

EPDS - Quality Plan Submittal Reference Card

Process Flow	Roles	Owner Inputs/Actions	EPDS Workflow Actions	Notifications
	<p>Creator</p> <p>Creator</p>	<p>Create Submittal Revision:</p> <ul style="list-style-type: none"> - Select NEW Quality Plan Submittal <p>Input:</p> <ul style="list-style-type: none"> - Source File (Quality Plan) - Presentation File (*) - Name (author company) - Title (of submitted document) - Contractors Notes (*) - Contract Number - Parties: Manager (PMO QM) - Custom Message (expectations) <p>NOTE: If Submittal Revision, revise items in Blue Only</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SUBMIT [to Quality Manager] </div>	
	<p>Quality Manager</p>	<p>Review:</p> <ul style="list-style-type: none"> - Source File & Presentation Files - Name and Title - Contract Number - If not complete, return to Creator <p>Attach:</p> <ul style="list-style-type: none"> - Comment & Review Form (FD-01-F5) <p>Input: (Review Tab)</p> <ul style="list-style-type: none"> - Reviewing Contact - Sent for Reason - Due Date - Custom Message (expectations) <p>NOTE: Determine serial/parallel</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> N REJECT [to Creator] </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> START REVIEW [to Review Team] </div>	<p>CC: Creator</p>
	<p>Team Review</p>	<p>Review:</p> <ul style="list-style-type: none"> - Submitted documents <p>Input:</p> <ul style="list-style-type: none"> - Recommendations - Review comments <p>Attach:</p> <ul style="list-style-type: none"> - Review & Comment Form (FD-01-F5) 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> FINISH REVIEW [to Quality Manager] </div>	
	<p>Quality Manager</p>	<p>Review:</p> <ul style="list-style-type: none"> - Recommendations <p>Input:</p> <ul style="list-style-type: none"> - If anyone rejects, then REJECT - Custom Message (expectations) <p>- If all APPROVE, go to next step</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> N REJECT [to Creator] </div> <p>YES – Go to Next Step</p>	<p>CC: Reviewers</p>
	<p>Quality Manager</p>	<p>Determine:</p> <ul style="list-style-type: none"> - If an additional review is needed * if yes, go to next step * if no, to to "Process Complete" 	<p>NO – Go to "Process Complete"</p> <p>YES – Go to Next Step</p>	
	<p>Quality Manager</p>	<p>Input:</p> <ul style="list-style-type: none"> - None 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SUBMIT [to Quality Manager] </div>	
	<p>Quality Manager</p>	<p>Input:</p> <ul style="list-style-type: none"> - None <p>NOTE: Archive documents in CM</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> ACCEPT [to Creator] </div>	<p>CC: Reviewers</p>

(*) = Not a required field input