CENTER FOR INTEGRATED FACILITY ENGINEERING, STANFORD UNIVERSITY

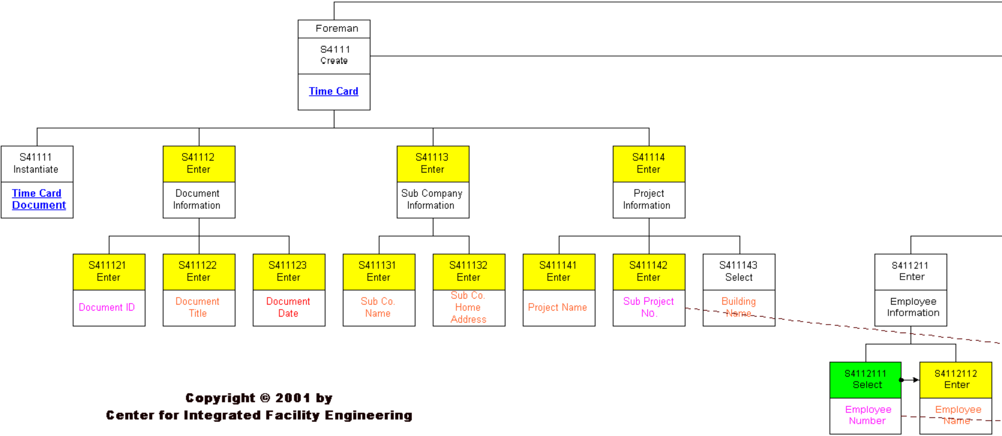
Potential Benefits of Internet-Based Project Control Systems - A Study On Time Card Processing

Appendix B

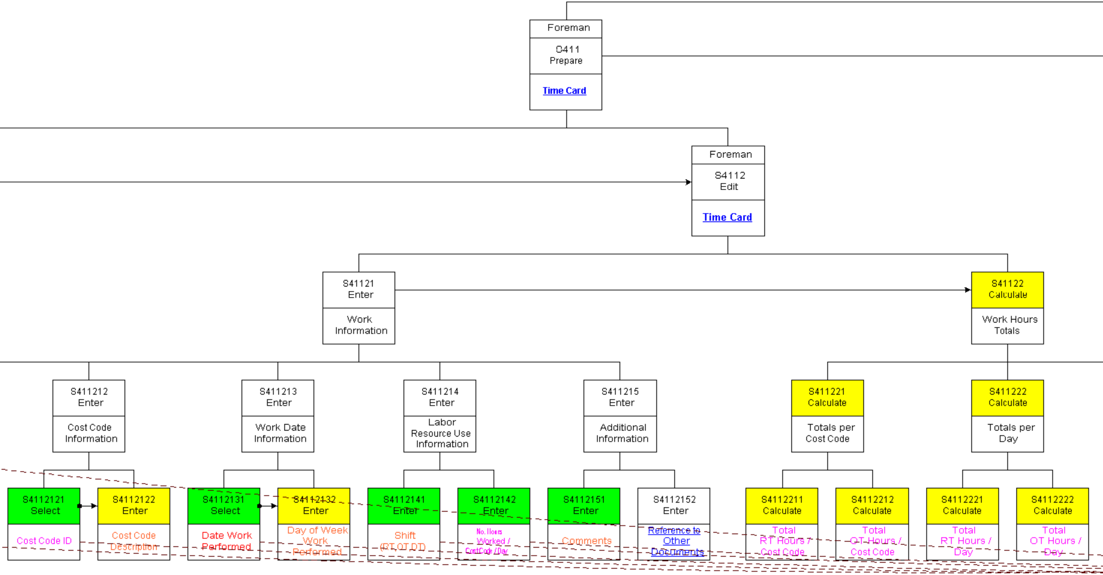
By Alex Barrón, Martin Fischer

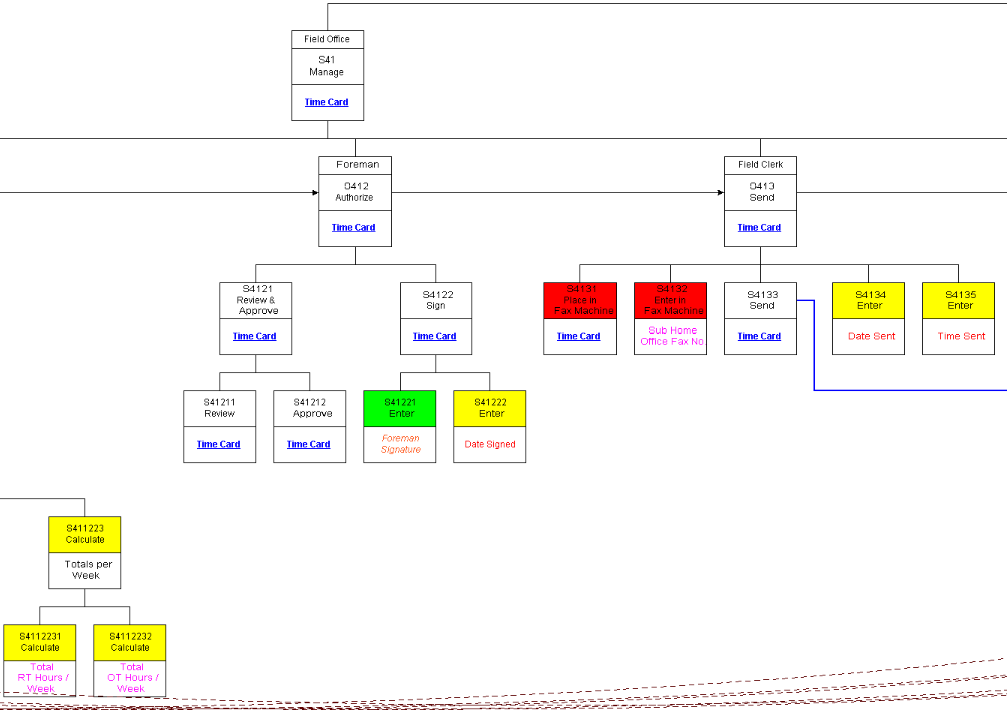
CIFE Technical Report #125B

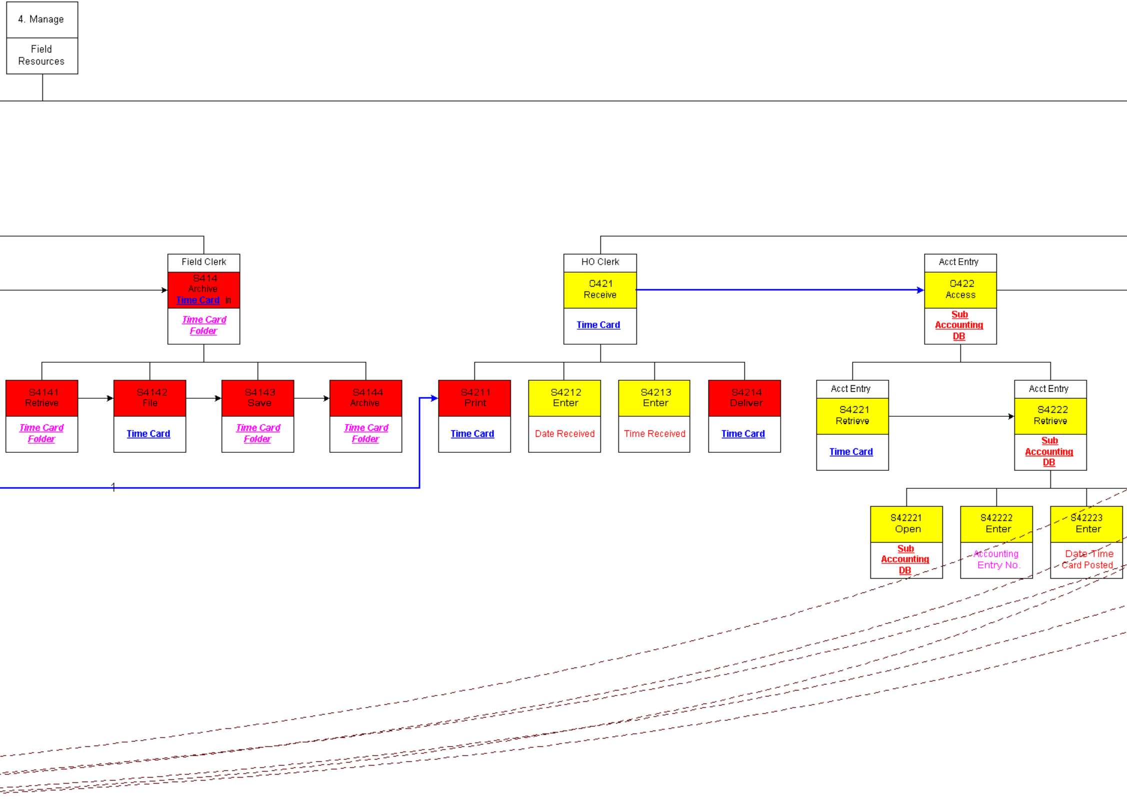
March, 2001

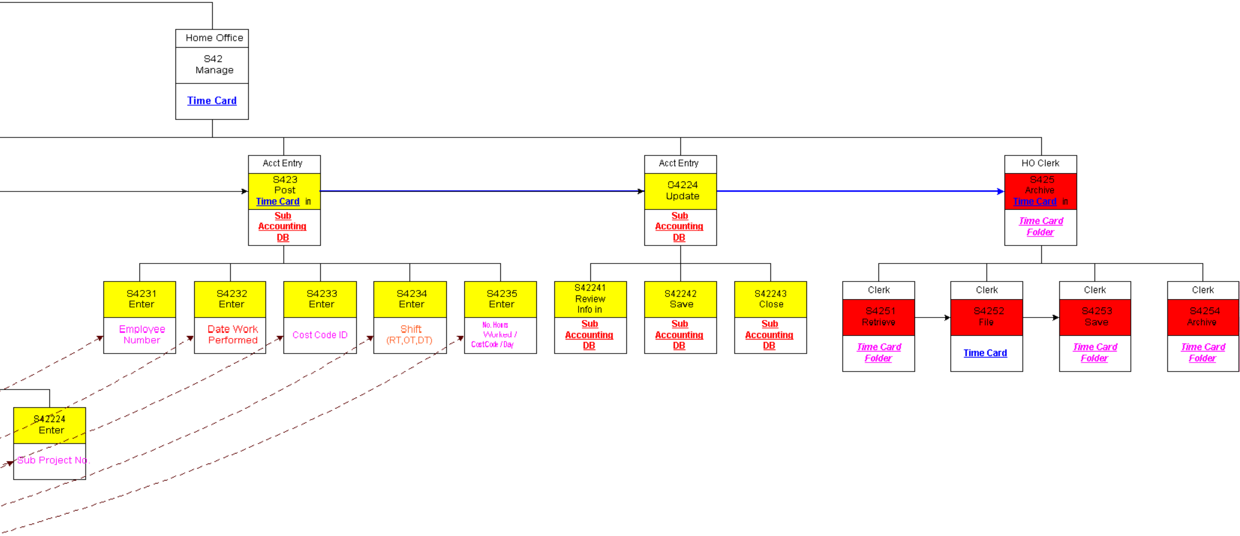

Foreman
S4111
Create
Time Card
S41111
Instantiate
Time Card Document
S41112
Enter
Document Information
S41113
Enter
Sub Company Information
S41114
Enter
Project Information
S411121
Enter
Document ID
S411122
Enter
Document Title
S411123
Enter
Document Date
S411131
Enter
Sub Co. Name
S411132
Enter
Sub Co. Home Address
S411141
Enter
Project Name
S411142
Enter
Sub Project No.
S411143
Select
Building Name
S411211
Enter
Employee Information
S4112111
Select
Employee Number
S4112112
Enter
Employee Name

Copyright © 2001 by
Center for Integrated Facility Engineering


Foreman
C411
Prepare
Time Card
Foreman
S4112
Edit
Time Card
S41121
Enter
Work Information
S41122
Calculate
Work Hours Totals
S411212
Enter
Cost Code Information
S411213
Enter
Work Date Information
S411214
Enter
Labor Resource Use Information
S411215
Enter
Additional Information
S411221
Calculate
Totals per Cost Code
S411222
Calculate
Totals per Day
S4112121
Select
Cost Code ID
S4112122
Enter
Cost Code Description
S4112131
Select
Date Work Performed
S4112132
Enter
Day of Week Work Performed
S4112141
Enter
Shift (RT,OT,DT)
S4112142
Enter
No. Hours Worked / CostCode / Day
S4112151
Enter
Comments
S4112152
Enter
Reference to Other Documents
S4112211
Calculate
Total RT Hours / Cost Code
S4112212
Calculate
Total OT Hours / Cost Code
S4112221
Calculate
Total RT Hours / Day
S4112222
Calculate
Total OT Hours / Day


Field Office
S41
Manage
Time Card
Foreman
S412
Authorize
Time Card
Field Clerk
S413
Send
Time Card
S4121
Review &
Approve
Time Card
S4122
Sign
Time Card
S4131
Place in
Fax Machine
Time Card
S4132
Enter in
Fax Machine
Sub Home
Office Fax No.
S4133
Send
Time Card
S4134
Enter
Date Sent
S4135
Enter
Time Sent
S41211
Review
Time Card
S41212
Approve
Time Card
S41221
Enter
Foreman
Signature
S41222
Enter
Date Signed
S411223
Calculate
Totals per
Week
S4112231
Calculate
Total
RT Hours /
Week
S4112232
Calculate
Total
OT Hours /
Week


4. Manage
Field Resources
Field Clerk
S414 Archive Time Card in
Time Card Folder
HO Clerk
S421 Receive
Time Card
Acct Entry
S422 Access
Sub Accounting DB
S4141 Retrieve
Time Card Folder
S4142 File
Time Card
S4143 Save
Time Card Folder
S4144 Archive
Time Card Folder
S4211 Print
Time Card
S4212 Enter
Date Received
S4213 Enter
Time Received
S4214 Deliver
Time Card
Acct Entry
S4221 Retrieve
Time Card
Acct Entry
S4222 Retrieve
Sub Accounting DB
1
S42221 Open
Sub Accounting DB
S42222 Enter
Accounting Entry No.
S42223 Enter
Date Time Card Posted


Home Office
S42
Manage
Time Card
Acct Entry
S423
Post
Time Card in
Sub Accounting DB
Acct Entry
04224
Update
Sub Accounting DB
HO Clerk
S425
Archive
Time Card in
Time Card Folder
S4231
Enter
Employee Number
S4232
Enter
Date Work Performed
S4233
Enter
Cost Code ID
S4234
Enter
Shift (RT,OT,DT)
S4235
Enter
No. Hours Worked / CostCode / Day
S42241
Review
Info in
Sub Accounting DB
S42242
Save
Sub Accounting DB
S42243
Close
Sub Accounting DB
Clerk
S4251
Retrieve
Time Card Folder
Clerk
S4252
File
Time Card
Clerk
S4253
Save
Time Card Folder
Clerk
S4254
Archive
Time Card Folder
S42224
Enter
Sub Project No.