

Schedule Approval Record

K-12 Cloud



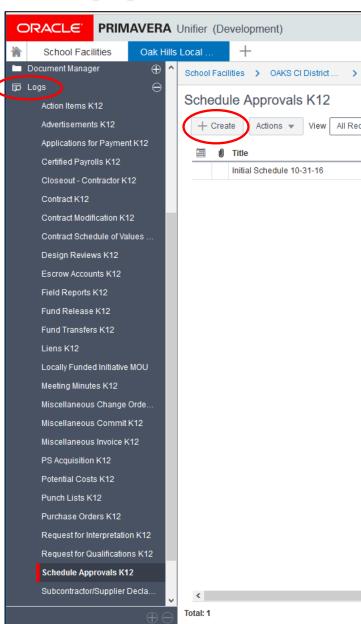
Purpose & Procedure

- The Schedule Approvals business process is used to provide a structured process to manage submission, review, and approval of the original baseline schedule and subsequent monthly updates as required to facilitate scheduling requirements on a construction project.
- The Project Manager should determine who will hold the "Schedule Manager" role
- Workflow

Created by: Schedule Manager → Sent to: A/E Review → Sent to: Schedule Manager update (if necessary) → Sent to: PM Review

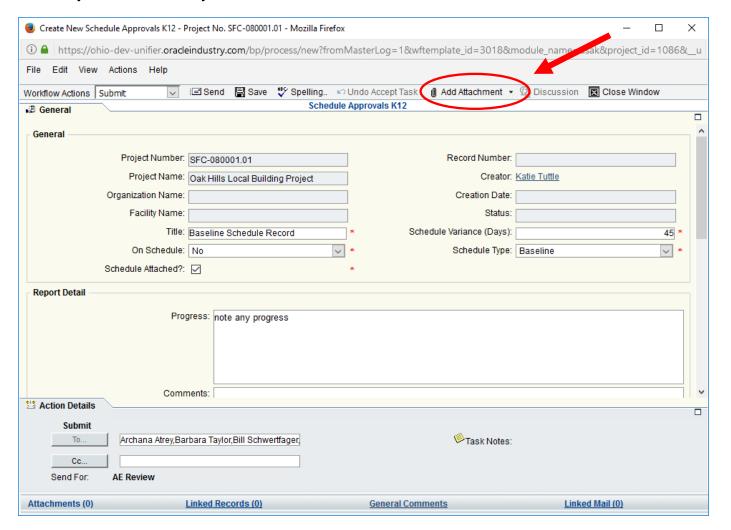
Create Schedule Approval

- In Oaks CI navigate to:
 - Logs -> ScheduleApprovals K12
 - Click Create



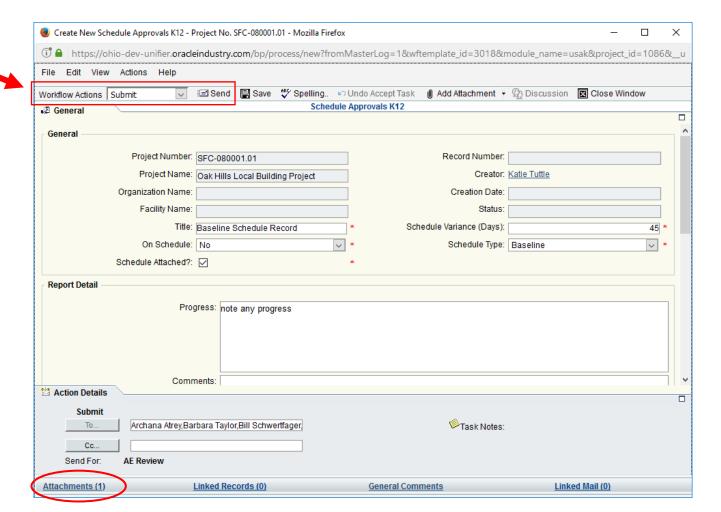
Schedule Approval

- Complete all open fields
 - Fields marked with a red * are mandatory
- Add any necessary attachments



Schedule Approval

- Attachments will populate at the bottom of the record
- Verify Workflow Action
- The "To" box will populate with record recipient
- Click Send



Questions?

Please contact OAKS CI Support Desk:

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