



# 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 -> Schedule Approvals K12
  - ▶ Click Create

The screenshot displays the Oracle Primavera Unifier (Development) interface. The top navigation bar shows 'ORACLE' and 'PRIMAVERA Unifier (Development)'. Below this, the breadcrumb path is 'School Facilities > Oak Hills Local ...'. The left sidebar menu is open, showing a list of categories. The 'Logs' category is circled in red, and a red arrow points to 'Schedule Approvals K12' at the bottom of the list. The main content area shows 'Schedule Approvals K12' with a '+ Create' button circled in red. Below the button, there is a table with one entry: 'Initial Schedule 10-31-16'. The bottom right corner of the interface shows 'Total: 1'.

# Schedule Approval

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

Create New Schedule Approvals K12 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate\_id=3018&module\_name=sak&project\_id=1086&\_u

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Undo Accept Task **Add Attachment** Discussion Close Window

### General

**General**

Project Number: SFC-080001.01 Record Number:

Project Name: Oak Hills Local Building Project Creator: [Katie Tuttle](#)

Organization Name:  Creation Date:

Facility Name:  Status:

Title: Baseline Schedule Record \* Schedule Variance (Days): 45 \*

On Schedule: No \* Schedule Type: Baseline \*

Schedule Attached?:  \*

### Report Detail

Progress:

Comments:

### Action Details

**Submit**

To...

Cc...

Send For: AE Review

Task Notes:

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

# Schedule Approval

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

Create New Schedule Approvals K12 - Project No. SFC-080001.01 - Mozilla Firefox

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**General**

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Project Number: SFC-080001.01 Record Number:

Project Name: Oak Hills Local Building Project Creator: [Katie Tuttle](#)

Organization Name:  Creation Date:

Facility Name:  Status:

Title: Baseline Schedule Record \* Schedule Variance (Days): 45 \*

On Schedule: No \* Schedule Type: Baseline \*

Schedule Attached?:  \*

Report Detail

Progress: note any progress

Comments:

Action Details

Submit

To... Archana Atrey,Barbara Taylor,Bill Schwertfager

Cc...

Send For: AE Review

Task Notes:

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

# Questions?

Please contact OAKS CI Support Desk:

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