

# PROJECT Proposal V\_02\_03\_01.Doc

Sunday, 11 May 2008

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Author:			
Sponsor:			
ANOTHER COMPANY:			
Verifier:			
IT Development Manager:			
IT Director:			

# *Example Process Analysis.Doc*

## **Contents of Model PROJECT V2**

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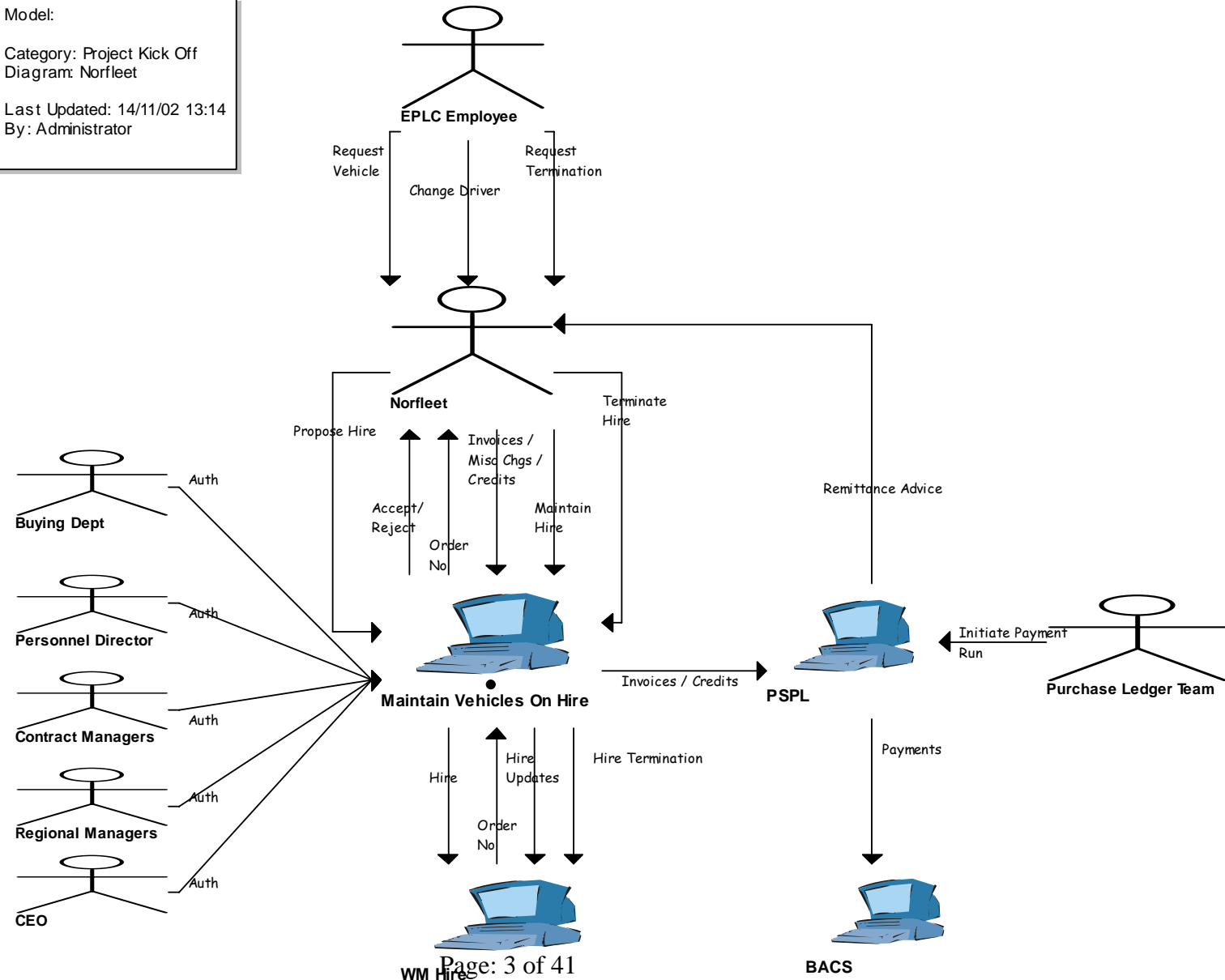
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# Example Process Analysis.Doc

## Diagrams

### PROJECT

Model:  
Category: Project Kick Off  
Diagram: Norfleet  
Last Updated: 14/11/02 13:14  
By: Administrator



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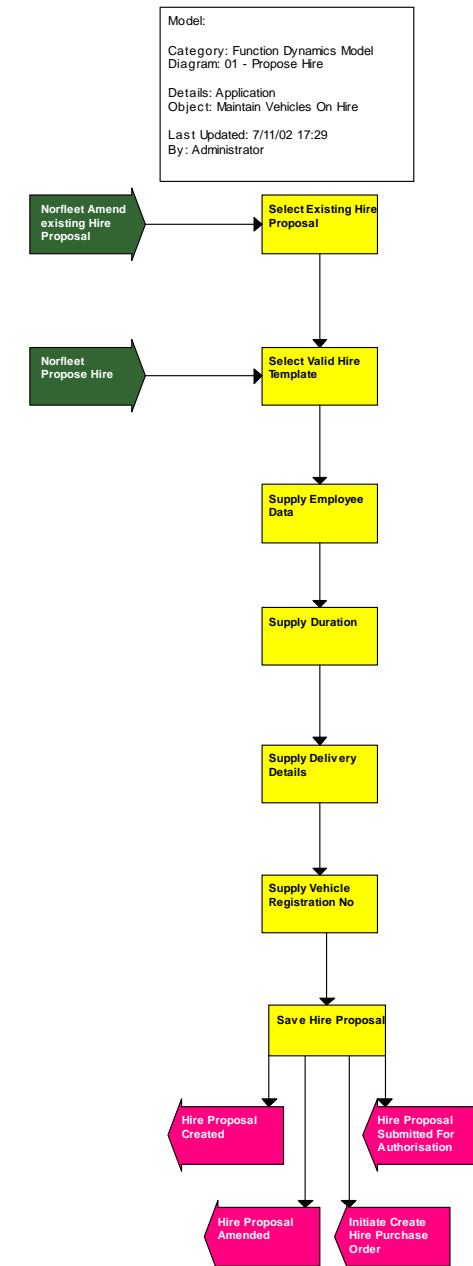
## 01 - Propose Hire

### Description

Scope of this process is to

1. record the proposal for a hire
2. issue either an Hire Proposal number or reason for rejection
3. Initiate authorisation as required.

Corporate standards (such as screen colours) and standard behaviour (such as the ability cancel at any point and not save changes) are assumed to already exist and will be incorporated as a matter of development.



# Example Process Analysis.Doc

## External Event ANOTHER COMPANY Amend existing Hire Proposal

<b>Category</b>	External Event
<b>Description</b>	ANOTHER COMPANY or MY COMPANY may wish to 1. Change the proposal such that it will need re-authorisation 2. Change details on the proposal that will not require re-authorisation 3. Add or change a vehicle registration number and/or card id.

## Process Select Existing Hire Proposal

<b>Category</b>	Transaction Step
<b>Implementation</b>	IT Assisted
<b>Description</b>	When a hire proposal requires modification it must first be selected.
<b>Objective</b>	1. Enable searching for and selection of hire proposal.
<b>Specification</b>	1. Allow wildcard searches on 1.1. Hire Proposal Number 1.2. Registration Number 1.3. Card Id 2. Allow data range searching on Planned Start Date 3. In either case, a list of Hire Proposals may be returned - allow scrolling through the list and selection of a Hire Proposal which is then used to populate the screen(s) for update.

## Process Select Valid Hire Template

<b>Category</b>	Transaction Step
<b>Implementation</b>	IT Assisted
<b>Description</b>	Only certain vehicle types can be hired and these have agreed rates. This step is concerned with allowing ANOTHER COMPANY to select the template for the vehicle they propose to hire to MY COMPANY.
<b>Objective</b>	1. Control the types of vehicle that can be hired to MY COMPANY. 2. Standardise the information about the types of vehicle.

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<b>Specification</b>	<ol style="list-style-type: none"> <li>1. A drop down list of vehicle types is displayed for selection.</li> <li>2. It is mandatory when proposing a vehicle for hire that a vehicle type is selected.</li> <li>3. The list is not editable in this function.</li> <li>4. The colour of the vehicle type is selected from a drop down list. The contents of the drop down list depend on the vehicle type selected.</li> </ol>
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## **Process Supply Employee Data**

<b>Category</b>	Transaction Step
<b>Implementation</b>	IT Assisted
<b>Description</b>	<p>An MY COMPANY employee must have requested a vehicle. Their card id is required in order that</p> <ol style="list-style-type: none"> <li>1. Relevant authorisation can be sought</li> <li>2. Costs can be apportioned to the correct contract or department.</li> </ol> <p>18.11.02: Advance requests Sometimes it will be necessary to set up a Hire Proposal without a card id - typically in the case where the employee has not yet had their health and safety induction and so cannot be issued with a card.</p> <p>In this case, it needs to be possible to supply EITHER a Gang Id OR a Department Id in order to derive the correct authorisation route and where the costs will be charged.</p> <p>However, it will not be possible to initiate the process to get an order no without a Card Id.</p>
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Record the Card Id of the requesting employee.</li> <li>2. Record the gang id or department id for an employee whose card id is not yet know.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. If a Card Id is entered then             <ol style="list-style-type: none"> <li>1.1. If the Card Id exists in MY COMPANY data then                 <ol style="list-style-type: none"> <li>1.1.1. If End Date is either not present or in the future                     <ol style="list-style-type: none"> <li>1.1.1.1. Valid</li> </ol> </li> <li>1.2.2. Else                     <ol style="list-style-type: none"> <li>1.2.1. Invalid</li> </ol> </li> </ol> </li> <li>1.2. Else Invalid</li> </ol> </li> </ol>

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	<p>2. If the Card Id is not entered or is Invalid</p> <p>    2.1. Allow the user to wildcard search for a Gang Id (only display Gangs currently working on a Contract) by</p> <p>        2.1.1. Gang name</p> <p>        2.1.2. Contract Name</p> <p>        2.1.3. Company</p> <p>    2.2. Allow the user to wildcard search for a Department Id by</p> <p>        2.2.1. Department Name</p> <p>        2.2.2. Company Name.</p> <p>3. It should only be possible to store a Card Id OR a Gang Id OR a Department Id for an employee.</p>
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## Process Supply Duration

<b>Category</b>	Transaction Step
<b>Implementation</b>	IT Assisted
<b>Description</b>	The proposed duration may be supplied. If it is not then it should default to 6 months.
<b>Objective</b>	<p>1. Record the proposed duration of the hire.</p> <p>2. Ensure that all hire proposals have a duration.</p>
<b>Specification</b>	<p>1. The duration may be supplied in units of days, weeks or months. These units are selected from a drop down list.</p> <p>2. The number of units must be a whole number and not exceed 6 months - i.e. max values are:</p> <p>    6 months or</p> <p>    24 weeks or</p> <p>    180 days</p> <p>3. If no units and number of units are entered then the default value will be 6 months.</p>

# *Example Process Analysis.Doc*

## Process Supply Delivery Details

<b>Category</b>	Transaction Step
<b>Implementation</b>	IT Assisted
<b>Description</b>	The delivery address and planned hire start date must be supplied. There may be contact details and special instructions as well.
<b>Objective</b>	1. Ensure that hire proposals have a planned start date and delivery address.
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. If the user is a ANOTHER COMPANY user then             <ol style="list-style-type: none"> <li>1.1. The Planned Hire Start Date must be current system date or future date.</li> <li>1.2. The Actual Hire Start Date will be defaulted to null</li> </ol> </li> <li>2. If the user is an MY COMPANY Buying Dept user then             <ol style="list-style-type: none"> <li>2.1. The Planned Start Date can be any valid date</li> <li>2.2. The Actual Start Date will default to null</li> </ol> </li> <li>3. The delivery address must not be blank.</li> <li>4. There are no validation rules for Contact or Special Instructions.</li> </ol> <p>Query on 1.1. - Should the Planned Hire Date be a certain amount of time in the future? What about Hire Proposals that are requested for Hire and the planned hire date occurs before it is authorised?</p>

## Process Supply Vehicle Registration No

<b>Category</b>	Transaction Step
<b>Implementation</b>	IT Assisted
<b>Description</b>	A vehicle registration number is supplied. This may or may not be a registration number that is known to MY COMPANY.
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Record the registration number of the vehicle that hire is being proposed for.</li> <li>2. Ensure that a vehicle is only able to be on one active hire at one time.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. The registration number must be no more that 7 characters excluding blanks.</li> <li>2. Allow searches for registration numbers already on the system using predictive typing and wildcard searches (which may return a list that can be selected from).</li> <li>3. Check against known registration numbers.             <ol style="list-style-type: none"> <li>3.1. If it exists then                 <ol style="list-style-type: none"> <li>3.1.1 If that vehicle is recorded on a hire with no end date or an end date that is greater than</li> </ol> </li> </ol> </li> </ol>

# *Example Process Analysis.Doc*

	<p>the current proposal's planned start date</p> <p style="padding-left: 40px;">3.1.1.1 Then reject the registration number with an error message.</p> <p style="padding-left: 40px;">3.1.2 Else</p> <p style="padding-left: 80px;">3.1.2.1 If the Vehicle Type for registration number is not the same as on this Hire Proposal</p> <p style="padding-left: 120px;">3.1.2.1.1 then reject the registration number with an error message.</p> <p>4. If the Registration Date for the vehicle does not exists</p> <p style="padding-left: 40px;">4.1. Then prompt the user to supply the registration date.</p>
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## Process Save Hire Proposal

<b>Category</b>	Transaction Step
<b>Implementation</b>	IT Assisted
<b>Description</b>	When creation or modification of the Hire Proposal is complete, allow the user to save (or cancel). On save, validate the action and seek authorisation as necessary.
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Create the Hire Proposal Number.</li> <li>2. Initiate the authorisation process.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. If the Hire Proposal Number does not exist             <ol style="list-style-type: none"> <li>1.1. Create a Hire Proposal with status Unauthorised</li> <li>1.2. assign a Hire Proposal Number.</li> </ol> </li> <li>2. Else             <ol style="list-style-type: none"> <li>2.1. If a Hire Proposal Number already exists (i.e. this Hire Proposal is being modified) then                 <ol style="list-style-type: none"> <li>2.1.1. If the Vehicle Type or Employee Data or the Duration have been altered then                     <ol style="list-style-type: none"> <li>2.1.1.1. Reset the Status of the Hire Proposal to Unauthorised</li> </ol> </li> </ol> </li> </ol> </li> <li>3. If the latest status of the Hire Proposal is Unauthorised             <ol style="list-style-type: none"> <li>3.1. prompt the user to initiate Authorisation.</li> <li>3.2. If the user initiates Authorisation                 <ol style="list-style-type: none"> <li>3.2.1. If Hire Proposal is for a Car then                     <ol style="list-style-type: none"> <li>3.2.1.1. Submit for Authorisation to the Regional Manager for the Card Id/Gang Id/Department ID.</li> </ol> </li> </ol> </li> </ol> </li> </ol>

# *Example Process Analysis.Doc*

	<p>3.2.2 Else</p> <p style="padding-left: 20px;">3.2.2.1. Submit for Authorisation to the Contract Manager for the Card Id/Gang Id/Department ID.</p> <p>4. Else</p> <p style="padding-left: 20px;">4.1. If the latest status of the Hire Proposal is Authorised and a Registration Number exists and a Card Id exists</p> <p style="padding-left: 40px;">4.1.1. Initiate the process Create Hire Purchase Order</p> <p style="padding-left: 20px;">4.2. Else inform the user what data is still required (i.e. Registration Number or Card Id).</p>
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## Internal Result Hire Proposal Created

<b>Category</b>	Internal Event/Result
<b>Description</b>	The Hire Proposal has been created and has assigned a Hire Proposal Number that will be used to manage the Hire Proposal in future processing.

## Internal Result Hire Proposal Submitted For Authorisation

<b>Category</b>	Internal Event/Result
<b>Description</b>	The Hire Proposal has been submitted for authorisation to the relevant parties based on the type of Hire Proposal and Card Id that is the subject of the proposal.

## Internal Result Hire Proposal Amended

<b>Category</b>	Internal Event/Result
<b>Description</b>	<p>The Hire Proposal has been amended - with either:</p> <ol style="list-style-type: none"> <li>1. A change that requires no further processing</li> <li>2. A change that requires (re-)authorisation</li> <li>3. A registration number that enables a P.O. number to be issued once the proposal has been</li> </ol>

# Example Process Analysis.Doc

	authorised.
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## Internal Result Initiate Create Hire Purchase Order

<b>Category</b>	Internal Event/Result
<b>Description</b>	The process to Create a Hire Purchase Order No is only initiated when <ol style="list-style-type: none"><li>1. The Proposal has been Authorised</li><li>2. The Registration Number of the vehicle to be hired has been entered into the Hire Proposal.</li><li>3. The Card Id for the driver of the vehicle has been entered in to the Hire Proposal.</li></ol>

## External Event ANOTHER COMPANY Propose Hire

<b>Category</b>	External Event
<b>Description</b>	ANOTHER COMPANY have received a request from an MY COMPANY employee for a vehicle.  In the prototype this will be a manual data input but an issue exists to investigate the feasibility of automating this via an export from ANOTHER COMPANY systems and import to MY COMPANY system.

# Example Process Analysis.Doc

## 01a - Maintain Vehicle Reference Data

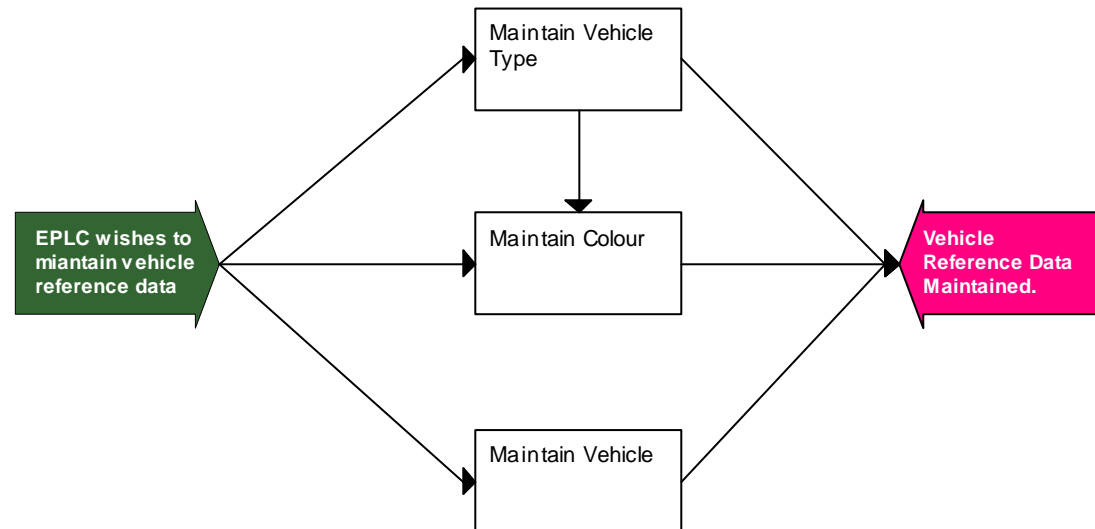
### Description

There are three tables on the logical data model that will require functions to maintain them:

1. Vehicle Type
2. Colour
3. Vehicle

The scope of this process is to manage that maintenance.

Model:  
Category: Function Dynamics Model  
Diagram: 01a - Maintain Vehicle Reference Data  
Details: Application  
Object: Maintain Vehicles On Hire  
Last Updated: 14/11/02 17:27  
By: Administrator



# *Example Process Analysis.Doc*

## External Event MY COMPANY wishes to maintain vehicle reference data

<b>Category</b>	External Event
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## Process Maintain Vehicle Type

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	<p>The types of vehicles that can be hired by MY COMPANY from ANOTHER COMPANY are maintained.</p> <p>Not only is basic model information maintainable, but so is data required for P11Ds and rates that MY COMPANY and ANOTHER COMPANY have agreed for the hire of vehicle types.</p>
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Control the types of vehicle that can be hired.</li> <li>2. Collect the data relevant for P11D production.</li> <li>3. Standardise the hire rates.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. The information that must be supplied to create a Vehicle Type is               <ol style="list-style-type: none"> <li>1.1. Make Model Trim (e.g. Ford Focus 1.3 CL)</li> <li>1.2. Body Type (e.g. Two door hatch back)</li> <li>1.3. Fuel Type (e.g. unleaded)</li> <li>1.4. CarVan flag (e.g. 'C' for Car)</li> <li>1.5. Transmission (e.g. Manual)</li> <li>1.6. Daily Rate</li> </ol> </li> <li>2. The rest of the information is optional.</li> <li>3. When a new entry has been saved, the user should be prompted to create a colour for the vehicle type.</li> </ol>

# Example Process Analysis.Doc

## Internal Result Vehicle Reference Data Maintained.

<b>Category</b>	Internal Event/Result
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## Process Maintain Colour

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	<p>A list of manufacturer's colours for vehicles.</p> <p>There is no requirement to enforce that a colour can only be used for one make model time, or one manufacturer.</p>
<b>Objective</b>	1. Standardise the list of colours.
<b>Specification</b>	<p>1. The user enters the name of a colour that a manufacturer uses to describe the colour of their vehicle. E.g. Artic Blue.</p> <p>Queries:</p> <ol style="list-style-type: none"><li>1. Should this be a list of colours and not manufacturers names for colours?</li><li>2. Is paint finish relevant? E.g. Metallic?</li><li>3. Should vehicle types only be available in a certain list of colours?</li></ol>

## Process Maintain Vehicle

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	Vehicles that are hired on by MY COMPANY are recorded so that they can be re-used in subsequent hires.
<b>Objective</b>	1. Identify and control the vehicles that are or have been on hire to MY COMPANY.
<b>Specification</b>	1. The user enters the Registration Number and Date of Registration of the vehicle.

# *Example Process Analysis.Doc*

	<ol style="list-style-type: none"><li data-bbox="770 225 1671 256">2. The user links the vehicle to a vehicle_type that defines the vehicle.</li><li data-bbox="770 300 1285 331">3. The user links the vehicle to a colour.</li></ol>
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# Example Process Analysis.Doc

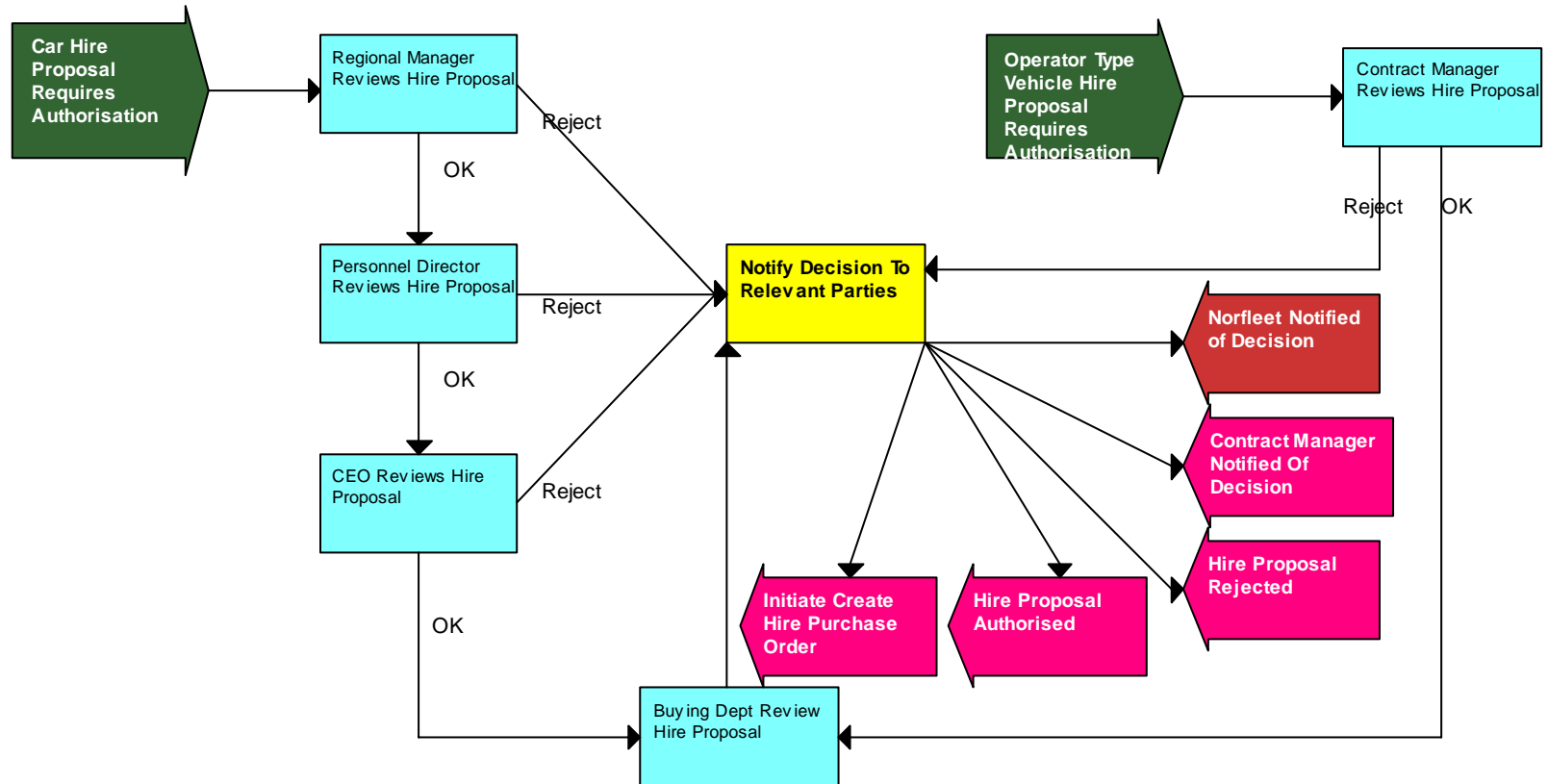
## 02 - Authorise Hire Proposal

### Description

The scope of this process is to

1. Seek the appropriate authorisations for Hire Proposals.
2. Notify relevant parties of the outcome.

Model:  
Category: Function Dynamics Model  
Diagram: 02 - Authorise Hire Proposal  
Details: Application  
Object: Maintain Vehicles On Hire  
Last Updated: 15/11/02 09:51  
By: Administrator



# *Example Process Analysis.Doc*

## External Event Car Hire Proposal Requires Authorisation

<b>Category</b>	External Event
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## Process Regional Manager Reviews Hire Proposal

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The Regional Manager reviews the Hire Proposals that are relevant to them (as identified by the Card ID) and decides to authorise or reject the proposal.
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Present relevant Hire Proposals for Authorisation.</li> <li>2. Record the result and explanatory notes.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. Display a list of Hire Proposals where the             <ol style="list-style-type: none"> <li>1.1. The latest status of the Hire Proposal is Unauthorised AND</li> <li>1.2. EITHER                 <ol style="list-style-type: none"> <li>1.2.1. The Card ID on the Hire Proposal is linked to a Contract or Department that the Regional Director has responsibility for OR</li> <li>1.2.2. The Gang or Contract or Department that the Hire Proposal is linked to is one which the Regional Director has responsibility for.</li> </ol> </li> </ol> </li> <li>2. Allow the user to Accept or Reject or just review a Hire Proposal.</li> <li>3. If a Hire Proposal is Rejected, then             <ol style="list-style-type: none"> <li>3.1. Prompt the user to give explanatory comments why it is being rejected.</li> </ol> </li> <li>4. If authorised by the user then             <ol style="list-style-type: none"> <li>4.1. Create status of Regional Manager Authorised</li> <li>4.2. Allow user to optionally create a comment for the status change</li> </ol> </li> </ol>

# *Example Process Analysis.Doc*

## Process Personnel Director Reviews Hire Proposal

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The Personnel Director reviews the Hire Proposals that are relevant to them (as identified by the Card ID) and decides to authorise or reject the proposal.
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Present relevant Hire Proposals for Authorisation.</li> <li>2. Record the result and explanatory notes.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. Display a list of Hire Proposals where the             <ol style="list-style-type: none"> <li>1.1. The latest status of the Hire Proposal is Regional Manager Authorised AND</li> <li>1.2. EITHER                 <ol style="list-style-type: none"> <li>1.2.1. The Card ID on the Hire Proposal is linked to a Contract or Department that the Personnel Director has responsibility for OR</li> <li>1.2.2. The Gang or Contract or Department that the Hire Proposal is linked to is one which the Personnel Director has responsibility for.</li> </ol> </li> </ol> </li> <li>2. Allow the user to Accept or Reject or just review a Hire Proposal.</li> <li>3. If a Hire Proposal is Rejected, then             <ol style="list-style-type: none"> <li>3.1. Prompt the user to give explanatory comments why it is being rejected.</li> </ol> </li> <li>4. If authorised by the user then             <ol style="list-style-type: none"> <li>4.1. Create status of Personnel Director Authorised</li> <li>4.2. Allow user to optionally create a comment for the status change</li> </ol> </li> </ol>

## Process CEO Reviews Hire Proposal

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The Contract Manager reviews the Hire Proposals that are relevant to them (as identified by the Card ID) and decides to authorise or reject the proposal.

# *Example Process Analysis.Doc*

<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Present relevant Hire Proposals for Authorisation.</li> <li>2. Record the result and explanatory notes.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. Display a list of Hire Proposals where the             <ol style="list-style-type: none"> <li>1.1. The latest status of the Hire Proposal is Personnel Director Authorised AND</li> <li>1.2. EITHER                 <ol style="list-style-type: none"> <li>1.2.1. The Card ID on the Hire Proposal is linked to a Contract or Department that the CEO has responsibility for OR</li> <li>1.2.2. The Gang or Contract or Department that the Hire Proposal is linked to is one which the CEO has responsibility for.</li> </ol> </li> </ol> </li> <li>2. Allow the user to Accept or Reject or just review a Hire Proposal.</li> <li>3. If a Hire Proposal is Rejected, then             <ol style="list-style-type: none"> <li>3.1. Prompt the user to give explanatory comments why it is being rejected.</li> </ol> </li> <li>4. If authorised by the user then             <ol style="list-style-type: none"> <li>4.1. Create status of CEO Authorised</li> <li>4.2. Allow user to optionally create a comment for the status change</li> </ol> </li> </ol>

## **Process Buying Dept Review Hire Proposal**

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The Buying Dept reviews the Hire Proposals that are relevant to them (as identified by the status) and decides to authorise or reject the proposal.
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Present relevant Hire Proposals for Authorisation.</li> <li>2. Record the result and explanatory notes.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. Display a list of Hire Proposals where the             <ol style="list-style-type: none"> <li>1.1. The latest status of the Hire Proposal is CEO Authorised or Contract Manager Authorised.</li> </ol> </li> <li>2. Allow the user to Accept or Reject or just review a Hire Proposal.</li> <li>3. If a Hire Proposal is Rejected, then</li> </ol>

# *Example Process Analysis.Doc*

	<p>3.1. Prompt the user to give explanatory comments why it is being rejected.</p> <p>4. If authorised by the user then</p> <p>4.1. Create status of Buying Dept Authorised</p> <p>4.2. Allow user to optionally create a comment for the status change</p> <p>4.3. If the Hire Proposal has both a vehicle Registration Number AND a Card Id then</p> <p>4.3.1. Initiate Create Hire Purchase Order</p> <p>4.4. Else</p> <p>4.4.1. Inform the user what data is still required (Registration Number and/or Card Id).</p>
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## Process Notify Decision To Relevant Parties

<b>Category</b>	Transaction Step
<b>Implementation</b>	Automatic
<b>Description</b>	<p>The decision that comes out of the authorisation process is fed back to ANOTHER COMPANY and the relevant Contract Manager.</p> <p>Query - what if there is no contract manager (e.g. for a Departmental hire)?</p>
<b>Objective</b>	1. Ensure that the relevant parties are aware of the outcome of the authorisation process.
<b>Specification</b>	<p>1. Email the originator of the Hire Proposal with the decision including:</p> <p>1.1. Hire Proposal Number</p> <p>1.2. Authorisation result</p> <p>1.3. Any explanatory notes attached the Authorisation result</p> <p>2. Email Contract Manager for the Card ID on the Hire Proposal with</p> <p>2.1. Hire Proposal Number</p> <p>2.2. Authorisation result</p> <p>2.3. Any explanatory notes attached the Authorisation result</p> <p>2.4. Card ID</p> <p>3. If the Hire Proposal has been Authorised and the Hire Proposal has a Registration No on it</p> <p>3.1. Initiate the process Create Hire Purchase Order.</p>

# *Example Process Analysis.Doc*

## **External Result ANOTHER COMPANY Notified of Decision**

<b>Category</b>	External Result
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## **Internal Result Contract Manager Notified Of Decision**

<b>Category</b>	Internal Event/Result
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## **Internal Result Hire Proposal Rejected**

<b>Category</b>	Internal Event/Result
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## **Internal Result Initiate Create Hire Purchase Order**

<b>Category</b>	Internal Event/Result
<b>Description</b>	The process to Create a Hire Purchase Order No is only initiated when <ol style="list-style-type: none"><li>1. The Proposal has been Authorised</li><li>2. The Registration Number of the vehicle to be hired has been entered into the Hire Proposal.</li><li>3. The Card Id for the driver of the vehicle has been entered in to the Hire Proposal.</li></ol>

## **Internal Result Hire Proposal Authorised**

<b>Category</b>	Internal Event/Result
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## **External Event Operator Type Vehicle Hire Proposal Requires Authorisation**

<b>Category</b>	External Event
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# Example Process Analysis.Doc

## Process Contract Manager Reviews Hire Proposal

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The CEO reviews the Hire Proposals that are relevant to them (as identified by the Card ID) and decides to authorise or reject the proposal.
<b>Objective</b>	<ol style="list-style-type: none"><li>1. Present relevant Hire Proposals for Authorisation.</li><li>2. Record the result and explanatory notes.</li></ol>
<b>Specification</b>	<ol style="list-style-type: none"><li>1. Display a list of Hire Proposals where the<ol style="list-style-type: none"><li>1.1. The latest status of the Hire Proposal is Unauthorised AND</li><li>1.2. EITHER<ol style="list-style-type: none"><li>1.2.1. The Card ID on the Hire Proposal is linked to a Contract or Department that the Contract Director has responsibility for OR</li><li>1.2.2. The Gang or Contract or Department that the Hire Proposal is linked to is one which the Contract Director has responsibility for.</li></ol></li></ol></li><li>2. Allow the user to Accept or Reject or just review a Hire Proposal.</li><li>3. If a Hire Proposal is Rejected, then<ol style="list-style-type: none"><li>3.1. Prompt the user to give explanatory comments why it is being rejected.</li></ol></li><li>4. If authorised by the user then<ol style="list-style-type: none"><li>4.1. Create status of Contract Manager Authorised</li><li>4.2. Allow user to optionally create a comment for the status change</li></ol></li></ol>

# Example Process Analysis.Doc

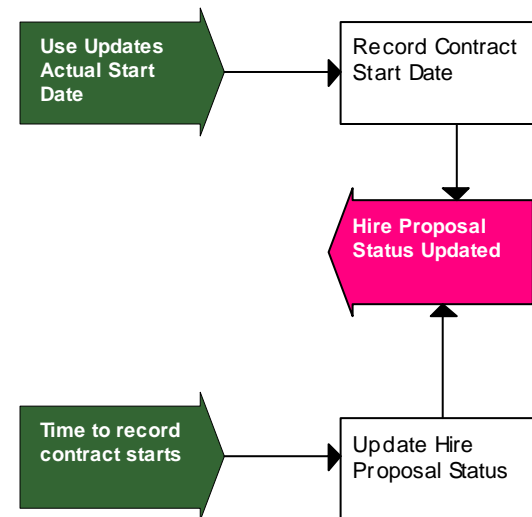
## 03 - Record Actual Contract Start Date

### Description

The date that a contract actually starts is recorded so that Invoices may be submitted for it.

The date may be either created directly by the user or defaulted to the Planned Start Date if that date passes.

Model:  
Category: Function Dynamics Model  
Diagram: 03 - Record Actual Contract...  
Details: Application  
Object: Maintain Vehicles On Hire  
Last Updated: 14/11/02 17:06  
By: Administrator



# *Example Process Analysis.Doc*

## External Event Use Updates Actual Start Date

<b>Category</b>	External Event
<b>Description</b>	The Hire Proposal start date differed to the Planned Start Date so the user records that fact to ensure that charging is applied from the correct start date.

## Process Record Contract Start Date

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The start date of the hire proposal is supplied and validated resulting in an update to the Hire Proposal.
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Record the date that the contract actually starts.</li> <li>2. Ensure that only valid contracts are started.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. The user is able to perform wildcard searches on             <ol style="list-style-type: none"> <li>1.1. Hire Proposal No</li> <li>1.2. Hire Purchase Order No</li> <li>1.3. Card ID</li> </ol> </li> <li>2. The user is able to perform range searches on             <ol style="list-style-type: none"> <li>2.1. Hire Planned Start Date</li> <li>2.2. Hire Actual Start Date</li> </ol> </li> <li>3. Exclude from selection any Hire Proposals that DO NOT have a Purchase Order Number (i.e. they cannot be given a start date because they have not had a Purchase Order raised for them).</li> <li>3. Regardless of search method a list may be returned which the user should be able to scroll through and select a Hire Proposal for update.</li> <li>4. Once a Hire Proposal is selected             <ol style="list-style-type: none"> <li>4.1. If the Hire Proposal does not have a status of Authorised and does not have a Purchase Order No then                 <ol style="list-style-type: none"> <li>4.1.1. Display an error message and the current Hire Proposal Status and Hire Proposal</li> </ol> </li> </ol> </li> </ol>

# *Example Process Analysis.Doc*

	Purchase Order No. 4.2. Else 4.2.1. If the user is a ANOTHER COMPANY user then 4.2.1.1. The Actual Hire Start Date can be set to the current date and any time OR any date and time in the future. 4.2.1.2. If the Actual Hire Start Date is set then 4.2.1.2.1. If the Actual Hire Start Date is = current date AND <= current time 4.2.1.2.1.1. Update the status of the Hire Proposal to "On Contract" 4.2.1.2.1.2. Update WM Hire with the Actual Start Date 4.2.2. If the user is an MY COMPANY Buying Dept user then 4.2.2.1. The Actual Hire Start Date can be set to any valid date and time 4.2.2.3. If the Actual Start Date is set to any value other than null then 4.2.2.3.1. If the Actual Start Date is the <= current date and time then 4.2.2.3.1.1. Update Hire Proposal to "On Contract" 4.2.2.3.1.1. Update WM Hire with the Actual Start Date
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## Internal Result Hire Proposal Status Updated

<b>Category</b>	Internal Event/Result
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## External Event Time to record contract starts

<b>Category</b>	External Event
<b>Description</b>	The Planned Start Date or (if present) the Actual Start Date passes and the Hire Proposal should be updated to On Contract.

## Process Update Hire Proposal Status

<b>Category</b>	Elementary Business Process
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# Example Process Analysis.Doc

<b>Implementation</b>	Automatic
<b>Description</b>	This process is not strictly necessary but is included for the sake of simplicity: The fact that a Hire Proposal is on contract can always be worked out by comparing the system date with the Planned Start Date or Actual Start Date (if present) for the Hire Proposal. Recording the status is simply a shorter way of deciding if a Hire Proposal is on contract.
<b>Objective</b>	The fact that a Hire Proposal has become active prevents further changes to certain details of that Hire Proposal.
<b>Specification</b>	<ol style="list-style-type: none"><li>1. For all Hire Proposals that have a Hire Proposal Purchase Order and a status not equal to On Contract<ol style="list-style-type: none"><li>1.1. If the actual start date is not null and is &lt;= current date and time<ol style="list-style-type: none"><li>1.1.1. Create a Hire Proposal Status of On Contract</li></ol></li><li>1.2. Else<ol style="list-style-type: none"><li>1.2.1. If the planned start date is &lt;= current date and time<ol style="list-style-type: none"><li>1.2.1.1. Create a Hire Proposal Status of On Contract.</li></ol></li></ol></li></ol></li></ol>

# Example Process Analysis.Doc

## 04 - Create Hire Purchase Order

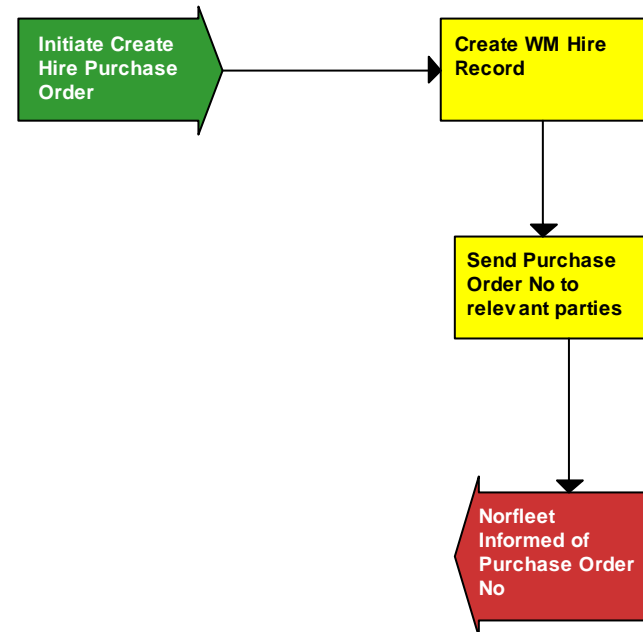
### Description

The process will only initiate when the Hire Proposal has been fully authorised and the Registration Number of the vehicle concerned completed on the Hire Proposal.

It creates the Hire Proposal on WM Hire and gets the Purchase Order number from that system.

The Purchase Order Number is sent to ANOTHER COMPANY and any other relevant parties.

Model:  
Category: Function Dynamics Model  
Diagram: 04 - Create Hire Purchase Order  
Details: Application  
Object: Maintain Vehicles On Hire  
Last Updated: 14/11/02 13:14  
By: Administrator



# Example Process Analysis.Doc

## Internal Event Initiate Create Hire Purchase Order

<b>Category</b>	Internal Event/Result
<b>Description</b>	The process to Create a Hire Purchase Order No is only initiated when <ol style="list-style-type: none"><li>1. The Proposal has been Authorised</li><li>2. The Registration Number of the vehicle to be hired has been entered into the Hire Proposal.</li><li>3. The Card Id for the driver of the vehicle has been entered in to the Hire Proposal.</li></ol>

## Process Create WM Hire Record

<b>Category</b>	Transaction Step
<b>Implementation</b>	Automatic
<b>Description</b>	All required information is extracted and used to create a Hire on WM Hire.  WM Hire will generate a Purchase Order No which is passed on to be notified to ANOTHER COMPANY.
<b>Objective</b>	<ol style="list-style-type: none"><li>1. Create the Hire in MY COMPANY core systems.</li><li>2. Issue the Purchase Order No for relaying to ANOTHER COMPANY.</li></ol>
<b>Specification</b>	<ol style="list-style-type: none"><li>1. A subset of the data that has been captured for the Hire Proposal is extracted and used to create a Hire in WM Hire.</li><li>2. The Purchase Order No that results from step 1 is recorded against the Hire Proposal.</li></ol>

## Process Send Purchase Order No to relevant parties

<b>Category</b>	Transaction Step
<b>Implementation</b>	Automatic
<b>Description</b>	Email the Purchase Order No to ANOTHER COMPANY.
<b>Objective</b>	<ol style="list-style-type: none"><li>1. Notify ANOTHER COMPANY that a Purchase Order has been generated and what it is.</li></ol>
<b>Specification</b>	<ol style="list-style-type: none"><li>1. Email the following to the Originator of the Hire Proposal:<ol style="list-style-type: none"><li>1.1. Hire Proposal No</li></ol></li></ol>

# *Example Process Analysis.Doc*

	1.2. Purchase Order No
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## **External Result ANOTHER COMPANY Informed of Purchase Order No**

<b>Category</b>	External Result
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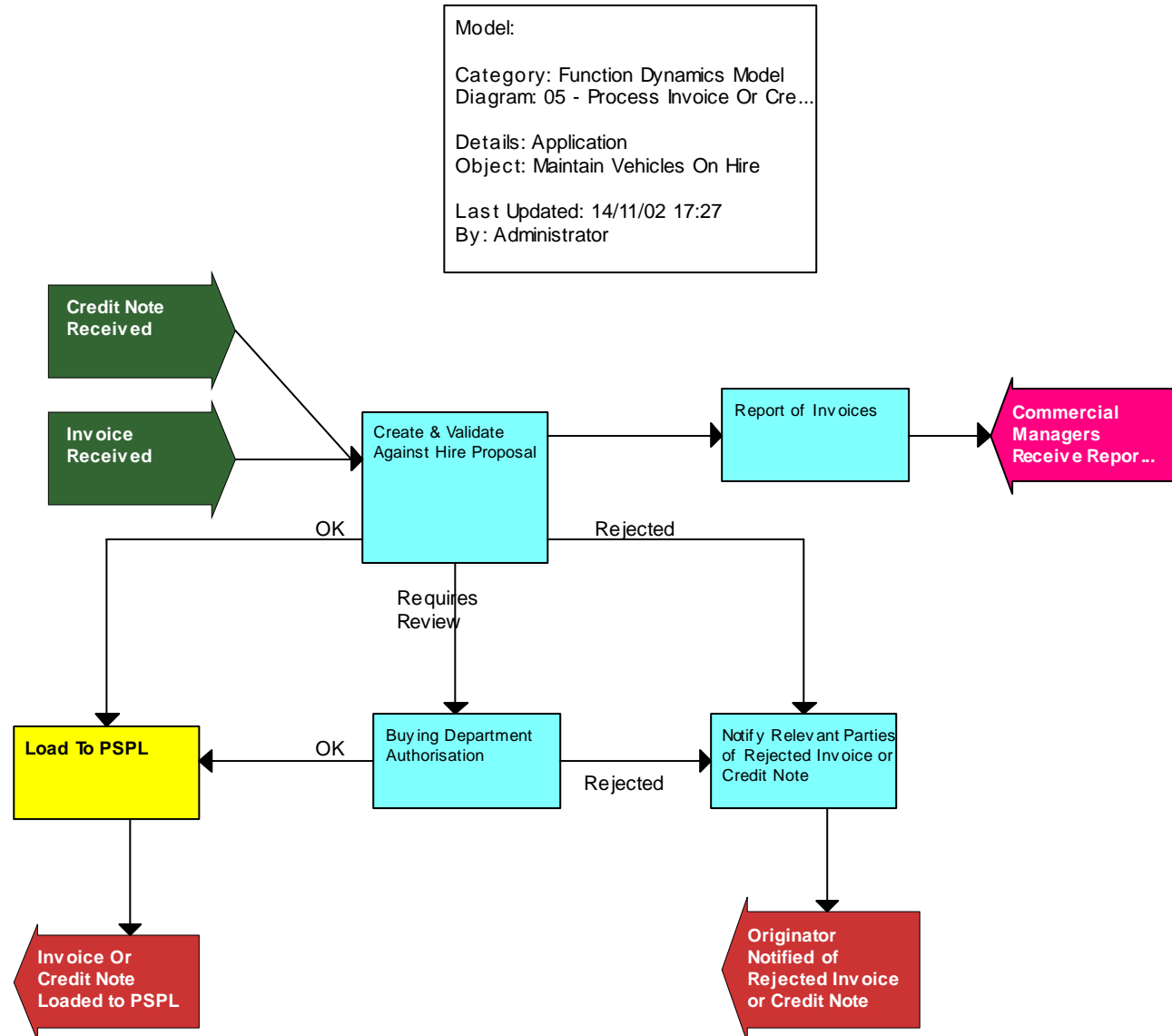
# Example Process Analysis.Doc

## 05 - Process Invoice Or Credit Note

### Description

An Invoice (Hire Invoice or Misc Charge Invoice) or Credit Note is received in respect of a Hire Proposal. The invoice or credit note is validated, authorised, loaded to PSPL for incorporation in a payment run.

Note that Damage Invoices are now handled by a process that is out of scope of this piece of work.



# *Example Process Analysis.Doc*

## External Event Credit Note Received

<b>Category</b>	External Event
<b>Description</b>	<p>A credit note is received that can be taken out of the next payment for the Hire Proposal.</p> <p>There is an open issue here about how the credit notes will be received - the feasibility of batch imports is being investigated. Given the volumes this looks to be a less strong case than for invoices.</p>

## Process Create & Validate Against Hire Proposal

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The Invoice or Credit Note is created and validated against the Hire Proposal it relates to. The originator is notified of failed transactions.
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. Record the Invoices and Credit Notes for progress monitoring.</li> <li>2. Validate data.</li> <li>3. Reject invalid invoices.</li> <li>4. Apply as many validation rules as possible - fully automate the acceptance procedure as far as possible</li> <li>5. Escalate for Buying Dept review those invoices that require review.</li> </ol>
<b>Specification</b>	<ol style="list-style-type: none"> <li>1. The user can perform wildcard searches on             <ol style="list-style-type: none"> <li>1.1. Hire Proposal No</li> <li>1.2. Hire Purchase Order No</li> </ol> </li> <li>2. If the search in 1. returns a list, these items can be scrolled through and a Hire Proposal selected.</li> <li>3. Once a Hire Proposal has been selected the user specifies if they are creating             <ol style="list-style-type: none"> <li>3.1. A hire charge invoice</li> <li>3.2. A miscellaneous charge invoice</li> <li>3.3. A credit note</li> </ol> </li> </ol>

# *Example Process Analysis.Doc*

4. The user creates an Invoice or Credit Note supplying data as defined in the data model.

4. If a hire charge invoice is selected then

4.1. If the Hire Proposal selected does not have a status of On Hire then

4.1.1. Inform the user that the vehicle is no longer on hire (what about the last invoice?

Could it be submitted after the contract has terminated?)

4.1.2. Set the status of the Invoice to Rejected

4.2. Else

4.2.1. Set the status of the Invoice to Accepted

5. Verify that the Invoice\_Line.Type is a known type. If Not...?

## QUERIES:

1. There are date considerations here: what date ranges would be acceptable?

2. Can validations be applied that inspect the value of the invoice line for a hire and compare it to the rates on the Vehicle Type table?

3. What other checks should be made?

4. Refer back to the Objectives: this is the point to apply them.

5. If a miscellaneous charge invoice is selected then

5.1. If the Hire Proposal selected does not have a status of Authorised or On Hire or Dehired then

5.1.1. Inform the user that the vehicle is not valid

5.1.2. Set the status of the Invoice to Rejected

5.2. Else

5.2.1. Set the status of the Invoice to Accepted

# Example Process Analysis.Doc

## Process Report of Invoices

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	Automatic
<b>Description</b>	In order for commercial managers to monitor their spend on hired vehicles they will receive a report of all invoices that have been submitted against their cost centre.
<b>Objective</b>	Keep commercial managers informed.

## Internal Result Commercial Managers Receive Report Of Invoices

<b>Category</b>	Internal Event/Result
<b>Description</b>	Commercial Managers are sent a report of the invoices that have been charged against their cost centres.

## Process Buying Department Authorisation

<b>Category</b>	Elementary Business Process
<b>Description</b>	The Buying Department reviews the Invoices or Credit Notes notified to them and decides to authorise or reject the Invoice/Credit Note.
<b>Objective</b>	<ol style="list-style-type: none"><li>1. Present relevant Invoice and Credit Notes for Authorisation.</li><li>2. Record the result and explanatory notes.</li></ol>
<b>Specification</b>	<ol style="list-style-type: none"><li>1. Display a list of Invoices and Credit Notes where the<ol style="list-style-type: none"><li>1.1. The status of the Invoice or Credit Note is Review Required</li></ol></li><li>2. Allow the user to Accept or Reject or just review an Invoice or Credit Note.</li><li>3. If an Invoice or Credit Note is Rejected, then<ol style="list-style-type: none"><li>3.1. Prompt the user to give explanatory comments why it is being rejected.</li></ol></li><li>4. If accepted then</li></ol>

# *Example Process Analysis.Doc*

	4.1 set the status of the Invoice or Credit Note to Buying Dept Authorised. 4.2 allow the user to add comments to the status change
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## Process Notify Relevant Parties of Rejected Invoice or Credit Note

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	Automatic
<b>Description</b>	The decision that comes out of the authorisation process is fed back to ANOTHER COMPANY.
<b>Objective</b>	1. Ensure that the relevant parties are aware of the outcome of the authorisation process.
<b>Specification</b>	1. Email the originator of the Invoice or Credit Note with the decision including: <ul style="list-style-type: none"> <li>1.1. Hire Proposal Number</li> <li>1.2. Hire Purchase Order No</li> <li>1.2. Invoice No or Credit Note No</li> <li>1.2. Authorisation result</li> <li>1.3. Any explanatory notes attached the Authorisation result</li> </ul>

## External Result Originator Notified of Rejected Invoice or Credit Note

<b>Category</b>	External Result
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## Process Load To PSPL

<b>Category</b>	Transaction Step
<b>Implementation</b>	Automatic
<b>Description</b>	Authorised Invoices and Credit Notes are loaded to PSPL so that they can be paid.  Entries will also need to be made to PS Journal and recorded in P&L.

# *Example Process Analysis.Doc*

	<p>Overview of data:</p> <p>Invoice Header:</p> <ul style="list-style-type: none"> <li>* Date of Invoice (supplied by ANOTHER COMPANY)</li> <li>* Invoice Number (supplied by ANOTHER COMPANY)</li> <li>* Order Number (supplied by ANOTHER COMPANY but known and verifiable on MY COMPANY data)</li> <li>* Contract/Department (derived by looking at the relevant Contract/Department for the Order Number)</li> <li>* Net Amount (supplied by ANOTHER COMPANY - check that the sum of the Invoice Line net amounts equals the Invoice Header Net Amount)</li> <li>* VAT Amount (supplied by ANOTHER COMPANY - check that the sum of the Invoice Line VAT amounts equals the Invoice Header VAT Amount)</li> <li>* Gross Amount (supplied by ANOTHER COMPANY - check that the sum of the Invoice Line Gross amounts equals the Invoice Header Gross Amount and check that it equals the Net + VAT amounts)</li> <li>* Date Due (derived by looking up the payment terms for ANOTHER COMPANY and applying them to the Invoice Date)</li> </ul> <p>Invoice Detail:</p> <ul style="list-style-type: none"> <li>* Line no (supplied by ANOTHER COMPANY)</li> <li>* Quantity (supplied by ANOTHER COMPANY)</li> <li>* Description (supplied by ANOTHER COMPANY)</li> <li>* Type (categorisation of item - e.g. hire charge, fuel, etc) (supplied by ANOTHER COMPANY but verified as a valid Type for MY COMPANY)</li> <li>* Net Amount (supplied by ANOTHER COMPANY)</li> <li>* VAT Amount (supplied by ANOTHER COMPANY)</li> <li>* Gross Amount (supplied by ANOTHER COMPANY - should equal Net + VAT)</li> <li>* NL Cost Code (derived: 1st two digits from a look-up against the Contract/Department, Cost Group and Cost Element from look-up tables of the Type and the CarVan indicator respectively. This will require significantly more specification).</li> </ul>
<b>Objective</b>	1. Automate the loading of the invoices and credit notes.
<b>Specification</b>	1. Data required by PSPL to create Invoices and Credit Notes is extracted and loaded to PSPL.

# *Example Process Analysis.Doc*

## **External Result Invoice Or Credit Note Loaded to PSPL**

<b>Category</b>	External Result
<b>Description</b>	The fact the Invoices and Credit Notes have been loaded to PSPL means that they can now follow the route of all the other Invoices and Credit Notes - no further development work should be required.

## **External Event Invoice Received**

<b>Category</b>	External Event
<b>Description</b>	<p>An Invoice is received. The invoice can be a charge for the hire of the vehicle or for a miscellaneous charge such as dehire damage, fuel and so on.</p> <p>There is an open issue here about how the invoices will be received - the feasibility of batch imports is being investigated.</p>

# Example Process Analysis.Doc

## 06 - Terminate A Contract

### Description

The Hire Proposal has an end date set so that when that date occurs the status of the Hire Proposal can be updated to Dehired.

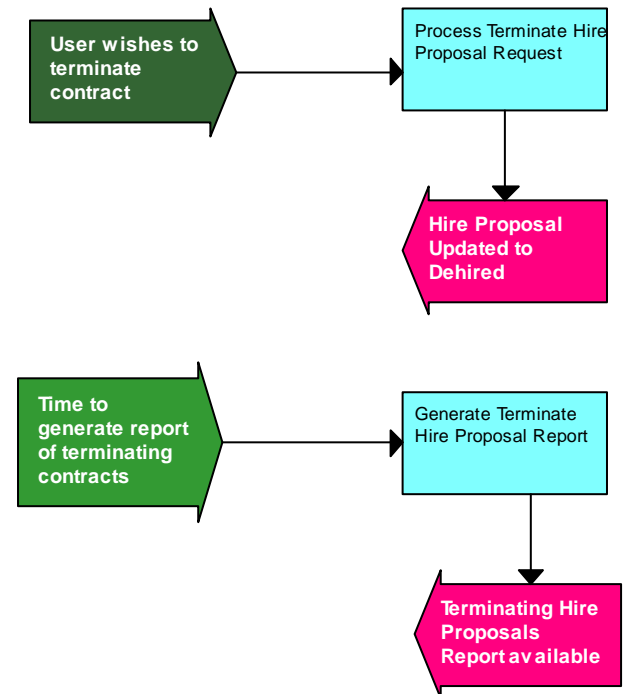
This will be used for validation of invoices.

Model:

Category: Function Dynamics Model  
Diagram: 06 - Terminate A Contract

Details: Application  
Object: Maintain Vehicles On Hire

Last Updated: 15/11/02 17:27  
By: Administrator



# Example Process Analysis.Doc

## Internal Event Time to generate report of terminating contracts

<b>Category</b>	Internal Event/Result
<b>Description</b>	In order that hires can be monitored effectively, there will be a report that identifies those hires that are approaching their planned end date.

## Process Generate Terminate Hire Proposal Report

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	Automatic
<b>Description</b>	Select all the Hire Proposals whose planned end date falls within a user definable set period and report on them periodically.

## Internal Result Terminating Hire Proposals Report available

<b>Category</b>	Internal Event/Result
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## External Event User wishes to terminate contract

<b>Category</b>	External Event
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## Process Process Terminate Hire Proposal Request

<b>Category</b>	Elementary Business Process
<b>Implementation</b>	IT Assisted
<b>Description</b>	The Termination date of the hire proposal is supplied and validated resulting in an update to the Hire Proposal.
<b>Objective</b>	<ol style="list-style-type: none"><li>1. Record the date that the hire proposal Terminates.</li><li>2. Ensure that only valid contracts are terminated.</li></ol>

# Example Process Analysis.Doc

<b>Specification</b>	<ol style="list-style-type: none"><li>1. The user is able to perform wildcard searches on<ol style="list-style-type: none"><li>1.1. Hire Proposal No</li><li>1.2. Hire Purchase Order No</li><li>1.3. Card ID</li></ol></li><li>2. The user is able to perform range searches on<ol style="list-style-type: none"><li>2.1. Hire Planned Start Date</li></ol></li><li>3. Regardless of search method a list may be returned which the user should be able to scroll through and select a Hire Proposal for update.</li><li>4. Once a Hire Proposal is selected<ol style="list-style-type: none"><li>4.1. If the Hire Proposal has a status of On Contract then<ol style="list-style-type: none"><li>4.1.1. the user can enter a date in the Planned Termination Date field.</li><li>4.1.2. If the user does enter a date and that date is equal to today then<ol style="list-style-type: none"><li>4.1.2.3 Update the status of the Hire Proposal to "Dehired"</li></ol></li></ol></li><li>4.2. If the Hire Proposal does not have a status of On Contract then<ol style="list-style-type: none"><li>4.2.1. Display an error message and the current Hire Proposal Status and Hire Proposal Purchase Order No.</li></ol></li></ol></li></ol>
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## Internal Result Hire Proposal Updated to Dehired

<b>Category</b>	Internal Event/Result
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# Example Process Analysis.Doc

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