CMS Work Order Process (for Review and Approval of CMS Documents)

An informal review process was conducted in advance of the CMS Work Order process to ensure that an agreed document was presented for final approval. Evidence of such a review was retained by the document producer in consultation with the Functional Head.

eB Transmittal emails were sent to the specific reviewers who had different roles in the review process (ie Submitter, Reviewer, Functional Head Approver etc).

In this process people at the different activity stages (T-01 to T-06) as shown in the figure below would be sent eB transmittal emails which they would need to 'Accept' and 'Complete' on their 'Work Order Task' to a defined timescale. This was captured in the eB data and could be used as evidence of document review. See the below figure which shows a screenprint of a typical CMS 'Work Order', in this case the CMS Manual and associated documents.
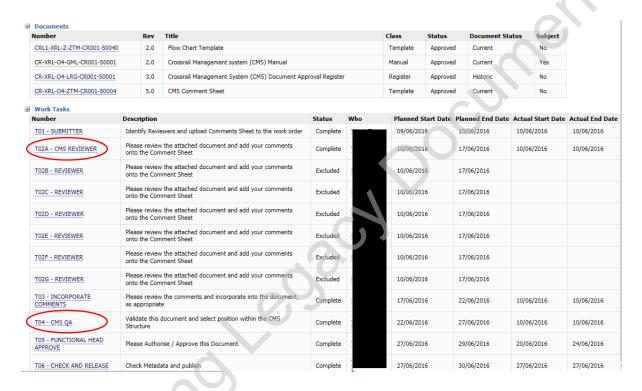
☑ Documents

Number	Rev	Title	Class	Status	Document Status	Subject
CRL1-XRL-Z-ZTM-CR001-50040	2.0	Flow Chart Template	Template	Approved	Current	No
CR-XRL-O4-GML-CR001-50001	2.0	Crossrail Management system (CMS) Manual	Manual	Approved	Current	Yes
CR-XRL-O4-LRG-CR001-50001	3.0	Crossrail Management System (CMS) Document Approval Register	Register	Approved	Historic	No
CR-XRL-O4-ZTM-CR001-50004	5.0	CMS Comment Sheet	Template	Approved	Current	No

☑ Work Tasks

Number	Description	Status	Who	Planned Start Date	Planned End Date	Actual Start Date	Actual End Date
T01 - SUBMITTER	Identify Reviewers and upload Comments Sheet to the work order	Complete		09/06/2016	10/06/2016	10/06/2016	10/06/2016
T02A - CMS REVIEWER	Please review the attached document and add your comments onto the Comment Sheet	Complete		10/06/2016	17/06/2016	10/06/2016	10/06/2016
T02B - REVIEWER	Please review the attached document and add your comments onto the Comment Sheet	Excluded		10/06/2016	17/06/2016		
T02C - REVIEWER	Please review the attached document and add your comments onto the Comment Sheet	Excluded		10/06/2016	17/06/2016		
T02D - REVIEWER	Please review the attached document and add your comments onto the Comment Sheet	Excluded		10/06/2016	17/06/2016		
T02E - REVIEWER	Please review the attached document and add your comments onto the Comment Sheet	Excluded		10/06/2016	17/06/2016		
T02F - REVIEWER	Please review the attached document and add your comments onto the Comment Sheet	Excluded		10/06/2016	17/06/2016		
T02G - REVIEWER	Please review the attached document and add your comments onto the Comment Sheet	Excluded		10/06/2016	17/06/2016		
T03 - INCORPORATE COMMENTS	Please review the comments and incorporate into the document, as appropriate	Complete		17/06/2016	22/06/2016	10/06/2016	10/06/2016
T04 - CMS QA	Validate this document and select position within the CMS Structure	Complete		22/06/2016	27/06/2016	10/06/2016	10/06/2016
T05 - FUNCTIONAL HEAD APPROVE	Please Authorise / Approve this Document	Complete		27/06/2016	29/06/2016	20/06/2016	24/06/2016
T06 - CHECK AND RELEASE	Check Metadata and publish	Complete		27/06/2016	30/06/2016	27/06/2016	27/06/2016

Figure 1 – Work Order Process

A key part of this process was having two CMS Quality Checks built into the review cycle. The first was the initial Quality Check (CMS Reviewer stage – see above) looking at format and content. The second stage (CMS QA stage – see above) was for checking the metadata was complete before final approval and issue. This included checking details such as the document 'approval status' , 'document relationship' or 'CMS structure' etc was correct.