



Project Overview Statement

Executive Summary

Project Title: Staff E-mail for Approvals
Project ID: 123
Project Leader: Liz Mendez
Department: Finance
Executive Sponsor: Bill Pennell

PROJECT BUSINESS CASE

Project Overview

Functionality was built and delivered in the 2006.1 port to allow the system to send email notification from the document approval path. BCC is planning to implement this Port in May 2007. This process uses the bulk email function that was released in log 17200 as part of integrow 2004.1. If the EMAIL-SEND is defined and the bulk email server is running emails will be sent as follows: the document originator is emailed if the document id approved; the document originator is emailed if the document is rejected; the person in the approval path responsible for approving the document is notified once the document is placed in their queue; the document originator will be emailed when a document is sent back.

- Email restrictions can be set from the administrative menu giving the ability to restrict email notification for certain document types and actions from generating email notifications and the ability to exclude certain users from receiving email notification.

Business Goals

- Reduce time items remain in staff approval path before action is taken.
- Reduce time staff spends calling/e-mailing approves they have something in their queue.

Success Factors

- Reduced Processing time