

General Services Work Order Tracking System

May 22, 2012



Project Summary

This project will generate a framework which the General Services staff can use for the planning and implementation of the Work Order tracking system.

The project will generate a PowerPoint presentation that will:

- * Present the Project Management documents
- * Outline General Services Section's requirements
- * Recap the various systems the project team reviewed
- * Provide a comparison of the systems
- * Present the recommended system

Project Goal

This project will identify a framework and recommendation for a Work Order tracking system that will:

- * Be the one consolidated system
- * Have a single point access for requesters and technicians
- * Have four (4) preset reports
 - o Requests by Location
 - o Requests by Type
 - o Requests by Status (Aging Report)
 - o Technician Utilization

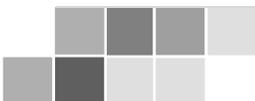
Project Outcome

The project team will be responsible for the delivery of:

- * PowerPoint Presentation
- * Project Plan Documents
 - o Charter
 - o Scope
 - o Work Breakdown Structure
 - o Schedule
 - o Risk Management Plan
 - o HR Plan
 - o Communications Plan
 - o Cost Management Plan
 - o Quality Management Plan
- * General Services Work Order Project Framework
 - o Charter
 - o Scope
 - o Work Breakdown Structure
 - o Research
 - o Evaluation Form
 - o Recommendation

Project Benefits

This project will analyze the current General Services procedures and identify the strengths and weaknesses. Solutions to the shortfalls of the current system will be compiled and analyzed one by one. Solutions will be tested and compared against each other. A recommendation will be presented to the General Services Section along with all project documents and analysis documentation. A large portion of the work required to complete a project in which the General Services Section would implement a new work order tracking system is completed. This will save the General Services Section time, money, and energy when the General Services Section starts this project.



Project Team

For more information about this project, contact team members:

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