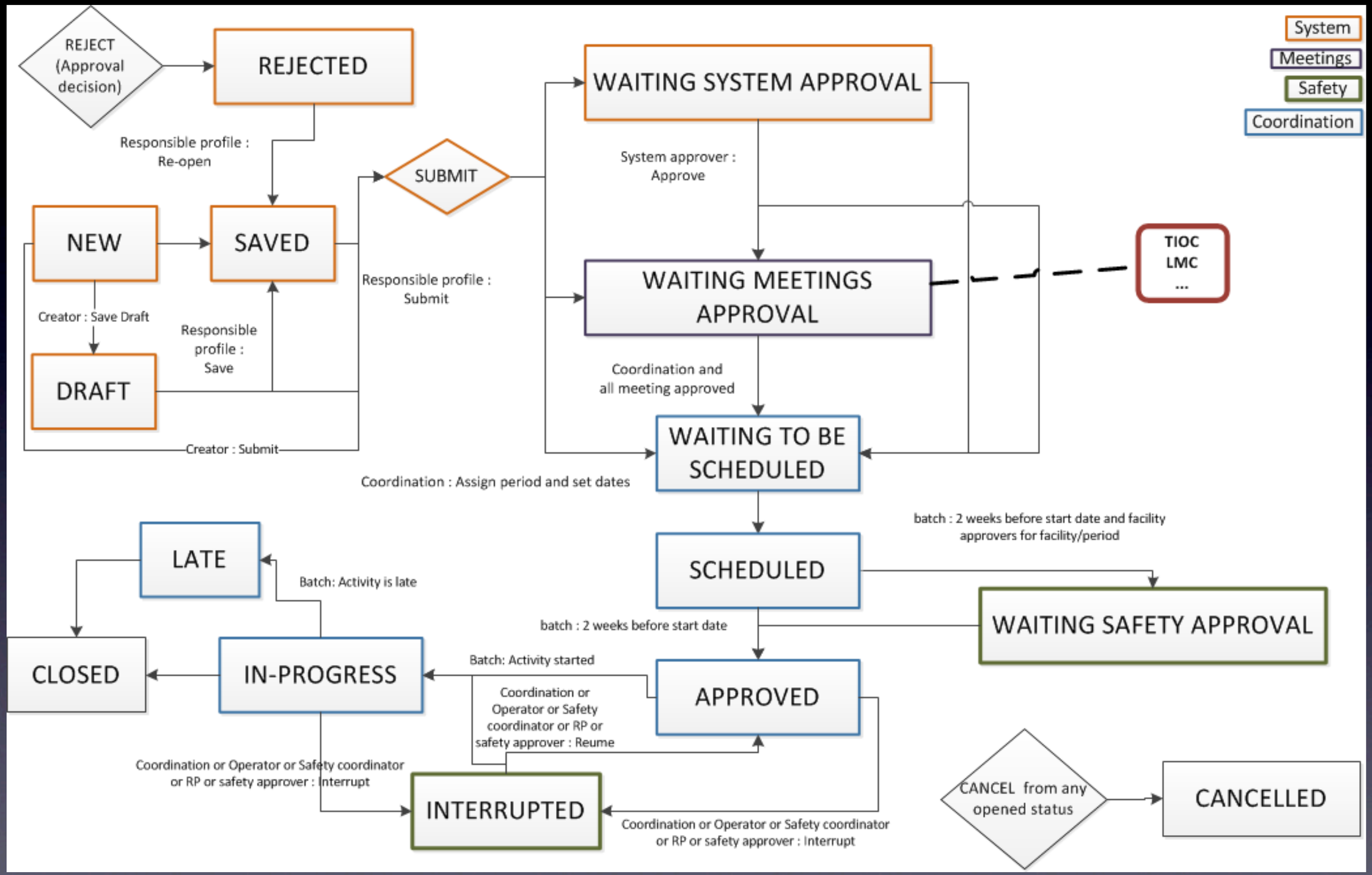
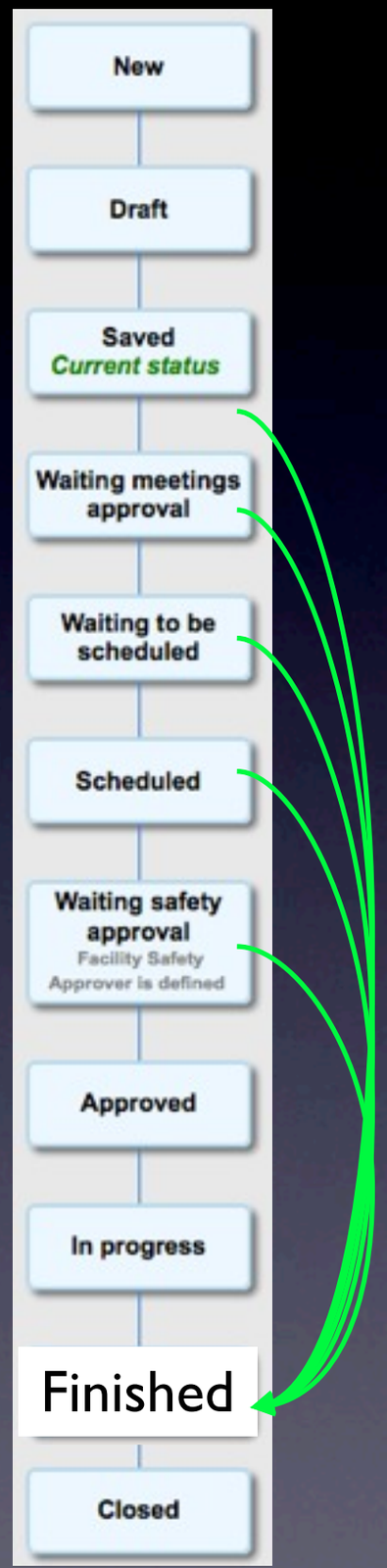
IMWG Sub-Workgroup "Workflow"

Planned modifications and discussions points

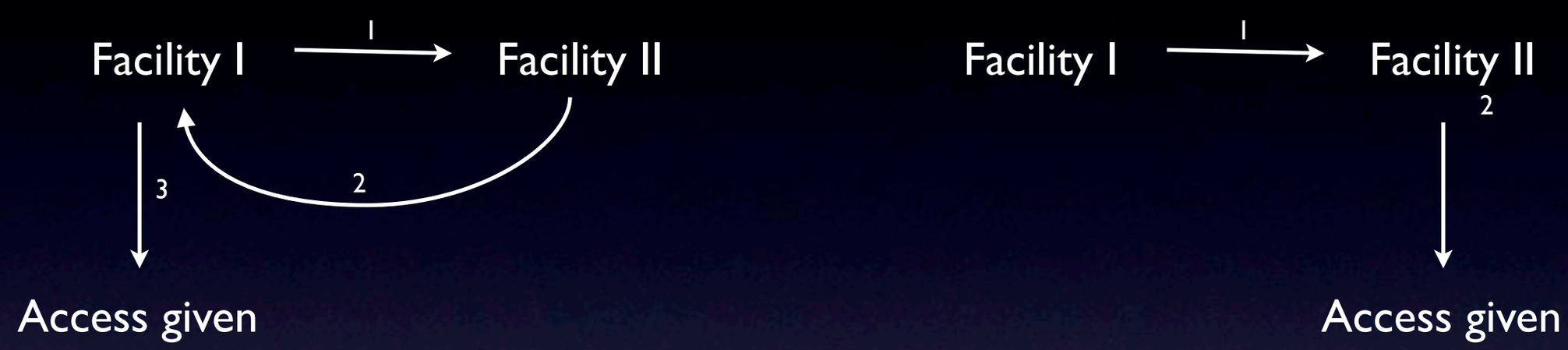

System
Meetings
Safety
Coordination
REJECT (Approval decision)
REJECTED
Responsible profile : Re-open
NEW
SAVED
Creator : Save Draft
DRAFT
Responsible profile : Save
Creator : Submit
SUBMIT
Responsible profile : Submit
WAITING SYSTEM APPROVAL
System approver : Approve
WAITING MEETINGS APPROVAL
TIOC
LMC
...
Coordination and all meeting approved
WAITING TO BE SCHEDULED
Coordination : Assign period and set dates
SCHEDULED
batch : 2 weeks before start date and facility approvers for facility/period
WAITING SAFETY APPROVAL
batch : 2 weeks before start date
APPROVED
LATE
Batch: Activity is late
CLOSED
IN-PROGRESS
Batch: Activity started
Coordination or Operator or Safety coordinator or RP or safety approver : Reume
Coordination or Operator or Safety coordinator or RP or safety approver : Interrupt
INTERRUPTED
Coordination or Operator or Safety coordinator or RP or safety approver : Interrupt
CANCEL from any opened status
CANCELLED

Modifications to workflow



- New status "Finished" : Work ended, waiting comments for closure
- Possible to declare activity as "finished" from any status after "saved"
- Remove 2 week limit for safety approval.
- Allow Facility Coordinator to change all fields (correct bad title, remove unneeded meeting approvals)
- Signatures after "System approval" should be in parallel : Meetings / scheduling / safety. Clearly indicated which signatures are still missing (ability to filter)

Request signatures



- Request signature from other Facility (e.g. shared locations)
- Forward to other Facility (with or without pre-signing)
- Request signature from individuals
- Forward for information only (no signature required)

Replacement signature

- Exceptionally signing for other signatures.
- Can be used in urgent cases, where agreement was reached via phone etc.
- Comment mandatory
- Clearly distinguished from normal process, clear notifications of involved people.
- Optional for each facility
  (can be toggled in preferences)

Signature by location

- Currently routing only defined by Facility or by System
- Assign coordination or safety (sub-) role on a location base
  - Within one Facility, a test or assembly lab could be handled by a local coordinator
- Facility coordinator and safety approver keep rights to reject/cancel/interrupt/... an activity, but are normally just informed about the activities.

Notification improvements

- More information in email :
  Creator, Description, sub system,.....
- Possibility to alert people automatically on new activities
  - Partly done via tags, but no automatic notification linked
- Subscription to location, system
  - or more general on a filter ?

Safety Signature

- When should a safety signature not be required ?

Physical work in underground area

Software intervention in offline database

- Safety signature mandatory for special locations (e.g. where safety risks are defined, experimental caverns etc)
- Facility coordinator can request safety signature
- Safety team informed, keeps right to interrupt / reject
- How to request Safety signature / no signature ?

Start/Stop of work

Access system based / phone calls / control rooms

Currently the activity goes to "In Progress" on the date scheduled, and "Late" the next day.
Does not tell you anything about the actual start or stop of a work ongoing.

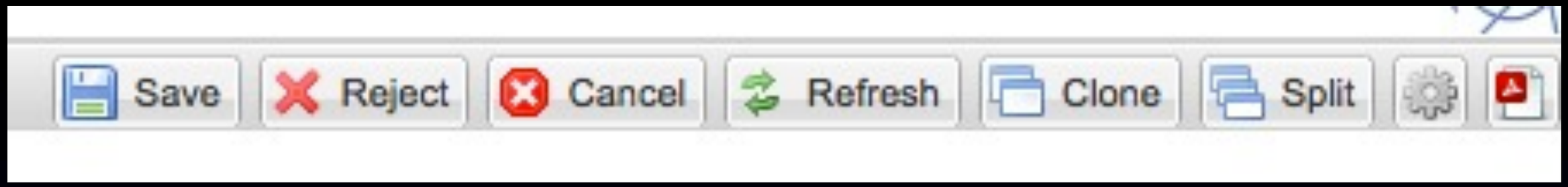
If Access System involved : Feedback from access system possible ?
Multiple choices for activities (if more then one approved)

Manual Start via Operator : Some experiments require visit to the control room
CCC relies on phone call from piquet et al
Easy interface needed to declare the start / stop of work
Multiple start/stop for one intervention (lunch break)

Closing of activities

Upload of additional material to the activity (e.g. photos, screenshots, reports...)
Probably EDMS based.

Renaming of actions ?



- "Reject" is often understood as completely reject the activity, not the "asking for modifications" intended. (both by users and coordinators)
- Difference between "reject" and "cancel" not clear enough
- "Cancel" can be misunderstood as opposite of "save"