock	No	Text	Label	*Auto populate*	Mandatory
DFa Quality Checks Confirmed	No	Text	Label	*Auto populate*	Mandatory
DFb Plant data captured in Maximo	No	Text	Label	*Auto populate*	Mandatory
EA Preparation for Testing	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.5 Direct Customer Process – Test and Commission



5.2.1.5.1 **EA Preparation for Testing**



5.2.1.5.1.1 *List of functions-EA Preparation for Testing*

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
EBa Request for Post Construction Environmental Audit		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
EB Perform Testing Control Plant		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
EBb Perform Testing Primary Plant		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID		Yes	Text	Textbox	*Auto populate*	
Project Name		Yes	Text	Textbox	*Auto populate*	
JobNo		Yes	Text	Textbox	*Auto populate*	
JobName		Yes	Text	Textbox	*Auto populate*	
JobCategory		Yes	Text	Textbox	*Auto populate*	
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		

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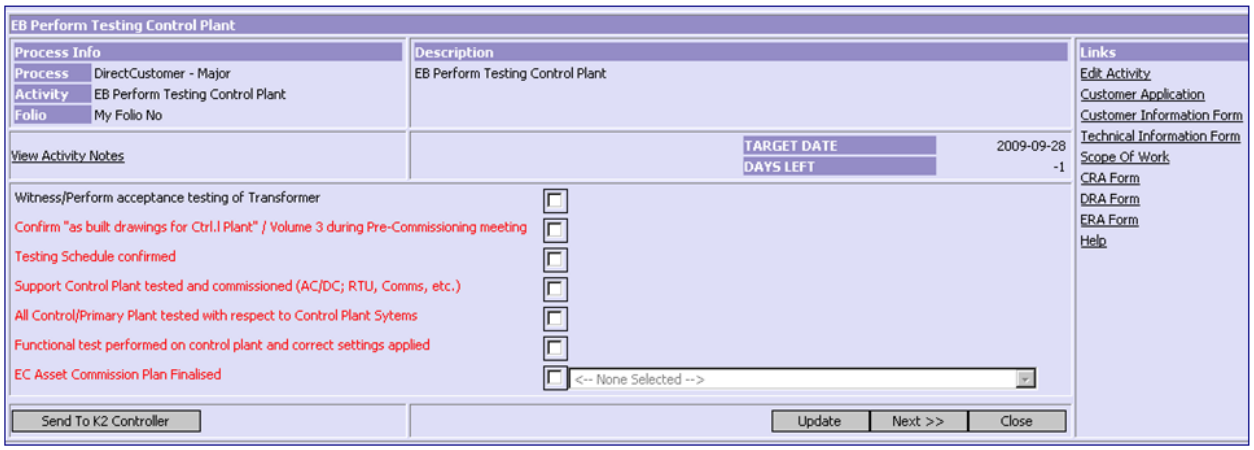
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.5.2 **EB Perform Testing Control Plant**

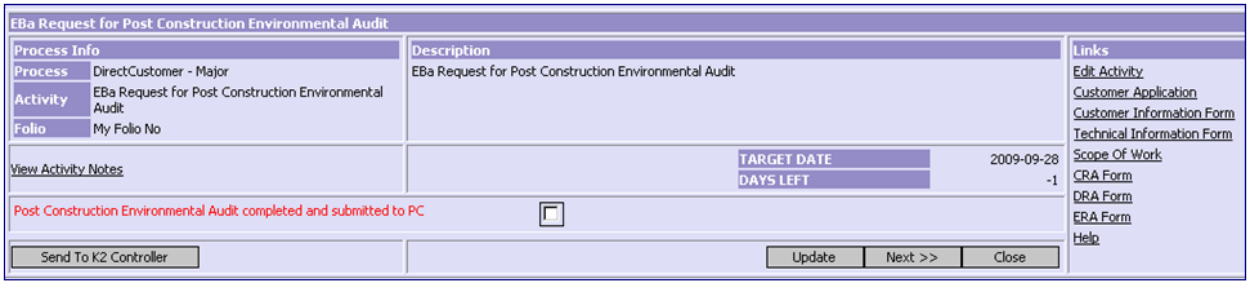


5.2.1.5.2.1 ***List of functions-EB Perform Testing Control Plant***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Witness/Perform acceptance testing of Transformer		No	Text	Checkbox		
Confirm "as built drawings for Ctrl.l Plant" / Volume 3 during Pre-Commissioning meeting		No	Text	Checkbox		Mandatory
Testing Schedule confirmed		No	Text	Checkbox		Mandatory
Support Control Plant tested and commissioned (AC/DC; RTU, Comms, etc.)		No	Text	Checkbox		Mandatory

All Control/Primary Plant tested with respect to Control Plant Sytems	No	Text	Checkbox		Mandatory
Functional test performed on control plant and correct settings applied	No	Text	Checkbox		Mandatory
EC Asset Commission Plan Finalised	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.5.3 EBa Request for Post Construction Environmental Audit

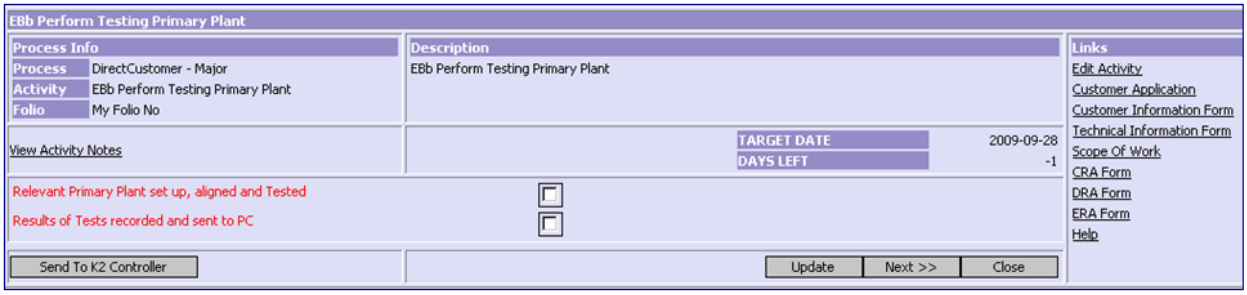


5.2.1.5.3.1 List of functions-EBa Request for Post Construction Environmental Audit

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	

Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Post Construction Environmental Audit completed and submitted to PC	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.5.4 **Ebb Perform Testing Primary Plant**

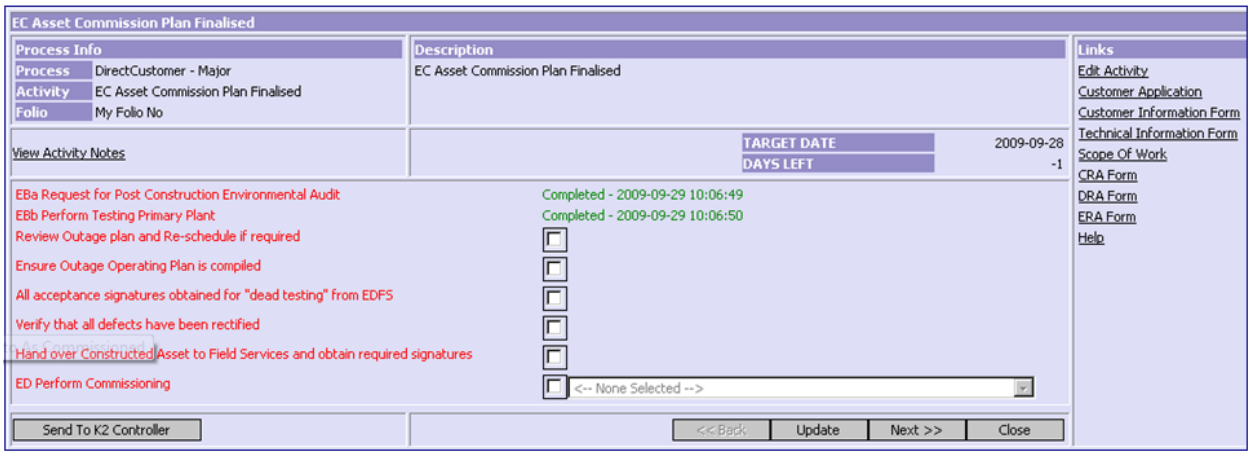


5.2.1.5.4.1 ***List of functions-Ebb Perform Testing Primary Plant***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Relevant Primary Plant set up, aligned and Tested		No	Text	Checkbox		Mandatory
Results of Tests		No	Text	Checkbox		Mandatory

recorded and sent to PC		
Customer Application	No	Link
Customer Information Form	No	Link
Technical Information Form	No	Link
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.5.5 **EC Asset Commission Plan Finalised**

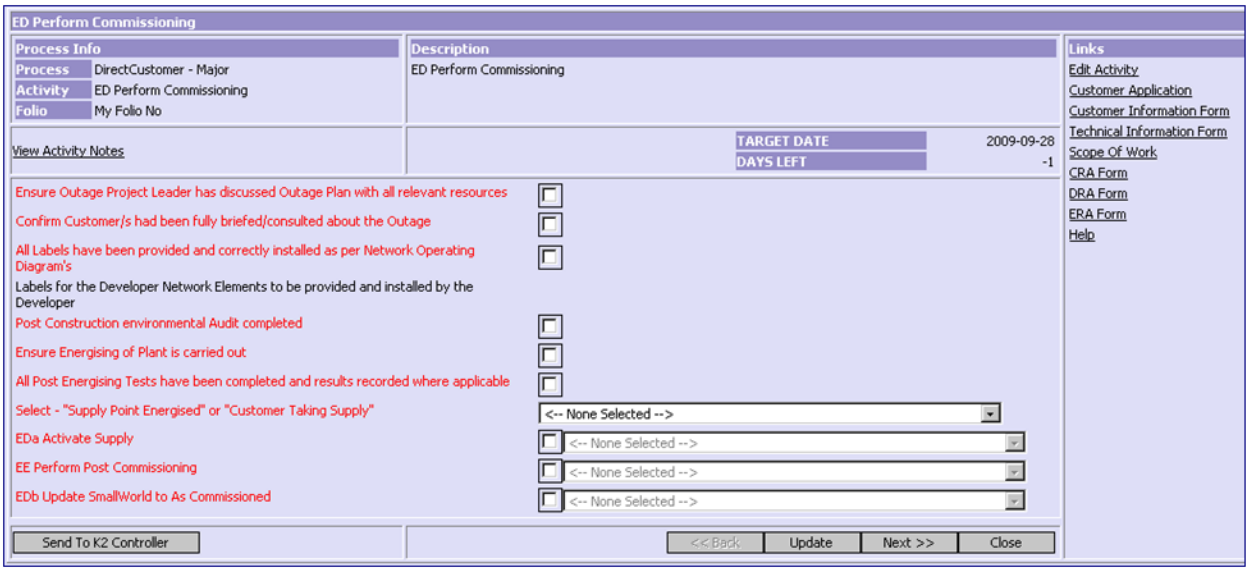


*5.2.1.5.5.1 **List of functions-EC Asset Commission Plan Finalised***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
EBa Request for Post Construction Environmental Audit		No	Text	Label	*Auto populate*	Mandatory
EBb Perform Testing Primary Plant		No	Text	Label	*Auto populate*	Mandatory
Review Outage plan and Re-schedule if required		No	Text	Checkbox		Mandatory

Ensure Outage Operating Plan is compiled	No	Text	Checkbox	Mandatory
All acceptance signatures obtained for "dead testing" from EDFS	No	Text	Checkbox	Mandatory
Verify that all defects have been rectified	No	Text	Checkbox	Mandatory
Hand over Constructed Asset to Field Services and obtain required signatures	No	Text	Checkbox	Mandatory
ED Perform Commissioning	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

5.2.1.5.6 **ED Perform Commissioning**

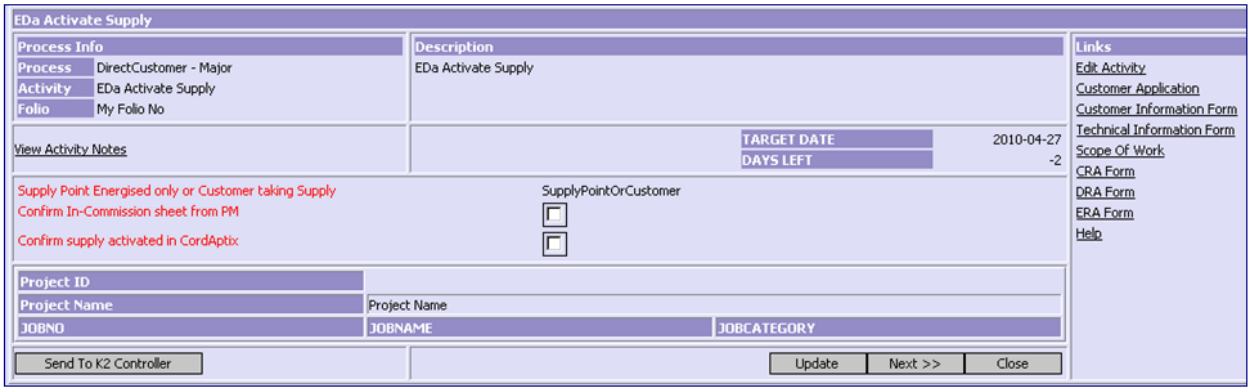


*5.2.1.5.6.1 **List of functions-ED Perform Commissioning***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Ensure Outage Project Leader has discussed Outage Plan with all relevant resources		No	Text	Checkbox		Mandatory
Confirm Customer/s had been fully briefed/consulted about the Outage		No	Text	Checkbox		Mandatory
All Labels have been provided and correctly installed as per Network Operating Diagram's		No	Text	Checkbox		Mandatory
Labels for the Developer Network Elements to be provided and installed by the Developer		No	Text	Label		
Post Construction environmental Audit completed		No	Text	Checkbox		Mandatory
Ensure Energising of Plant is carried out		No	Text	Checkbox		Mandatory
All Post Energising Tests have been completed and results recorded where applicable		No	Text	Checkbox		Mandatory
Select - "Supply Point Energised" or "Customer Taking Supply"		No	Text	Dropdown	*Values (* *1. Supply Point Energised,* *2. Customer Taking Supply)*	Mandatory
EDa Activate Supply		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
EE Perform Post Commissioning		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user

				to carry out the next activity should be selected
EDb Update SmallWorld to As Commissioned	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
Help	Yes		Link	

5.2.1.5.7 **EDa Activate Supply**

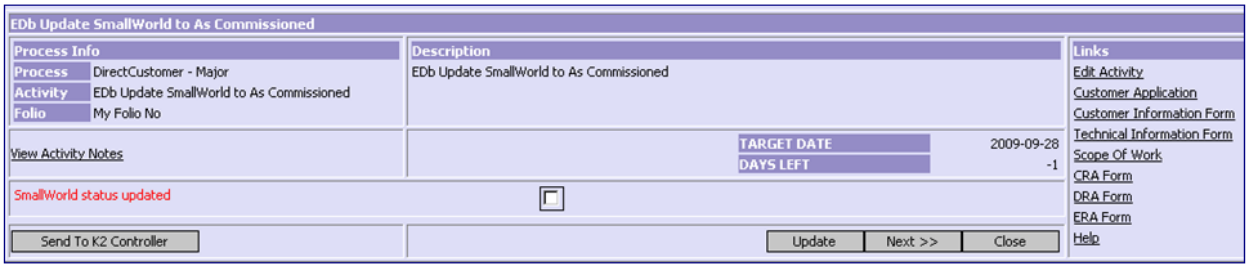


5.2.1.5.7.1 ***List of functions- EDa Activate Supply***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Supply Point Energised only or Customer taking		No	Text	Label	*Auto populate*	Mandatory

Supply					
Confirm In-Commission sheet from PM	No	Text	Checkbox		Mandatory
Confirm supply activated in CordAptix	No	Text	Checkbox		Mandatory
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

5.2.1.5.8 **EDb Update Smallworld to As Commissioned**

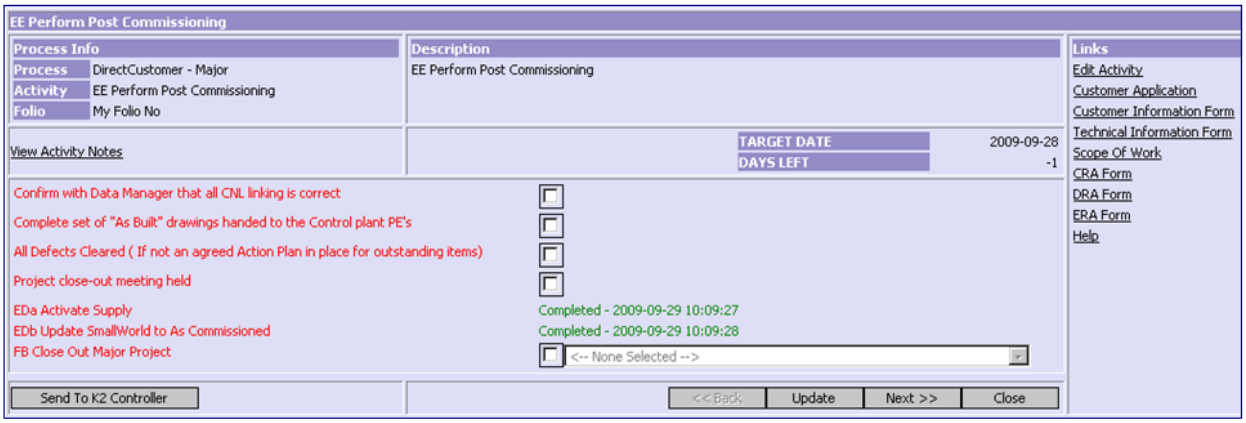


*5.2.1.5.8.1 **List of functions- EDb Update Smallworld to As Commissioned***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
SmallWorld status updated		No	Text	Label	*Auto populate*	Mandatory
Customer Application		No		Link		

Customer Information Form	No	Link
Technical Information Form	No	Link
Scope of Work	No	Link
CRA Form	No	Link
DRA Form	No	Link
ERA Form	No	Link
Help	Yes	Link

5.2.1.5.9 **EE Perform Post Commissioning**



*5.2.1.5.9.1 **List of functions-EE Perform Post Commissioning***

Field Name	Data Field Name	Read - Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Confirm with Data Manager that all CNL linking is correct		No	Text	Checkbox		Mandatory
Complete set of "As Built" drawings handed to the Control plant PE's		No	Text	Checkbox		Mandatory
All Defects Cleared (If not an agreed Action Plan in place for outstanding items)		No	Text	Checkbox		Mandatory

Project close-out meeting held	No	Text	Checkbox		Mandatory
EDa Activate Supply	No	Text	Label	*Auto populate*	Mandatory
EDb Update SmallWorld to As Commissioned	No	Text	Label	*Auto populate*	Mandatory
FB Close Out Major Project	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
Help	Yes		Link		

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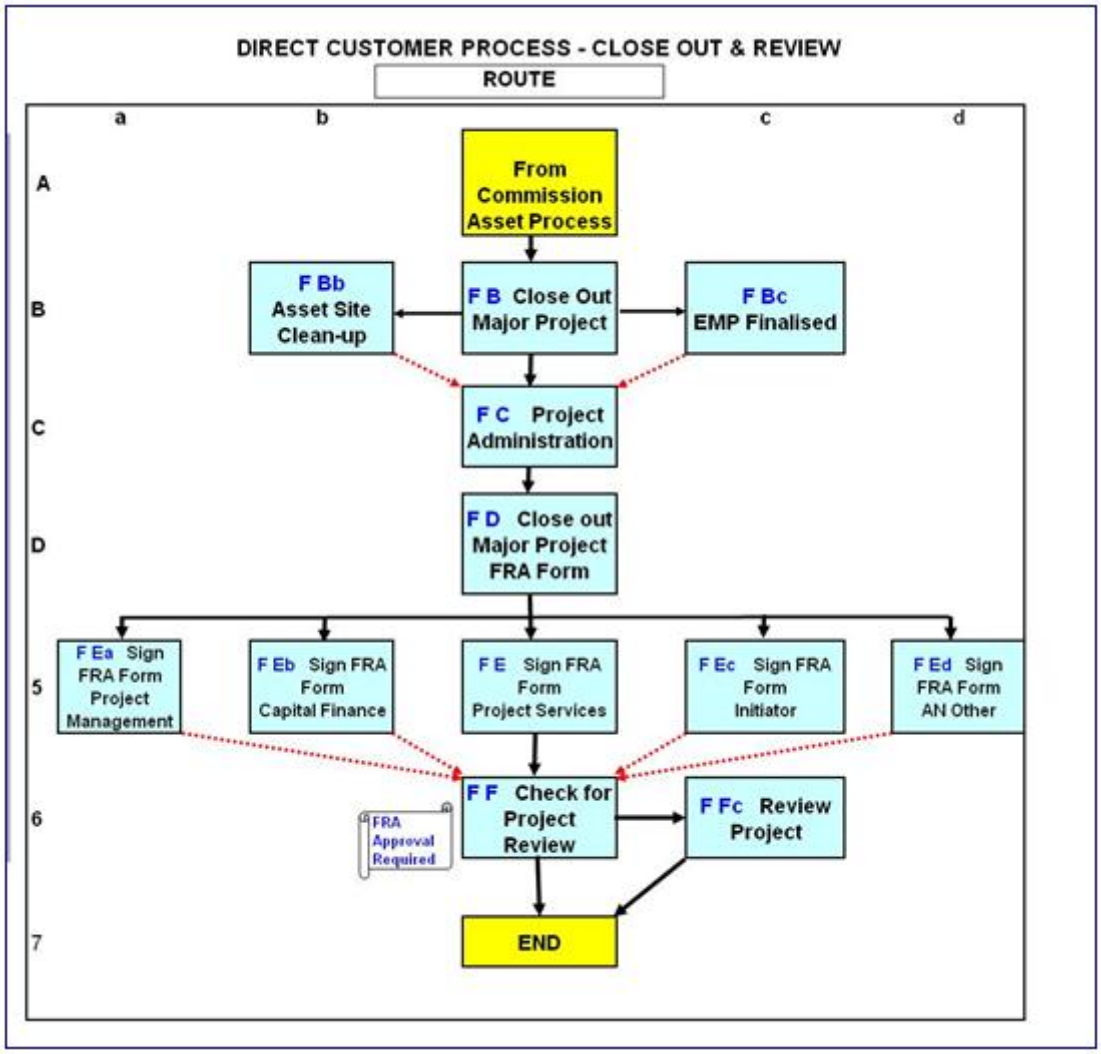
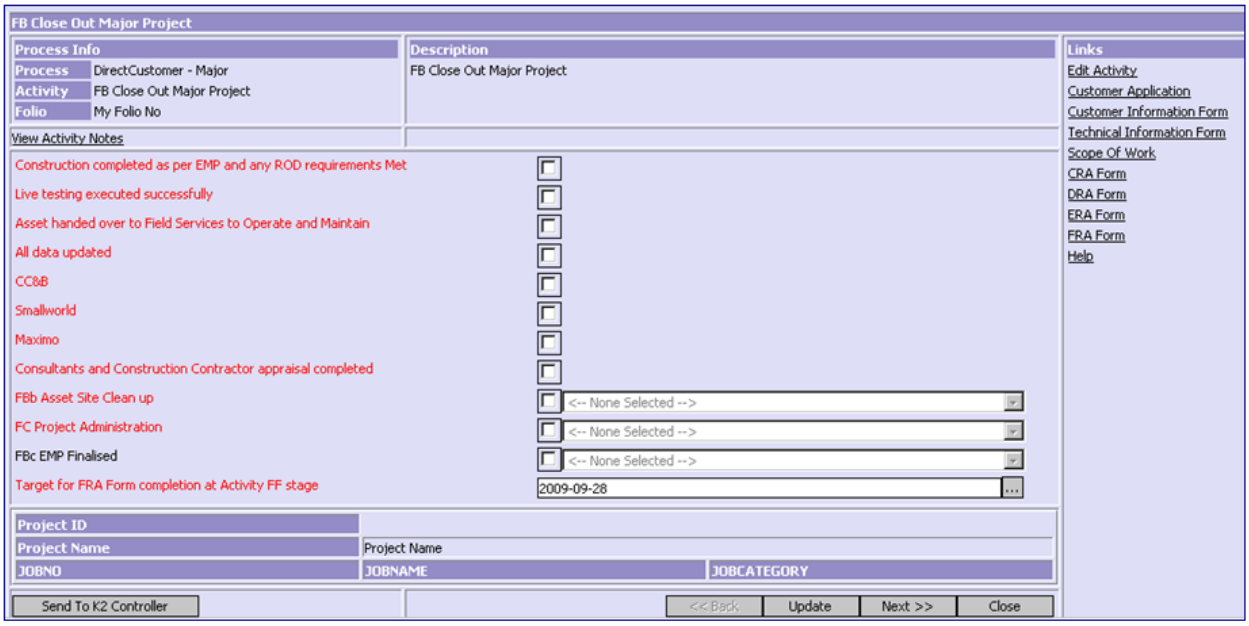
5.2.1.6 Close Out FRA Phase (Close Out and Review Major Project)



5.2.1.6.1 **FB Close Out Major Project**

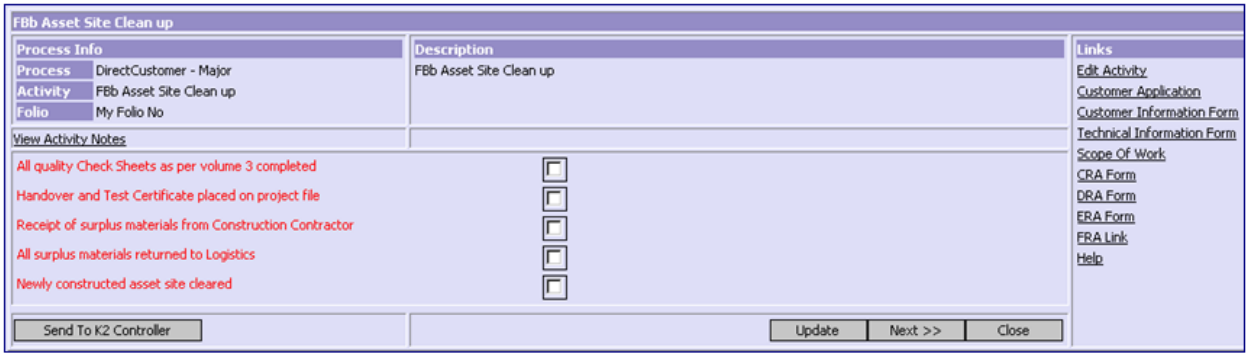


5.2.1.6.1.1 List of functions-FB Close Out Major Project

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Construction completed as per EMP and any ROD requirements Met		No	Text	Checkbox		Mandatory
Live testing executed successfully		No	Text	Checkbox		Mandatory
Asset handed over to Field Services to Operate and Maintain		No	Text	Checkbox		Mandatory
All data updated		No	Text	Checkbox		Mandatory
CC&B		No	Text	Checkbox		Mandatory
Smallworld		No	Text	Checkbox		Mandatory
Maximo		No	Text	Checkbox		Mandatory
Consultants and Construction Contractor appraisal completed		No	Text	Checkbox		Mandatory
FBb Asset Site Clean up		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is

					selected, the next user to carry out the next activity should be selected
FC Project Administration	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
FBc EMP Finalised	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Target for FRA Form completion at Activity FF stage	No	Date	Date Picker, Calendar		Mandatory YYYY-MM-DD
Project ID	Yes	Text	Textbox	*Auto populate*	
Project Name	Yes	Text	Textbox	*Auto populate*	
JobNo	Yes	Text	Textbox	*Auto populate*	
JobName	Yes	Text	Textbox	*Auto populate*	
JobCategory	Yes	Text	Textbox	*Auto populate*	
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Help	Yes		Link		

5.2.1.6.2 **FBb Asset Site Clean Up**

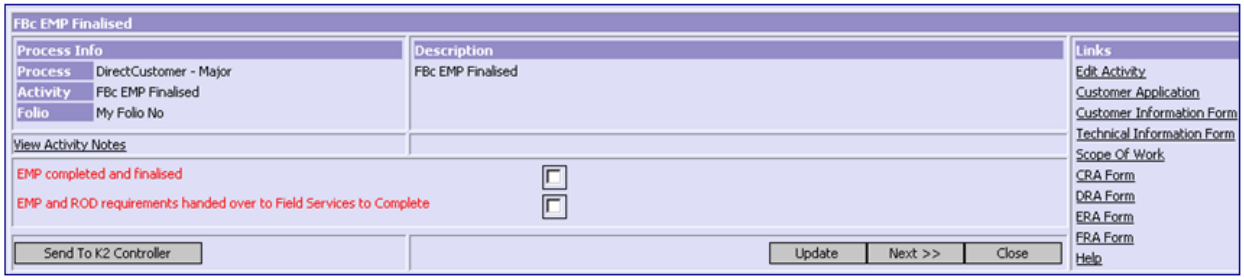


5.2.1.6.2.1 List of functions-FBb Asset Site Clean Up

Field Name	Data Field	Read-Only	Value Type	Control type	Notes	Validations

Name					
Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
All quality Check Sheets as per volume 3 completed	No	Text	Checkbox		Mandatory
Handover and Test Certificate placed on project file	No	Text	Checkbox		Mandatory
Receipt of surplus materials from Construction Contractor	No	Text	Checkbox		Mandatory
All surplus materials returned to Logistics	No	Text	Checkbox		Mandatory
Newly constructed asset site cleared	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Help	Yes		Link		

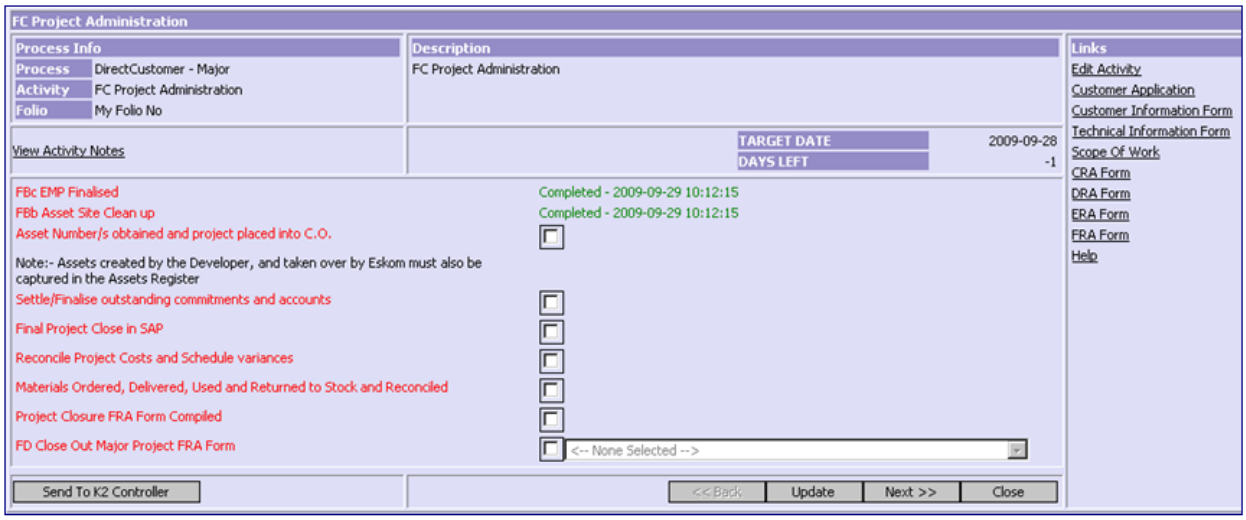
5.2.1.6.3 **FBc EMP Finalised**



5.2.1.6.3.1 List of functions-FBc EMP Finalised

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
EMP completed and finalised		No	Text	Checkbox		Mandatory
EMP and ROD requirements handed over to Field Services to Complete		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
FRA Form		No		Link		
Help		Yes		Link		

5.2.1.6.4 **FC Project Administration**



5.2.1.6.4.1 List of functions-FC Project Administration

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Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
FBc EMP Finalised		No	Text	Label	*Auto populate*	Mandatory
FBb Asset Site Clean up		No	Text	Label	*Auto populate*	Mandatory
Asset Number/s obtained and project placed into C.O.		No	Text	Checkbox		Mandatory
Note:- Assets created by the Developer, and taken over by Eskom must also be captured in the Assets Register		Yes	Text	Label		
Settle/Finalise outstanding commitments and accounts		No	Text	Checkbox		Mandatory
Final Project Close in SAP		No	Text	Checkbox		Mandatory
Reconcile Project Costs and Schedule variances		No	Text	Checkbox		Mandatory
Materials Ordered, Delivered, Used and Returned to Stock and Reconciled		No	Text	Checkbox		Mandatory
Project Closure FRA Form Compiled		No	Text	Checkbox		Mandatory
FD Close Out Major Project FRA Form		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		

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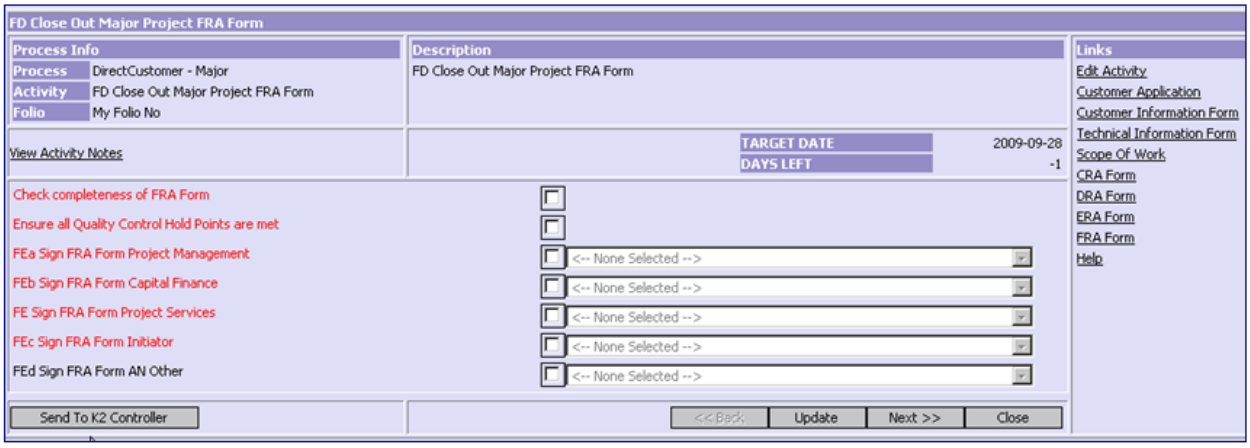
FRA Form	No	Link
Help	Yes	Link

5.2.1.6.5 FD Close Out Major Project FRA Form

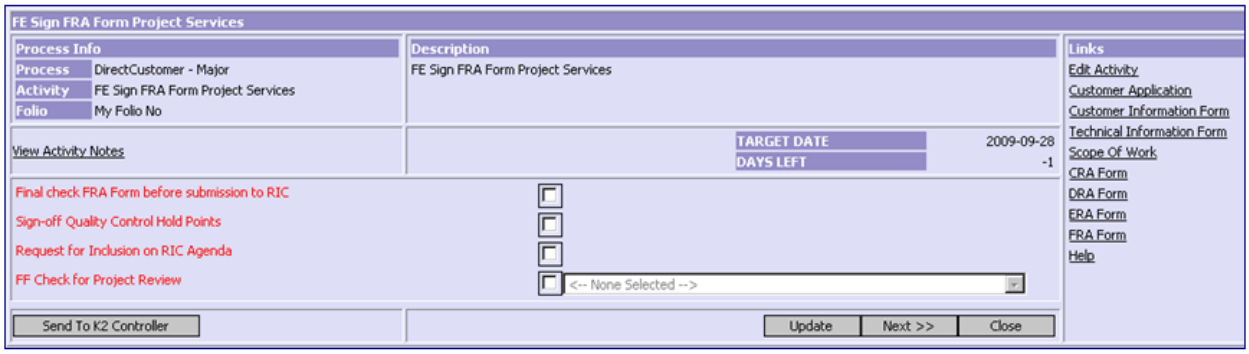


5.2.1.6.5.1 List of functions-FD Close Out Major Project FRA Form

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
Check completeness of FRA Form		No	Text	Checkbox		Mandatory
Ensure all Quality Control Hold Points are met		No	Text	Checkbox		Mandatory
FEa Sign FRA Form Project Management		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
FEb Sign FRA Form Capital Finance		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be

				selected
FE Sign FRA Form Project Services	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
FEc Sign FRA Form Initiator	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
FEd Sign FRA Form AN Other	No	Text	Checkbox & Name Picker	When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
DRA Form	No		Link	
ERA Form	No		Link	
FRA Form	No		Link	
Help	Yes		Link	

5.2.1.6.6 FE Sign FRA Form Project Services

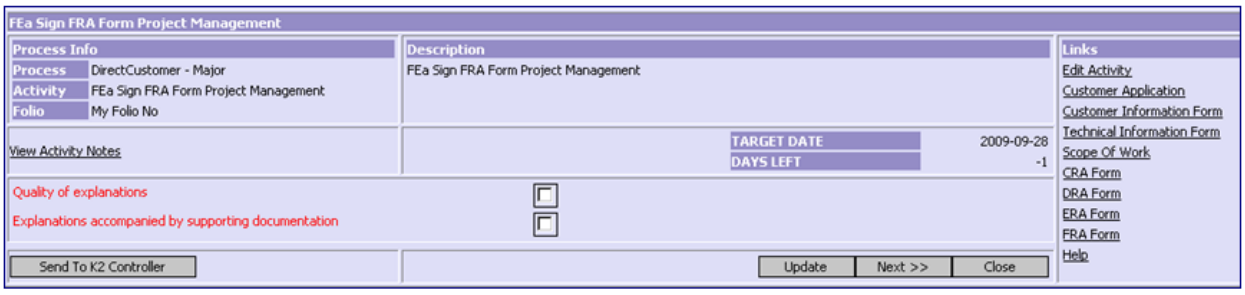


5.2.1.6.6.1 List of functions-FE Sign FRA Form Project Services

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	

Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Final check FRA Form before submission to RIC	No	Text	Checkbox		Mandatory
Sign-off Quality Control Hold Points	No	Text	Checkbox		Mandatory
Request for Inclusion on RIC Agenda	No	Text	Checkbox		Mandatory
FF Check for Project Review	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Help	Yes		Link		

5.2.1.6.7 **FEa Sign FRA Form Project Management**

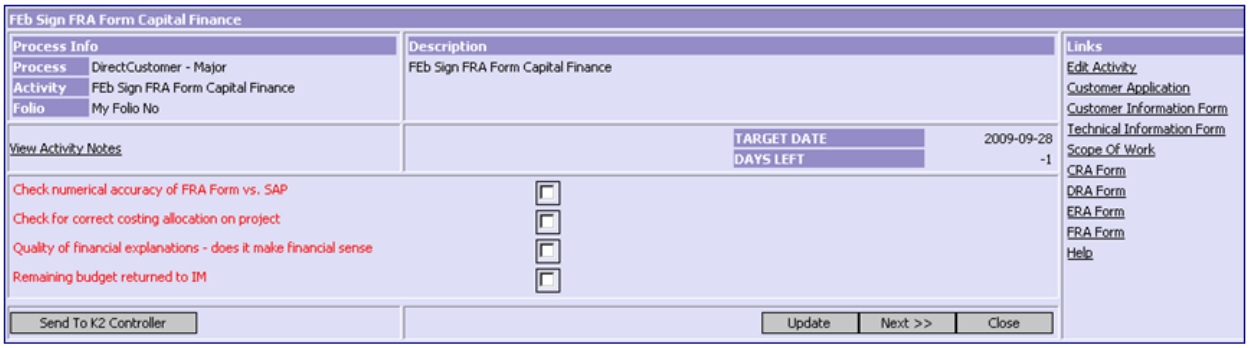


5.2.1.6.7.1 List of functions-FEa Sign FRA Form Project management

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Quality of explanations	No	Text	Checkbox		Mandatory
Explanations accompanied by supporting documentation	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Help	Yes		Link		

5.2.1.6.8 **Feb Sign FRA Form Capital Finance**

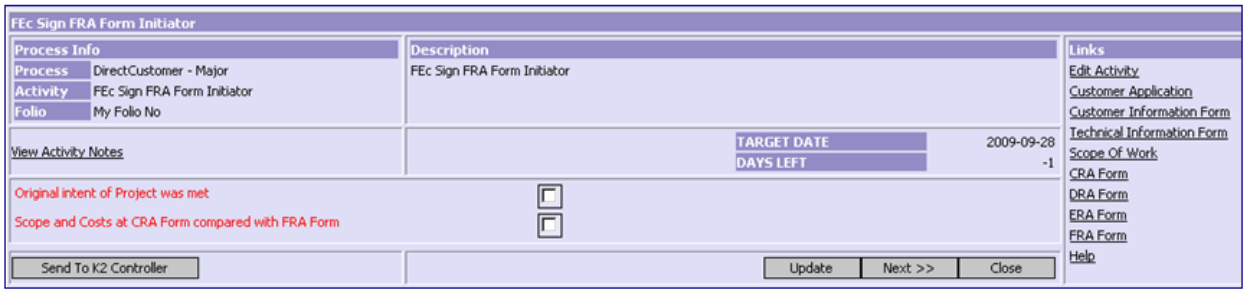


5.2.1.6.8.1 List of functions-FEb Sign FRA Form Capital Finance

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	

Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Check numerical accuracy of FRA Form vs. SAP	No	Text	Checkbox		Mandatory
Check for correct costing allocation on project	No	Text	Checkbox		Mandatory
Quality of financial explanations - does it make financial sense	No	Text	Checkbox		Mandatory
Remaining budget returned to IM	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Help	Yes		Link		

5.2.1.6.9 **FEc Sign FRA Form Initiator**

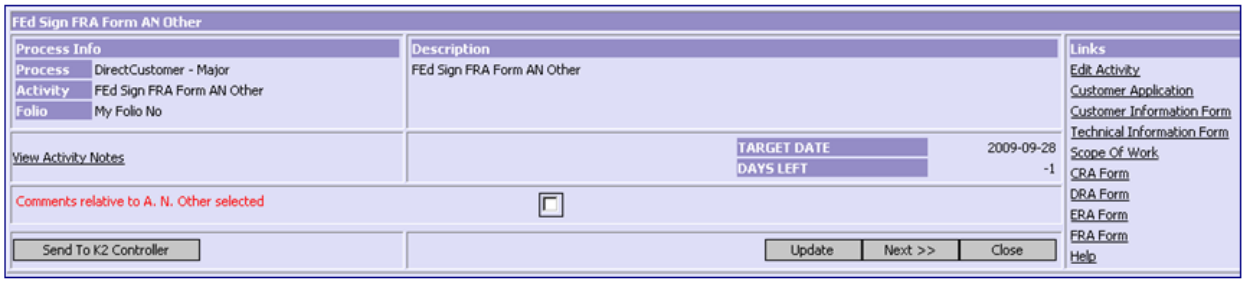


5.2.1.6.9.1 List of functions-FEc Sign FRA Form Initiator

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	

Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Target Date	No	Text	Textbox	*Auto populate*	
Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Original intent of Project was met	No	Text	Checkbox		Mandatory
Scope and Costs at CRA Form compared with FRA Form	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Help	Yes		Link		

5.2.1.6.10 **FEd Sign FRA AN Other**

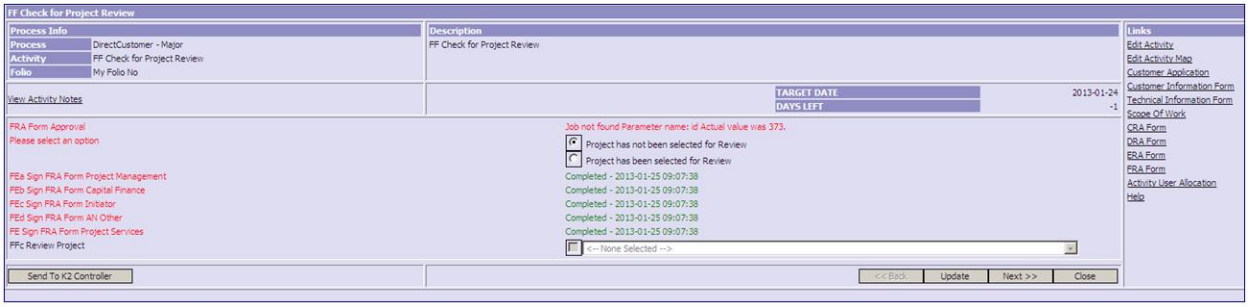


5.2.1.6.10.1 List of functions-FEd Sign FRA An Other

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	

Days Left	No	Text	Textbox	*Auto populate*	
Sent By	No	Text	Textbox	*Auto populate*	
Comments relative to A.N selected	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Help	Yes		Link		

5.2.1.6.11 **FF Check for Project Review**

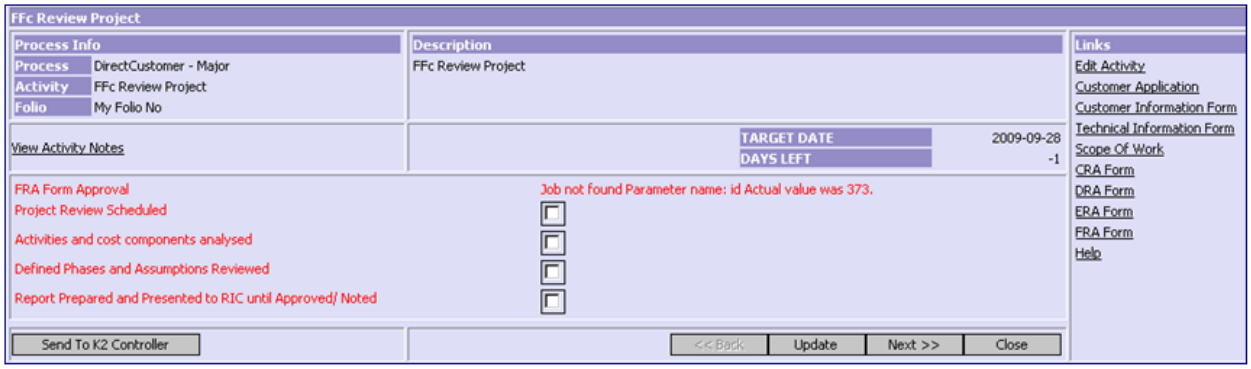


5.2.1.6.11.1 List of functions-FF Check for Project Review

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
FRA Form Approval		No	Text	Label	*Auto populate*	Mandatory
Please select an option		No	Text	Radio button	1. *Project has not been selected for Review* 2. *Project has*	Mandatory When "Project has not been selected for Review" is selected, "FFc Review Project" will be

				been selected for Review	deactivated, and "FRA Form Approval" will be active. When "Project has been selected for Review" is selected, "**FFc Review Project" will be active.**
FEa Sign FRA Form Project Management	No	Text	Label	*Auto populate*	Mandatory
FEb Sign FRA Form Capital Finance	No	Text	Label	*Auto populate*	Mandatory
FEc Sign FRA Form Initiator	No	Text	Label	*Auto populate*	Mandatory
FEd Sign FRA Form AN Other	No	Text	Label	*Auto populate*	Mandatory
FE Sign FRA Form Project Services	No	Text	Label	*Auto populate*	Mandatory
FFc Review Project	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
DRA Form	No		Link		
ERA Form	No		Link		
FRA Form	No		Link		
Activity User Allocation	No		Link		
Help	Yes		Link		

5.2.1.6.12 **FFc Review Project**



5.2.1.6.12.1 List of functions-FFc Review Project

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Target Date		No	Text	Textbox	*Auto populate*	
Days Left		No	Text	Textbox	*Auto populate*	
Sent By		No	Text	Textbox	*Auto populate*	
FRA Form Approval		Yes	Text	Label	*Auto populate*	Mandatory
Project Review Scheduled		No	Text	Checkbox		Mandatory
Activities and cost components analysed		No	Text	Checkbox		Mandatory
Defined Phases and Assumptions Reviewed		No	Text	Checkbox		Mandatory
Report Prepared and Presented to RIC until Approved/ Noted		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
DRA Form		No		Link		
ERA Form		No		Link		
FRA Form		No		Link		
Help		Yes		Link		

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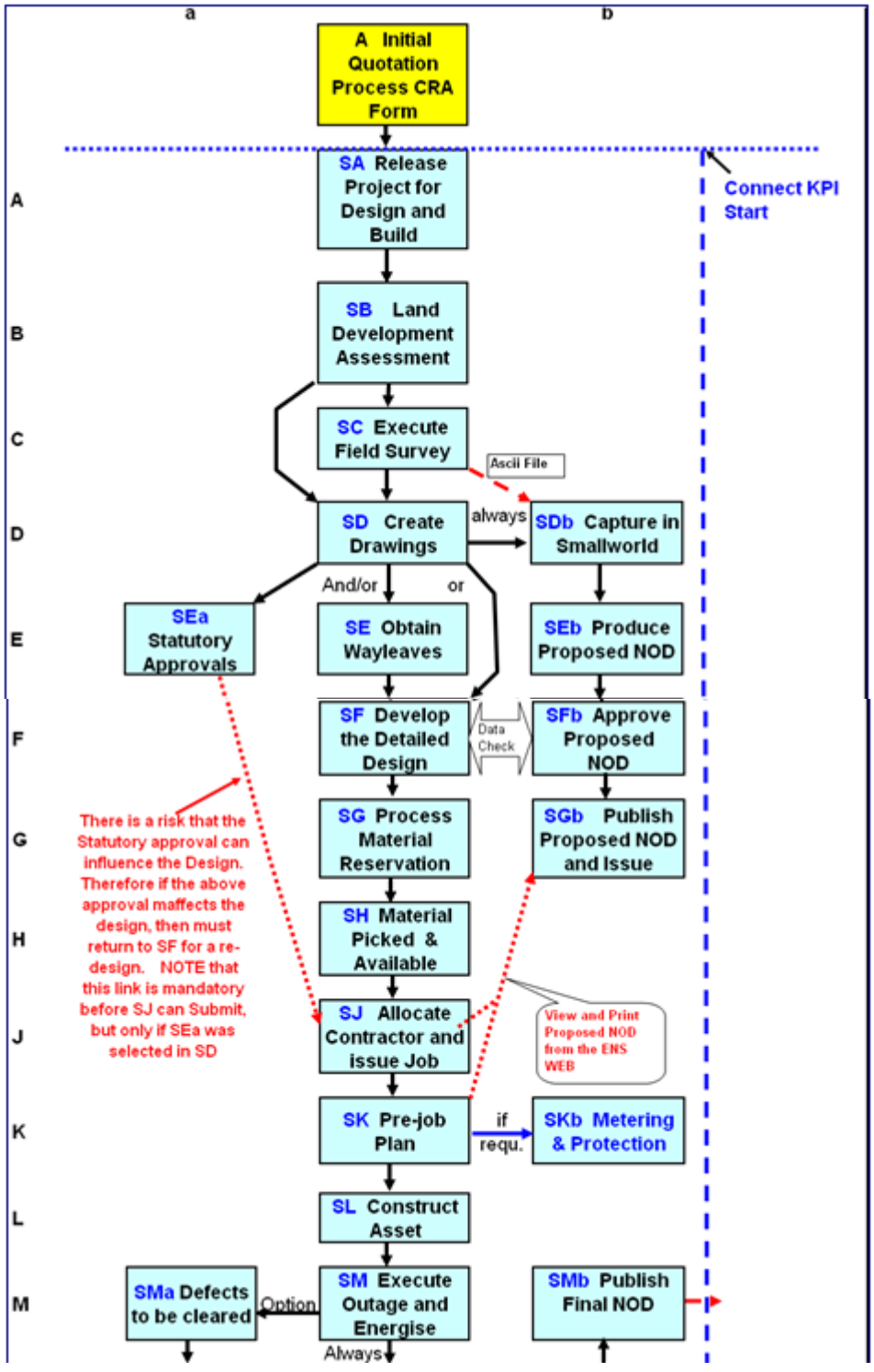
5.2.2 Direct Customer- Major Short Connection workflow



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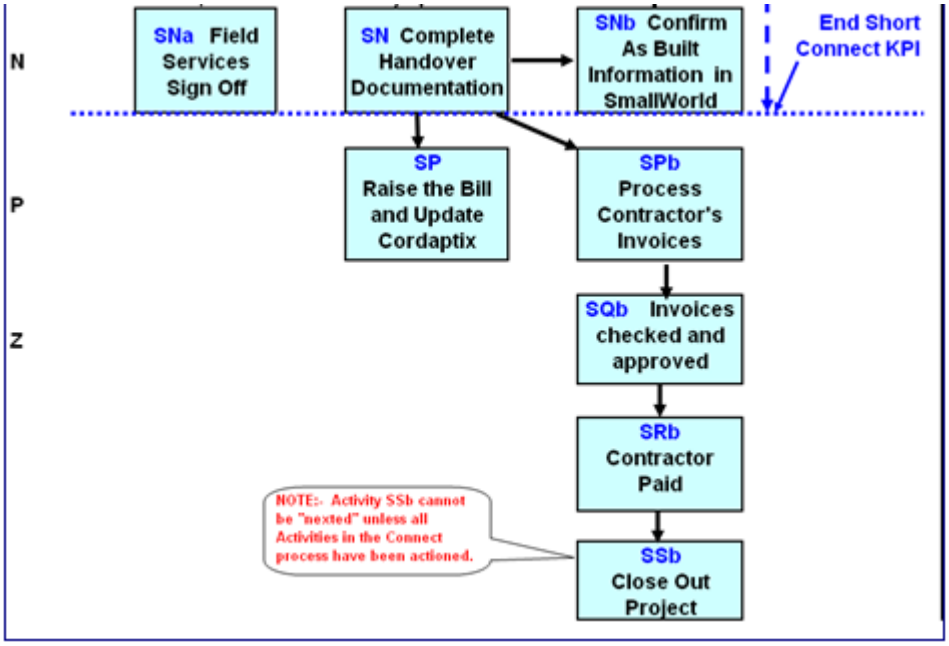
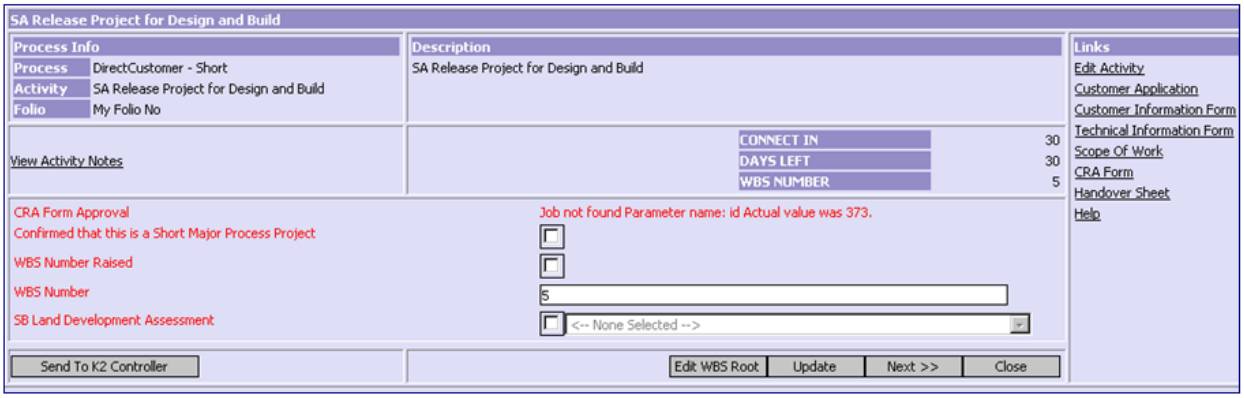


5.2.2.1 SA Release Project for Design and Build

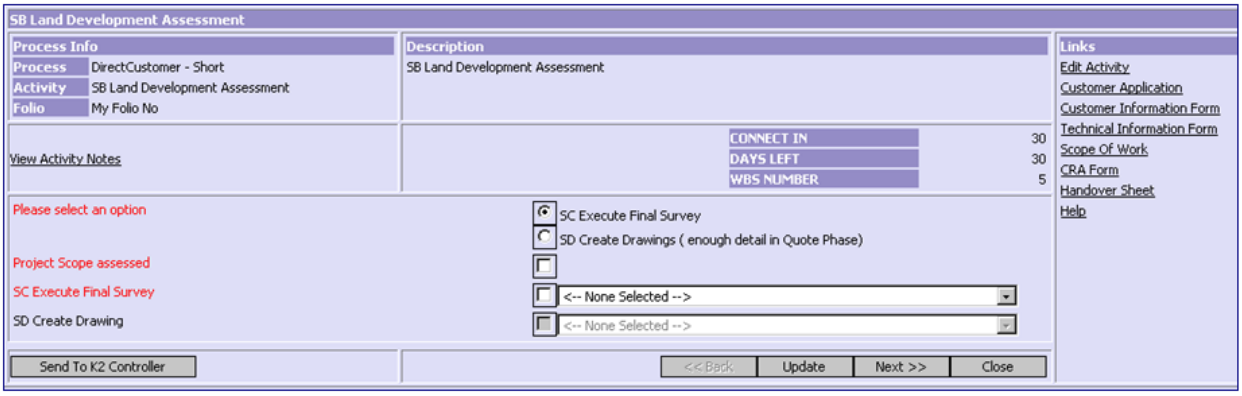


5.2.2.1.1 List of Functions – SA Release Project For Design and Build

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		Yes	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	

CRA Form Approval	Yes	Text	Label	*Auto populate*	Mandatory
Confirmed that this is a Short Major Process Project	No	Text	Checkbox		Mandatory
WBS Number Raised	No	Text	Checkbox		Mandatory
WBS Number	No	Text	Textbox		Mandatory
SB Land Development Assessment	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.2.2 SB Land Development Assessment

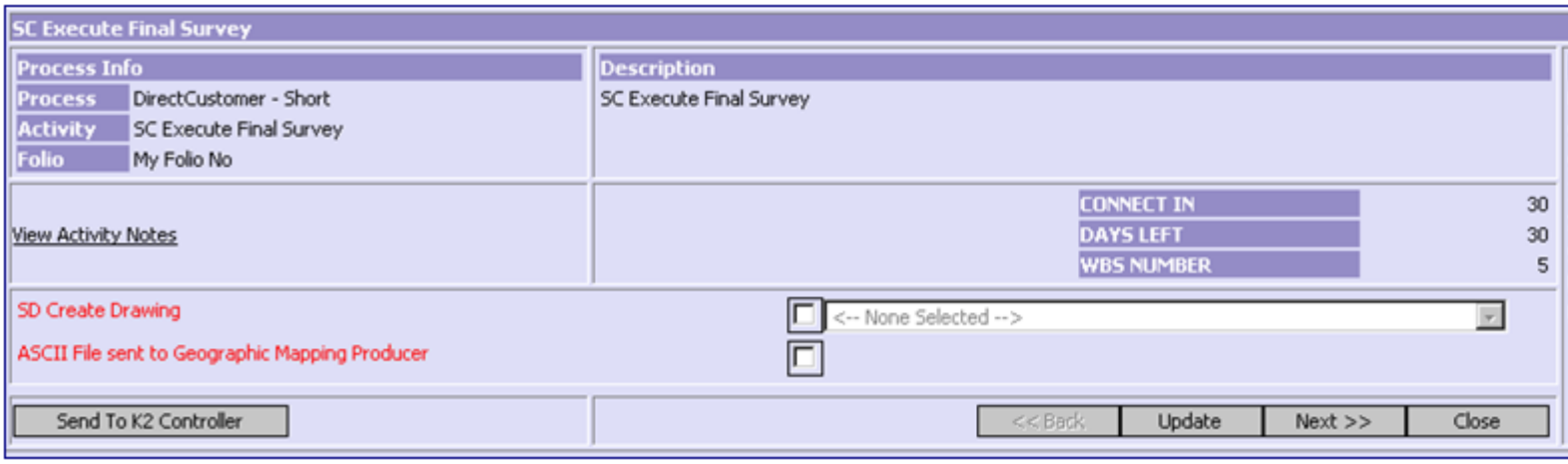


5.2.2.2.1 List of Functions – SB Land Development Assessment

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	

Sent By	Yes	Text	Textbox	*Auto populate*	
Please select an option	Yes	Text	Radio Button	1. *SC Execute Final Survey* 2. *SD Create Drawings (enough detail in Quote Phase)*	Mandatory When " *SC Execute Final Survey" is selected, "***SC Execute Final Survey" will be active.** When "*SD Create Drawings (enough detail in Quote Phase)" is selected, "***SD Create Drawing" will be active.**
Project Scope assessed	No	Text	Checkbox		Mandatory
SC Execute Final Survey	No	Text	Checkbox & Name Picker		Mandatory wWhen " *SC Execute Final Survey" is selected* When the checkbox is selected, the next user to carry out the next activity should be selected
SD Create Drawing	No	Text	Checkbox & Name Picker		Mandatory when "*SD Create Drawings (enough detail in Quote Phase)" is selected, "***SD Create Drawing" will be active.** When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.2.3 SC Execute Final Survey



5.2.2.3.1 List of Functions – SC Execute Final Survey

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
SD Create Drawing		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
ASCII File sent to Geographic Mapping Producer		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

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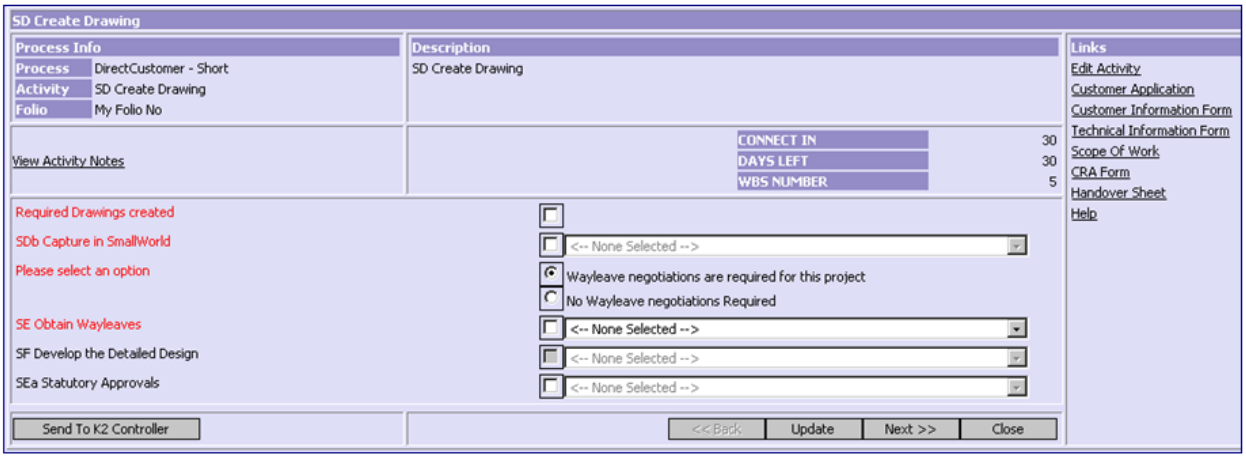
5.2.2.4 SD Create Drawing

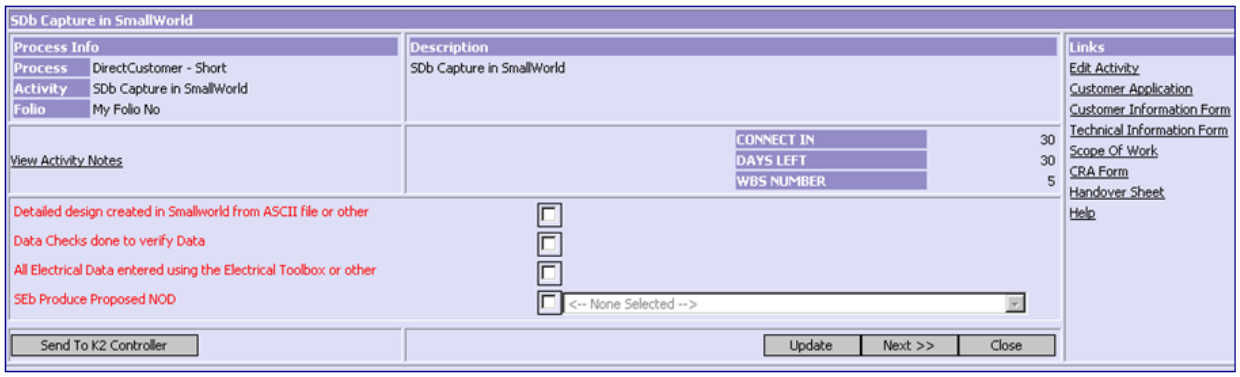


5.2.2.4.1 List of Functions – SD Create Drawing

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Required Drawings created		No	Text	Checkbox		Mandatory
SDb Capture in SmallWorld		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Please select an option		Yes	Text	Radio Button	1. *Wayleave negotiations are required for this project* 2. *No Wayleave negotiations Required*	Mandatory When " *Wayleave negotiations are required for this project" is selected,* " **SE Obtain Wayleaves" will be active.** When " *No Wayleave negotiations Required is selected,* " **SF Develop the Detailed Design " will be active.**

SE Obtain Wayleaves	No	Text	Checkbox & Name Picker		Mandatory when "*Wayleave negotiations are required for this project*" *is selected* When the checkbox is selected, the next user to carry out the next activity should be selected
SF Develop the Detailed Design	No	Text	Checkbox & Name Picker	No	Mandatory when "*No Wayleave negotiations Required is selected* When the checkbox is selected, the next user to carry out the next activity should be selected
SEa Statutory Approvals	No	Text	Checkbox & Name Picker	No	When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.2.5 SDb Capture in SmallWorld

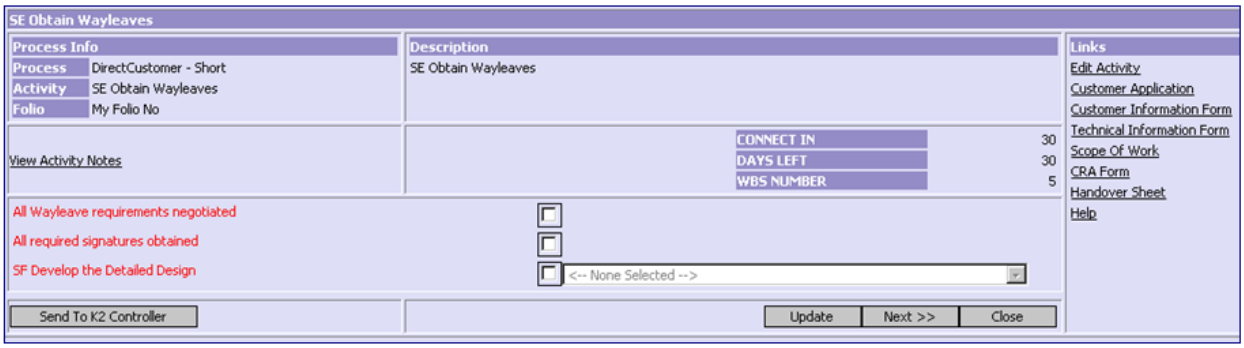


5.2.2.5.1 List of Functions – SDb Capture in SmallWorld

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Connect In	Yes	Text	Textbox	*Auto populate*	
Days Left	Yes	Text	Textbox	*Auto populate*	
WBS Number	Yes	Text	Textbox	*Auto populate*	
Sent By	Yes	Text	Textbox	*Auto populate*	
Detailed design created in Smallworld from ASCII file or other	No	Text	Checkbox		Mandatory
Data Checks done to verify Data	No	Text	Checkbox		Mandatory
All Electrical Data entered using the Electrical Toolbox or other	No	Text	Checkbox		Mandatory
SEb Produce Proposed NOD	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.2.6 SE Obtain Wayleaves

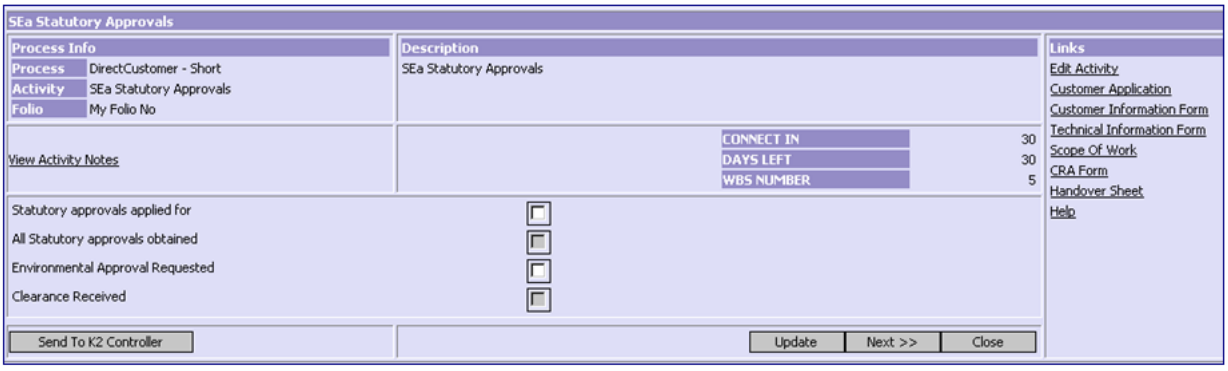


5.2.2.6.1 List of Functions – SE Obtain Wayleaves

Field Name	Data	Read-	Value	Control	Notes	Validations

	Field Name	Only	Type	type		
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
All Wayleave requirements negotiated		No	Text	Checkbox		Mandatory
All required signatures obtained		No	Text	Checkbox		Mandatory
SF Develop the Detailed Design		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

5.2.2.7 SEa Statutory Approvals

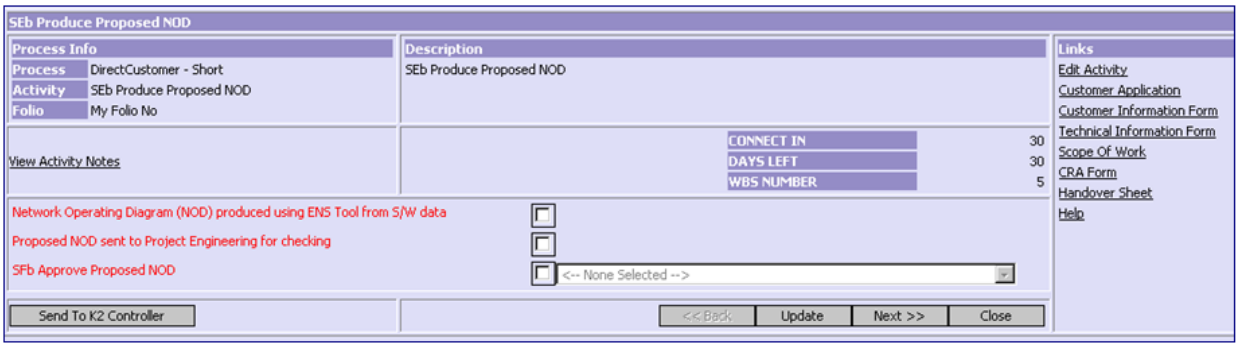


5.2.2.7.1 List of Functions – SEa Statutory Approvals

Field Name	Data Field Nam	Read-Only	Value Type	Control type	Notes	Validations

e					
Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Connect In	Yes	Text	Textbox	*Auto populate*	
Days Left	Yes	Text	Textbox	*Auto populate*	
WBS Number	Yes	Text	Textbox	*Auto populate*	
Sent By	Yes	Text	Textbox	*Auto populate*	
Statutory approvals applied for	No	Text	Checkbox		When selected, it will make " **All Statutory approvals obtained**" Mandatory"
All Statutory approvals obtained	No	Text	Checkbox		Mandatory when " **Statutory approvals applied for" is selected**
Environmental Approval Requested	No	Text	Checkbox		When selected, it will make " **All Statutory approvals obtained**" Mandatory"
Clearance Received	No	Text	Checkbox		Mandatory when " **Environmental Approval Requested " is selected**
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.2.8 SEb Produce Proposed NOD



5.2.2.8.1 List of Functions – SEb Produce Proposed NOD

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Network Operating Diagram (NOD) produced using ENS Tool from S/W data		No	Text	Checkbox		Mandatory
Proposed NOD sent to Project Engineering for checking		No	Text	Checkbox		Mandatory
SFb Approve Proposed NOD		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

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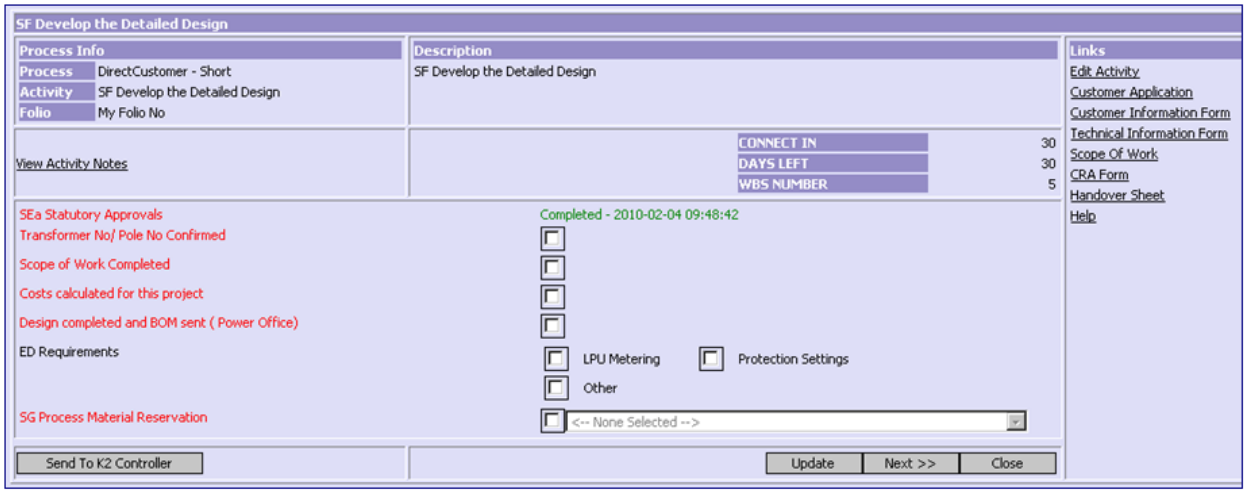
5.2.2.9 SF Develop the Detailed Design

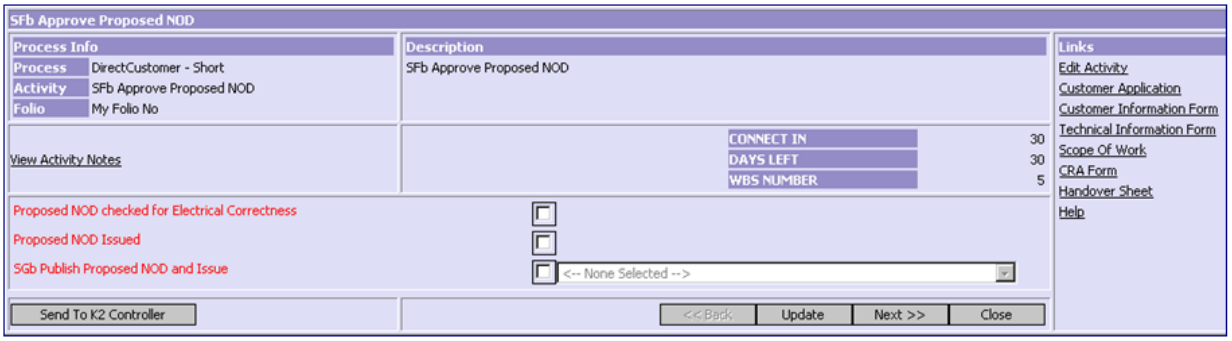


5.2.2.9.1 List of Functions – SF Develop the Detailed Design

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
SEa Statutory Approvals		No	Text	Label	*Auto populate*	Mandatory
Transformer No/ Pole No Confirmed		No	Text	Checkbox		Mandatory
Scope of Work Completed		No	Text	Checkbox		Mandatory
Costs calculated for this project		No	Text	Checkbox		Mandatory
Design completed and BOM sent (Power Office)		No	Text	Checkbox		Mandatory
ED Requirements		No	Text	Checkbox	1. *LPU Metering* 2. *Protection Settings* 3. *Other*	
SG Process Material Reservation		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be

			selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
Handover Sheet	No	Link	
Help	Yes	Link	

5.2.2.10 SFb Approve Proposed NOD

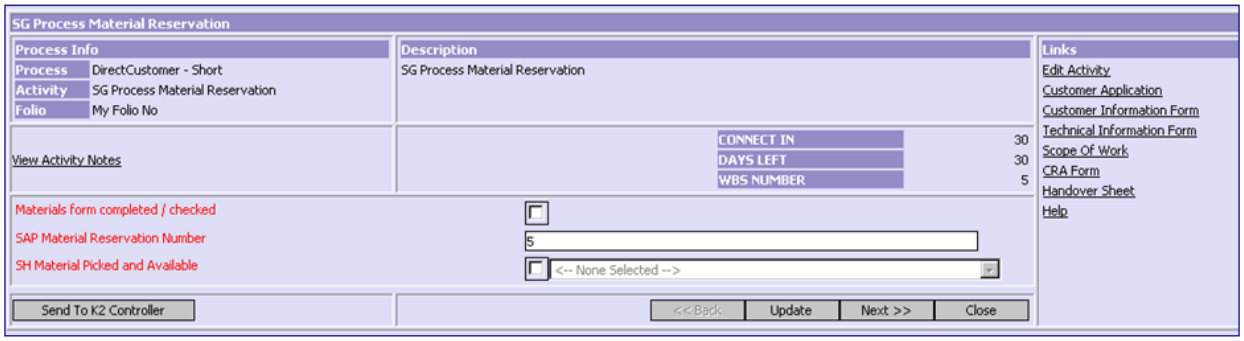


5.2.2.10.1 List of Functions – SFb Approve Proposed NOD

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Proposed NOD checked for Electrical Correctness		No	Text	Checkbox		Mandatory
Proposed NOD Issued		No	Text	Checkbox		Mandatory
SGb Publish Proposed NOD and Issue		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next

			activity should be selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
Handover Sheet	No	Link	
Help	Yes	Link	

5.2.2.11 SG Process Material Reservation

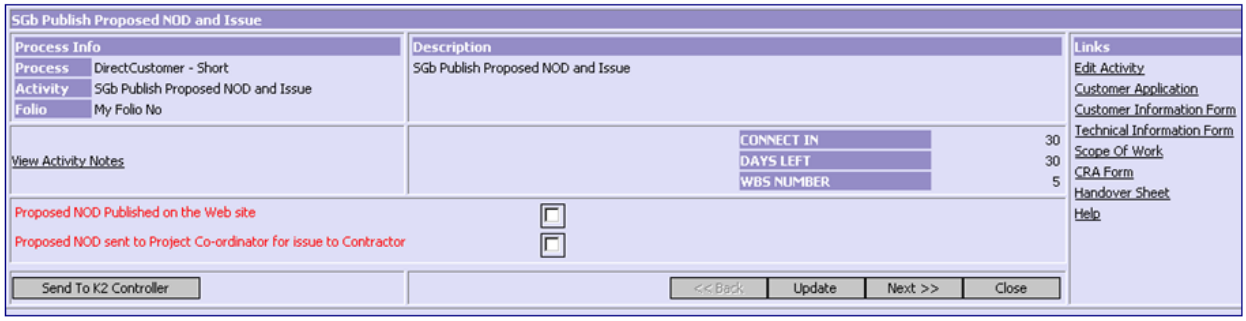


5.2.2.11.1 List of Functions – SG Process Material Reservation

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Materials form completed / checked		No	Text	Checkbox		Mandatory
SAP Material Reservation Number		No	Number	Textbox		Mandatory
SH Material Picked and Available		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next

			activity should be selected
Customer Application	No	Link	
Customer Information Form	No	Link	
Technical Information Form	No	Link	
Scope of Work	No	Link	
CRA Form	No	Link	
Handover Sheet	No	Link	
Help	Yes	Link	

5.2.2.12 SGb Publish Proposed NOD and Issue

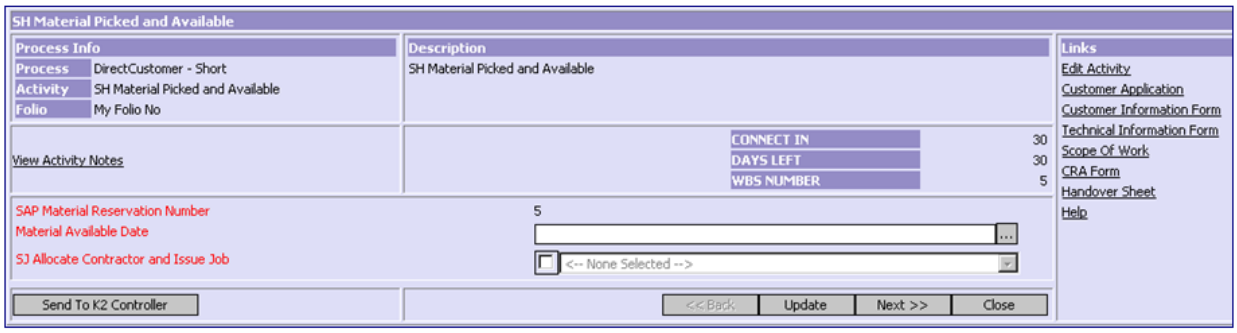


5.2.2.12.1 List of Functions – SGb Publish Proposed NOD ad Issue

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Proposed NOD Published on the Web site		No	Text	Checkbox		Mandatory
Proposed NOD sent to Project Co-ordinator for issue to Contractor		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information		No		Link		

Form		
Scope of Work	No	Link
CRA Form	No	Link
Handover Sheet	No	Link
Help	Yes	Link

5.2.2.13 SH Material Picked and Available

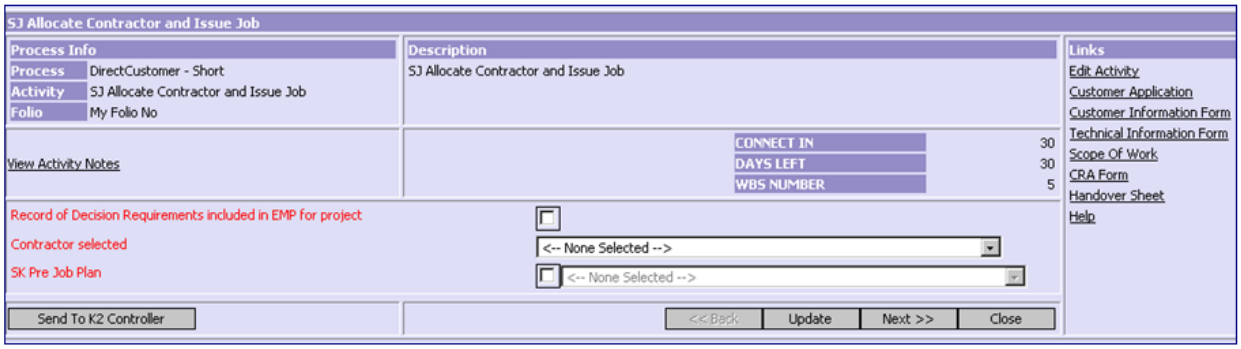


5.2.2.13.1 List of Functions – SH Material Picked and Available

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
SAP Material Reservation Number		No	Text	Label	*Auto populate*	Mandatory
Material Available Date		No	Date	Date Picker or Calendar		Mandatory
SJ Allocate Contractor and Issue Job		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		

Scope of Work	No	Link
CRA Form	No	Link
Handover Sheet	No	Link
Help	Yes	Link

5.2.2.14 SJ Allocate Contractor and Issue Job

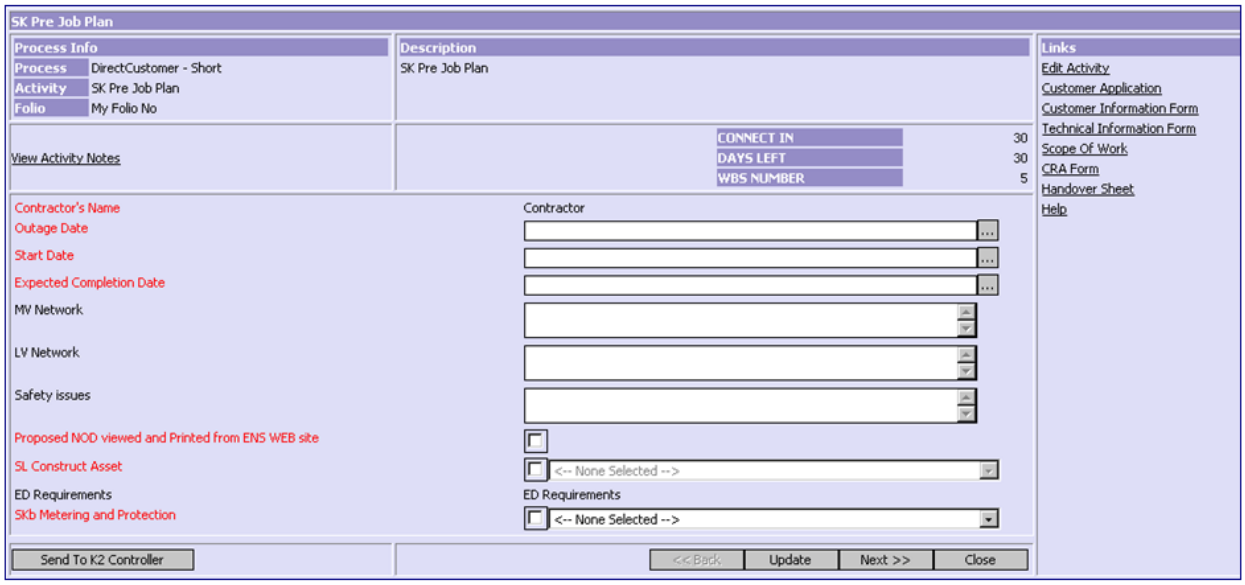


5.2.2.14.1 List of Functions – SJ Allocate Contractor and Issue Job

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Record of Decision Requirements included in EMP for project		No	Text	Checkbox	*Auto populate*	Mandatory
Contractor selected		No	Date	Dropdown	Adenco Construction BADENTECH BCV - Prins Electrical BERTUS KRUGER EMC KONSTRUKSIE EYBERS ELEKTRIES KONTREI ELEKTRIES None Identified PAUL GOOSEN RIO ELEKTRIES	Mandatory
SK Pre Job Plan		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected

Customer Application	No	Link
Customer Information Form	No	Link
Technical Information Form	No	Link
Scope of Work	No	Link
CRA Form	No	Link
Handover Sheet	No	Link
Help	Yes	Link

5.2.2.15 SK Pre Job Plan

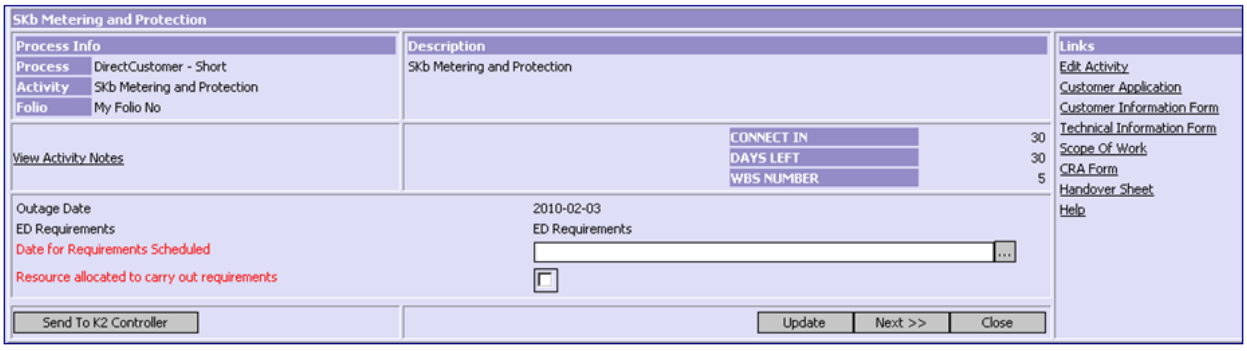


5.2.2.15.1 List of Functions – SK Pre Job Plan

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Contractor's Name		No	Text	Label	*Auto populate*	Mandatory
Outage Date		No	Date	Date Picker or Calendar		Mandatory
Start Date		No	Date	Date Picker		Mandatory

			or Calendar	
Expected Completion Date	No	Date	Date Picker or Calendar	Mandatory
MV Network	No	Text	Multiline Textbox	Mandatory
LV Network	No	Text	Multiline Textbox	Mandatory
Safety issues	No	Text	Multiline Textbox	Mandatory
Proposed NOD viewed and Printed from ENS WEB site	No	Text	Checkbox	Mandatory
ED Requirements	No	Text	Label *Auto populate*	
SL Construct Asset	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
SKb Metering and Protection	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.2.16 SKb Metering and Protection

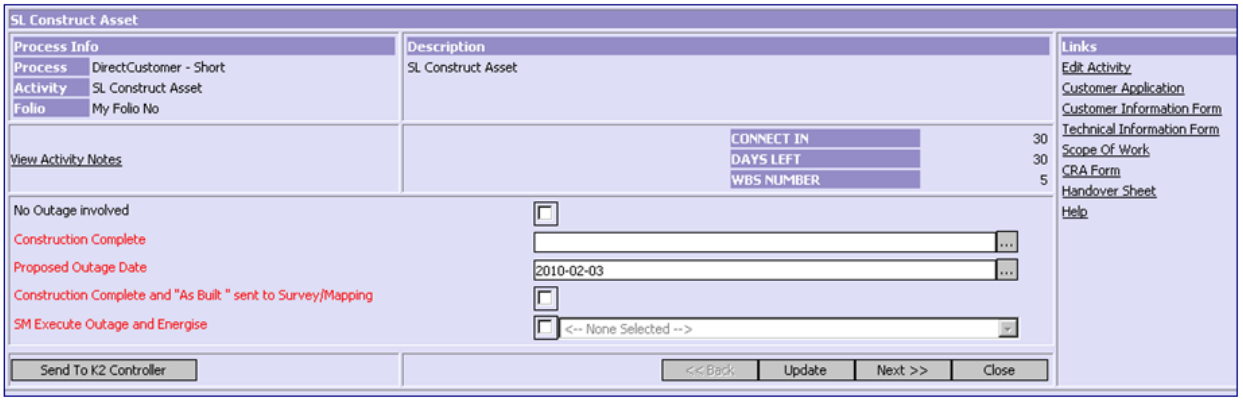


5.2.2.16.1 List of Functions – SKb Metering and Protection

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Connect In	Yes	Text	Textbox	*Auto populate*	
Days Left	Yes	Text	Textbox	*Auto populate*	
WBS Number	Yes	Text	Textbox	*Auto populate*	
Sent By	Yes	Text	Textbox	*Auto populate*	
Outage Date	Yes	Text	Label	*Auto populate*	Mandatory
ED Requirements	Yes	Text	Label	*Auto populate*	Mandatory
Date for Requirements Scheduled	No	Text	Checkbox		Mandatory
Resource allocated to carry out requirements	No	Date	Date Picker or Calendar		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.2.17 SL Construct Asset

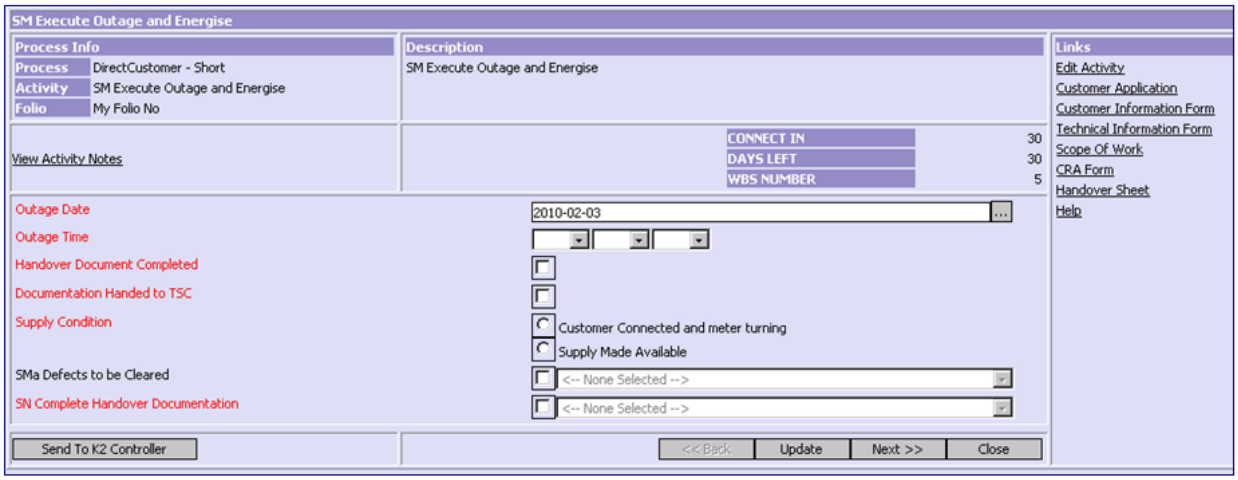


5.2.2.17.1 List of Functions – SL Construct Asset

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations

Process Info	Yes	Text	Label	*Auto populate*	
Process	Yes	Text	Textbox	*Auto populate*	
Activity	Yes	Text	Textbox	*Auto populate*	
Folio	Yes	Text	Textbox	*Auto populate*	
Description	Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes	No	Text	Link		
Connect In	Yes	Text	Textbox	*Auto populate*	
Days Left	Yes	Text	Textbox	*Auto populate*	
WBS Number	Yes	Text	Textbox	*Auto populate*	
Sent By	Yes	Text	Textbox	*Auto populate*	
No Outage involved	Yes	Text	Checkbox		When selected, it will deactivate " **Proposed Outage Date"**
Construction Complete	No	Date	Date Picker or Calendar		Mandatory
Proposed Outage Date	No	Date	Date Picker or Calendar	*Auto populate*	Mandatory It will be deactivated when" **No Outage involved**" is selected.
Construction Complete and "As Built " sent to Survey/Mapping	Yes	Text	Checkbox		Mandatory
SM Execute Outage and Energise	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

5.2.2.18 SM Execute Outage and Energise

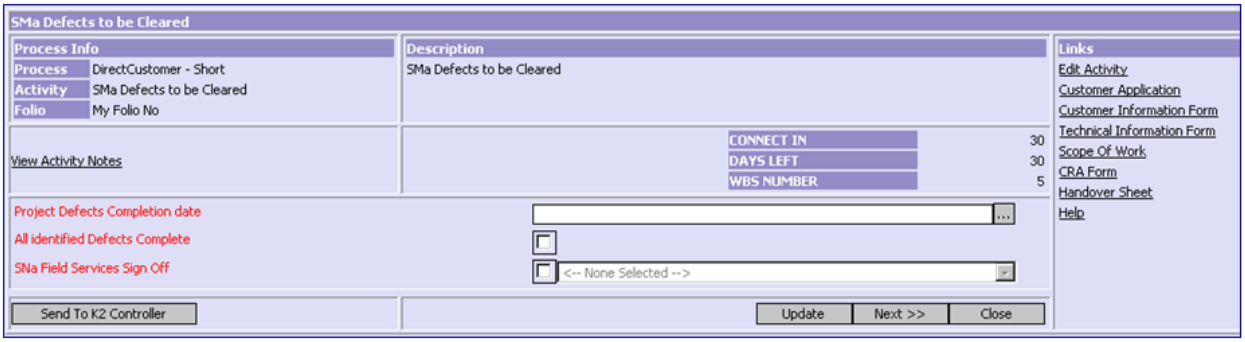


5.2.2.18.1 List of Functions – SM Execute Outage and Energise

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Outage Date		No	Date	Date Picker or Calendar		Mandatory
Outage Time		No	Time	Time Picker	In this format: Hrs-min-AM/PM	Mandatory
Handover Document Completed		No	Text	Checkbox		Mandatory
Documentation Handed to TSC		No	Text	Checkbox		Mandatory
Supply Condition		No	Text	Radio Button	1. *Customer Connected and meter turning* 2. *Supply Made Available*	Mandatory
SMa Defects to be Cleared		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next

				activity should be selected
SN Complete Handover Documentation	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.2.19 SMa Defects to be Cleared



5.2.2.19.1 List of Functions – SMa Defects to be Cleared

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	

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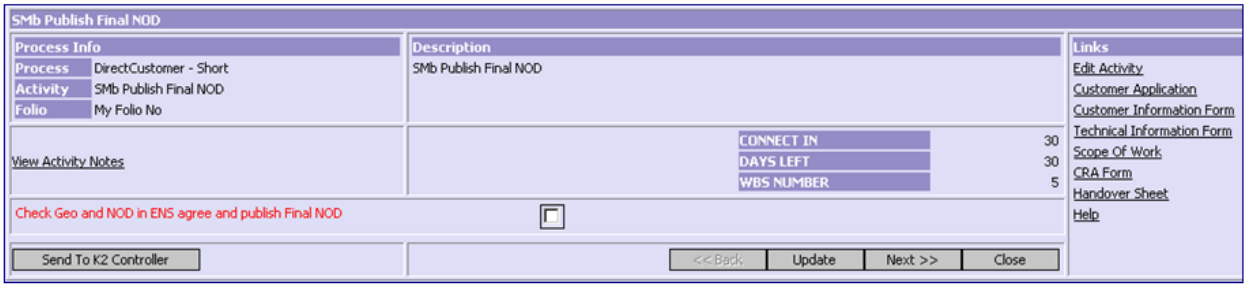
Project Defects Completion date	No	Date	Date Picker or Calendar	Mandatory
All identified Defects Complete	No	Text	Checkbox	Mandatory
SNa Field Services Sign Off	No	Text	Checkbox & Name Picker	Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link	
Customer Information Form	No		Link	
Technical Information Form	No		Link	
Scope of Work	No		Link	
CRA Form	No		Link	
Handover Sheet	No		Link	
Help	Yes		Link	

5.2.2.20 SMb Publish Final NOD

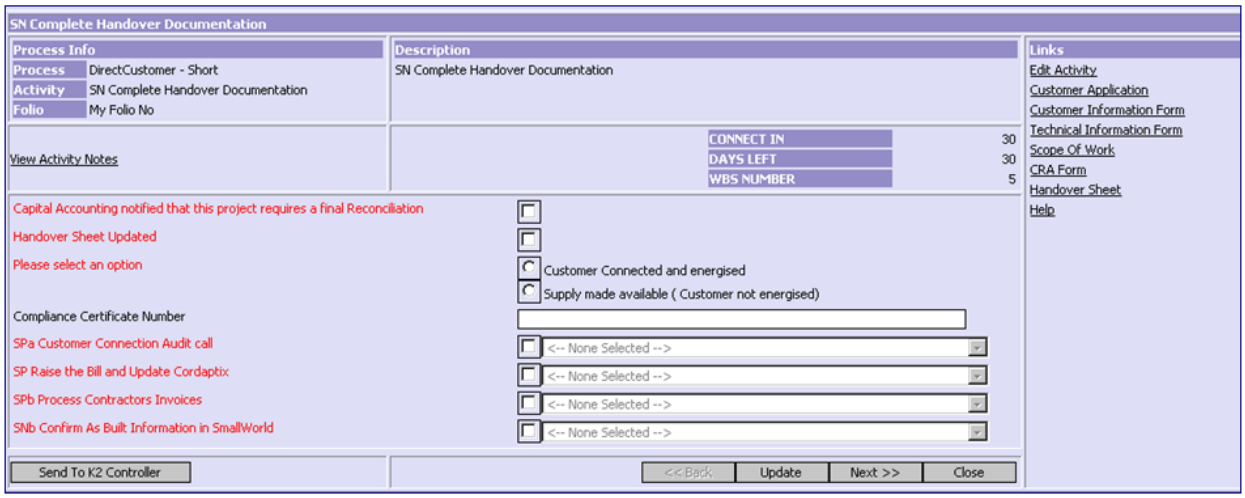


5.2.2.20.1 List of Functions – SMb Publish Final NOD

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Check Geo and NOD in ENS agree and publish Final NOD		No	Text	Checkbox		Mandatory

Customer Application	No	Link
Customer Information Form	No	Link
Technical Information Form	No	Link
Scope of Work	No	Link
CRA Form	No	Link
Handover Sheet	No	Link
Help	Yes	Link

5.2.2.21 SN Complete Handover Documentation



5.2.2.21.1 List of Functions – SMb Publish Final NOD

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Capital Accounting notified that this project requires a final Reconciliation		No	Text	Checkbox		Mandatory
Handover Sheet Updated		No	Text	Checkbox		Mandatory
Please select an option		No	Text	Radio Button	*1. Customer*	Mandatory

				2. *Connected and energised Supply made available (Customer not energised)*	When " *Customer Connected and energised" is selected,* " **Compliance Certificate Number" will be Mandatory.**
Compliance Certificate Number	No	Text	Textbox		Mandatory when *"Customer Connected and energised" is selected.*
SP Raise the Bill and Update Cordaptix	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
SPb Process Contractors Invoices	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
SNb Confirm As Built Information in SmallWorld	No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

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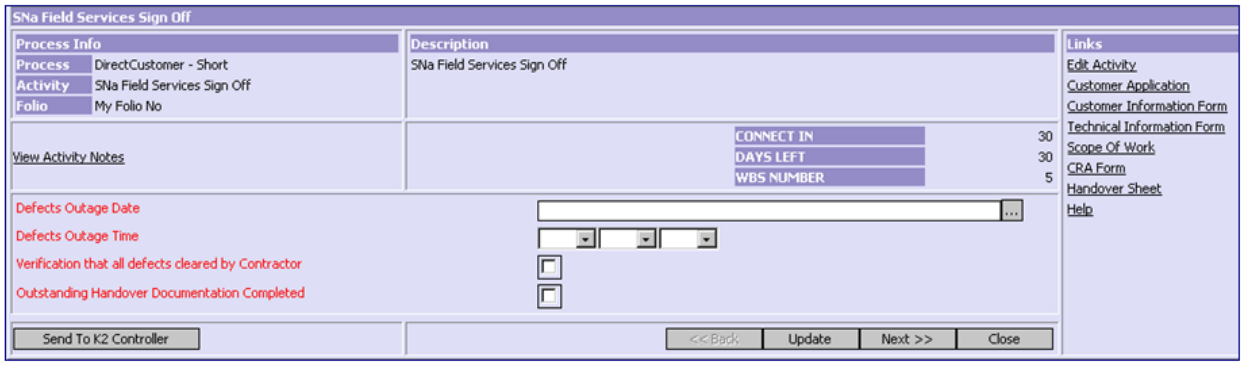
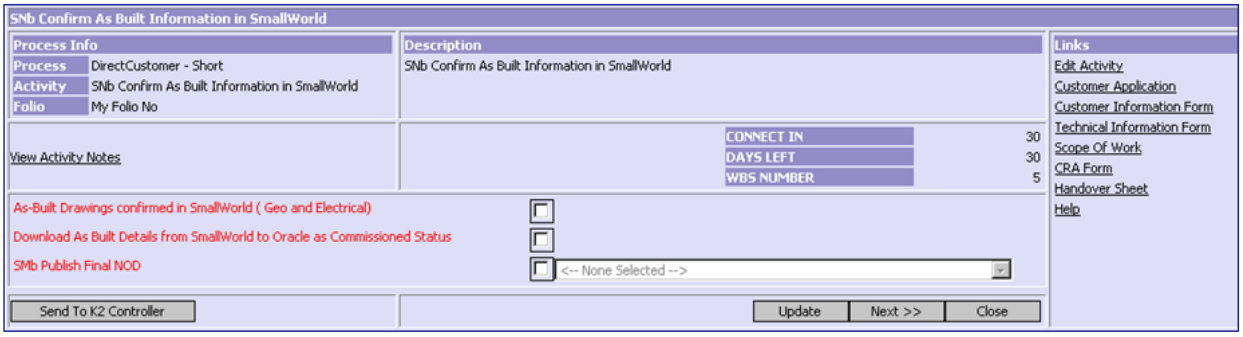
5.2.2.22 SNa Field Services Sign Off



5.2.2.22.1 List of Functions – SNa Field Services Sign Off

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Defects Outage Date		No	Date	Date Picker or Calendar		Mandatory
Defects Outage Time		No	Time	Time Picker	Format: hrs-min-AM/PM	Mandatory
Verification that all defects cleared by Contractor		No	Text	Checkbox		Mandatory
Outstanding Handover Documentation Completed		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

5.2.2.23 SNb Confirm As Built Information in SmallWorld



5.2.2.23.1 List of Functions – SNb Confirm As Built Infomration in SmallWorld

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
As-Built Drawings confirmed in SmallWorld (Geo and Electrical)		No	Text	Checkbox		Mandatory
Download As Built Details from SmallWorld to Oracle as Commissioned Status		No	Text	Checkbox		Mandatory
SMb Publish Final NOD		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

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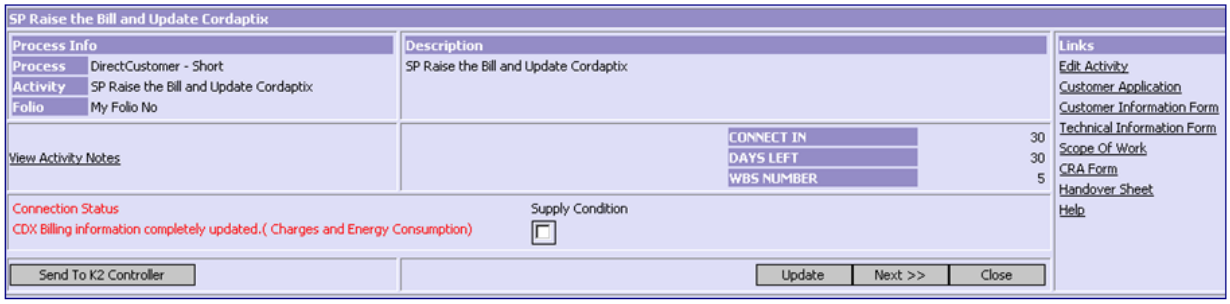
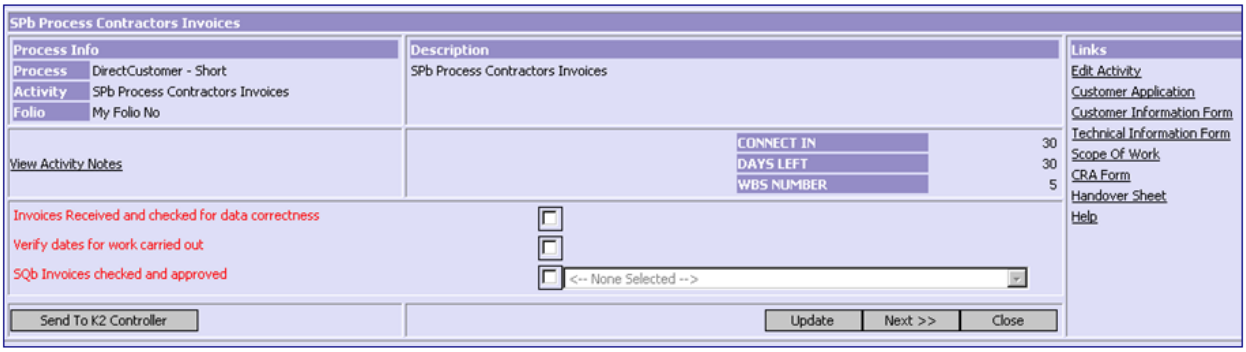
5.2.2.24 SP Raise the Bill and Update Cordaptix



5.2.2.24.1 List of Functions – SP Raise the Bill and Update Cordaptix

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Connection Status		No	Text	Label	*Auto populate*	Mandatory
CDX Billing information completely updated.(Charges and Energy Consumption)		No	Text	Checkbox		Mandatory
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

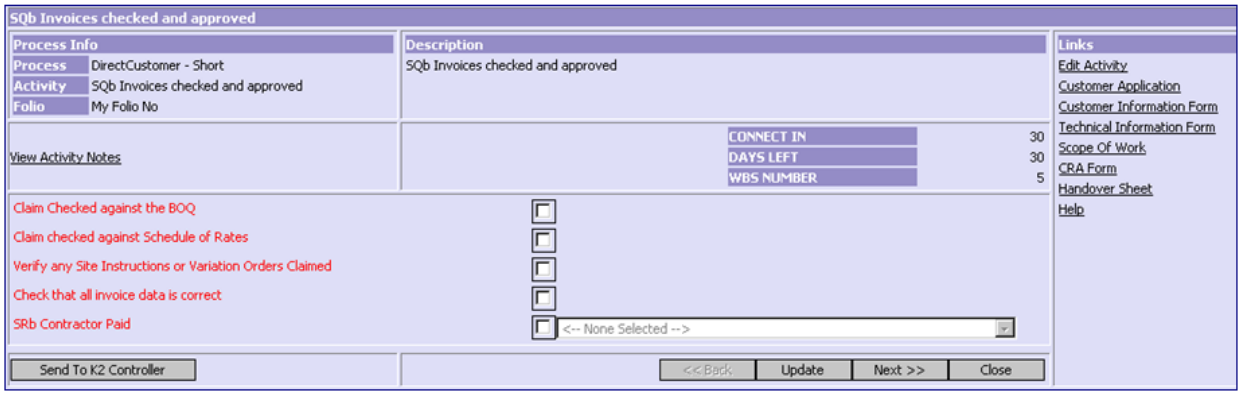
5.2.2.25 SPb Process Contractors Invoices



5.2.2.25.1 List of Functions – SPb Process Contractors Invoices

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Invoices Received and checked for data correctness		No	Text	Checkbox		Mandatory
Verify dates for work carried out		No	Text	Checkbox		Mandatory
SQb Invoices checked and approved		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

5.2.2.26 SQb Invoices checked and approved

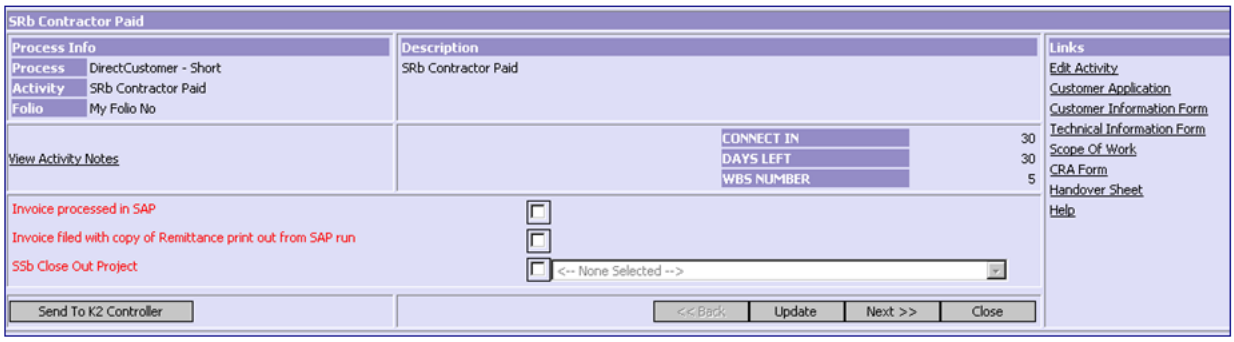


5.2.2.26.1 List of Functions – SQb Invoices checked and approved

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Claim Checked against the BOQ		No	Text	Checkbox		Mandatory
Claim checked against Schedule of Rates		No	Text	Checkbox		Mandatory
Verify any Site Instructions or Variation Orders Claimed		No	Text	Checkbox		Mandatory
Check that all invoice data is correct		No	Text	Checkbox		Mandatory
SRb Contractor Paid		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		

CRA Form	No	Link
Handover Sheet	No	Link
Help	Yes	Link

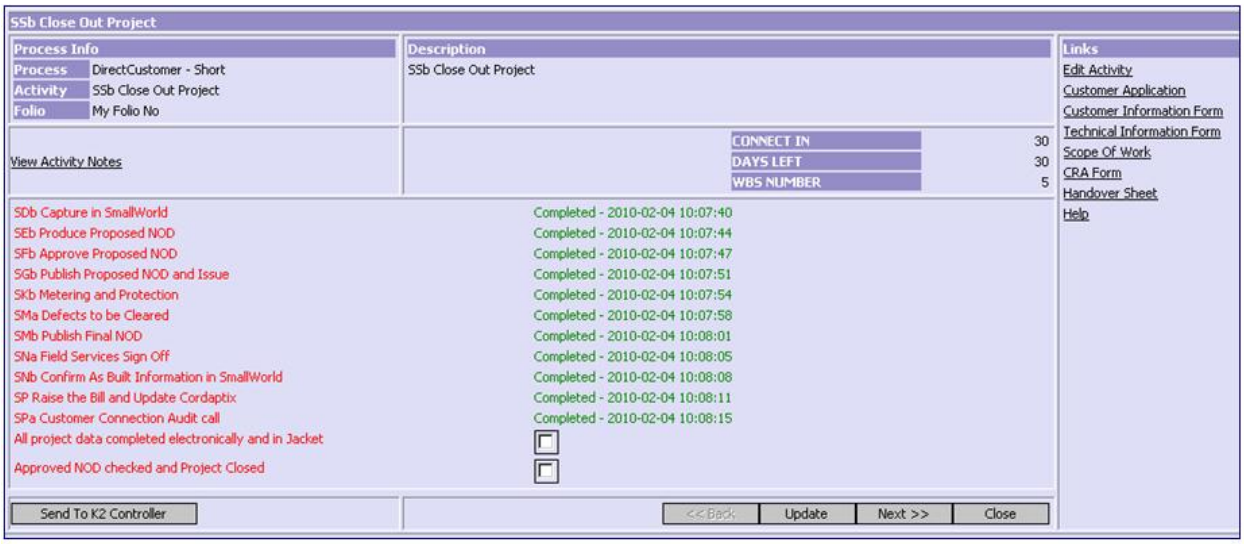
5.2.2.27 SRb Contractor Paid



5.2.2.27.1 List of Functions – SRb Contractor Paid

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
Invoice processed in SAP		No	Text	Checkbox		Mandatory
Invoice filed with copy of Remittance print out from SAP run		No	Text	Checkbox		Mandatory
SSb Close Out Project		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
Customer Application		No		Link		
Customer Information Form		No		Link		
Technical Information Form		No		Link		
Scope of Work		No		Link		
CRA Form		No		Link		
Handover Sheet		No		Link		
Help		Yes		Link		

5.2.2.28 SSb Close Out Project



5.2.2.28.1 List of Functions – SRb Contractor Paid

Field Name	Data Field Name	Read-Only	Value Type	Control type	Notes	Validations
Process Info		Yes	Text	Label	*Auto populate*	
Process		Yes	Text	Textbox	*Auto populate*	
Activity		Yes	Text	Textbox	*Auto populate*	
Folio		Yes	Text	Textbox	*Auto populate*	
Description		Yes	Text	Textbox	*Auto populate*	
Add/View Activity Notes		No	Text	Link		
Connect In		Yes	Text	Textbox	*Auto populate*	
Days Left		Yes	Text	Textbox	*Auto populate*	
WBS Number		Yes	Text	Textbox	*Auto populate*	
Sent By		Yes	Text	Textbox	*Auto populate*	
SDb Capture in SmallWorld		No	Text	Checkbox		Mandatory
SEb Produce Proposed NOD		No	Text	Checkbox		Mandatory
SFb Approve Proposed NOD		No	Text	Checkbox & Name Picker		Mandatory When the checkbox is selected, the next user to carry out the next activity should be selected
SGb Publish Proposed NOD and Issue		Yes	Text	Label	*Auto populate*	
SKb Metering and Protection		Yes	Text	Label	*Auto populate*	
SMa Defects to be		Yes	Text	Label	*Auto populate*	

Cleared					
SMb Publish Final NOD	Yes	Text	Label	*Auto populate*	
SNa Field Services Sign Off	Yes	Text	Label	*Auto populate*	
SNb Confirm As Built Information in SmallWorld	Yes	Text	Label	*Auto populate*	
SP Raise the Bill and Update Cordaptix	Yes	Text	Label	*Auto populate*	
All project data completed electronically and in Jacket	No	Text	Checkbox		Mandatory
Approved NOD checked and Project Closed	No	Text	Checkbox		Mandatory
Customer Application	No		Link		
Customer Information Form	No		Link		
Technical Information Form	No		Link		
Scope of Work	No		Link		
CRA Form	No		Link		
Handover Sheet	No		Link		
Help	Yes		Link		

6 Reference Documentation (include reference to test pack)

Name	Location
ACNAC Replacement Project – ACNAC Overall Functional Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – ACNAC Direct Customer Minor Functional Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – ACNAC Direct Customer Major Functional Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – ACNAC Refurbishment Major and Short Functional Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – ACNAC Strengthening Major and Short Functional Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – ACNAC Bulk Process Functional Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance

	& Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – ACNAC Electrification Blanket Process Functional Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – Reports	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification
ACNAC Replacement Project – User Requirements Specification	Hyperwave – Eskom/Enterprise Development Group/Group IT/ Application, Development, Maintenance & Support/ Enterprise Cluster/Enterprise Formal Documents/Projects/ACNAC/Specification

CONTROLLED DISCLOSURE

If printed and unsigned this document is uncontrolled, authorised versions are located on the database.

4 Functional Specification Signoff

This document was reviewed and approved in terms of accuracy and completeness by the following stakeholders:

Role	Name	Signature	Date
Specialist	Melidah Sebetsela		14 May 2015
Functional / Cell Lead	Anna Varghese		14/05/2015
Requester	Ayesha Hardien		13 May 2015