# Suggested Work Flow

<table>
<thead>
<tr>
<th>Task</th>
<th>Room</th>
<th>Suggested Work Flow</th>
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</table>
| Seminar One “Quality Awareness” | Training Room     | Introductory email  
✓ Project Outline email                                                                                                                                 |
|                              | Business Centre   | ✓ Email – register as a team member                                                 |
| Training Room Memo 1         |                   | ✓ Fax  
✓ Bookshelf – reading resources  
✓ Wall chart – customer interaction  
✓ Filing Cabinet – quality tools  
✓ Project Portfolio – task details |
|                              | Business Centre   | ✓ Email – Seminar R.S.V.P  
✓ Noticeboard - Seminar/discussions on quality                                         |
| Seminar Two Reengineering Tools | Training Room     | Memo 2  
✓ Project Portfolio – task details                                                     |
|                              | Business Centre   | ✓ Email - Seminar R.S.V.P  
✓ Check noticeboard for working group allocation                                         |
<table>
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<tr>
<th>Location</th>
<th>Resources</th>
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| Controller’s Office              | ✅ Wall Chart – Work Study  
                                | ✅ Bookshelf – readings resources  
                                | ✅ Filing Cabinet – Work study Tools                                    |
| Business Centre                  | ✅ Noticeboard – post guide for selected work study tool  
                                | ✅ Noticeboard – review other guides for work study tools.               |
| Report On A Work Operation       | Training Room  
                                | ✅ Email - project reports  
                                | ✅ Project Portfolio – task details                                      |
| Boardroom                        | ✅ Overhead Transparencies  

The Staff Lounge has an extended reading list plus a copy of all readings from the different departments.

A Glossary is located on top of the filing cabinet in the Training Room. It is also included in the Library found in the Staff Lounge.

On completion of the unit send in your completed Project Portfolio to your Project Manager.