

LEGEND	
AFSD	
CPM or Designee	
Lead Labor Group	
Sub Labor Group	
Clerical	

NORMAL JOB FLOW		
('YES' Answers on the Flow Chart dated 10/2/2008)		
Statuses refer to the Parent Work order unless otehrwise stated, (eg. Tasks).		
Status	Responsible Party	Action
WAPPR	CPM or Maintenance Planner	Creates WO with target dates in Maximo.
WAPPR	CPM or Designee	Creates scope of work in long description. Attaches documents, photos, drawings, etc... Routes to AFSD for approval
WPLAN	AFSD or Designee	Approves for planning. Verifies target dates, Changes status to WPLAN, and puts job on planning list. Routes to Craft for planning.
INPLAN	Lead Craft/Planner	Inserts tasks or job plan, and change status to INPLAN. If no subs needed, adjusts duration on tasks and creates labor & material estimates. Includes asbestos/lead in job plan. If subs needed, route sub package to Sub-Labor groups.
WREVIEW	Sub-Labor Group	Creates additional tasks (if necessary), labor & material estimates. Adjust duration on tasks. Include asbestos/lead in job plan. Each Sub-Labor group changes the status of each of their tasks to WREVIEW.
WREVIEW	Lead Craft/Planner	If subs are used, all sub-tasks must be in WREVIEW before proceeding. Lead Craft/Planner changes status of parent work order to WREVIEW & prints the planner data entry report. Routes to CPM for approval.
REVIEW	CPM or Designee	Reviews work order plan. Approves estimates. Identifies and assigns funding to work order. Change status of planned job to REVIEW and routes to AFSD for approval.
PFUND	AFSD or Designee	Approves planned job by changing status to PFUND and routes to Clerical for processing.
FUNDED	Clerical	Enters job info. In IFS, sends ticket for funding if necessary. When funding is approved, enters job number in Maximo. Sends copy to job cost accounting, change status to FUNDED and attaches PDF of the signed planner data entry report in Maximo. Route job package to CPM.
FUNDED	CPM or Designee	Removes green copy of job ticket, and routes job package to Lead Craft/Planner.
SCH	Lead Craft/Planner	Distributes sub labor packages if applicable. Scheduled start date is determined in book meeting. Enter scheduled start/finish dates in Maximo. Changes status of parent WO to SCH.
INPRG	Lead Craft/Planner	Work commences. Changes status of parent WO to INPRG.
INPRG	Sub-Labor Group	Status of tasks changed to INPRG by appropriate Sub-Labor group as each task begins.
FCOMP	Lead Craft/Planner	Work performed and completed, insert actual finish date in parent WO and change status to FCOMP.
WINSP	Lead Craft/Planner	Reviews work, process all paperwork and change status to WINSP. Route job packate to CPM.
PCOMP	CPM or Designee	Verifies the job is complete and changes status to PCOMP. Route job package to Clerical for closing.
COMP	Clerical	Enters job info in IFS, sends copy to job cost accounting and changes the status to COMP. Files job package in completed job file.