Beta Presentation
Business Approval System

The Capstone Experience

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Project Overview

• Reusable SharePoint Approval Workflow
• Device Agnostic
• Applied to Dow’s Spending Delegation of Authority Process
• Flows through approvers from lowest level to highest level until approved or rejected
System Architecture
Main Menu

Business Approval System

Admin Menu
- Business Functions

Approval Menu
- 2 All Spending Requests
- 2 Pending Approval
- 0 Approved
- 0 Rejected

Request Menu
- 3 All Spending Requests
- 1 Pending Submission
- 2 Pending Approval
- 0 Approved
- 0 Rejected
Business Function List

Business Approval System

Main Menu

Business Functions

- Performance Systems > Automotive Systems
- Performance Systems > Dow Elastomers
- Performance Systems > Dow Wire & Cable
- Health and Agricultural Sciences > Dow AgroSciences > Agricultural Chemicals
- Electronic and Specialty Materials > Electronic Materials > Semiconductor Technologies
Approvers List

Semiconductor Technologies

<table>
<thead>
<tr>
<th>Order</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Furcean</td>
</tr>
<tr>
<td>2</td>
<td>Joe Langford</td>
</tr>
<tr>
<td>3</td>
<td>Joe Amenta</td>
</tr>
</tbody>
</table>
Adding Approver

New Approver

Username
Furcean

Business Function
Electronic and Specialty Materials > Electronic

Order
4

Add Approver
Tasks Pending Approval

### Business Approval System

#### Main Menu

### Pending Approval

- Please review Department PC Replacements
  - John Furcean
  - Not Started

- Please review Department Mobile Phone Upgrade
  - John Furcean
  - Not Started
Approval Page

Please review Department PC Replacements

<table>
<thead>
<tr>
<th>Spending Request Title</th>
<th>Department PC Replacements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending Request Amount</td>
<td>20000</td>
</tr>
<tr>
<td>Reason for Request</td>
<td>Our department is using 5 year old PCs. The computers are extremely slow and outdated. This is drastically effecting our work efficency.</td>
</tr>
<tr>
<td>Comments</td>
<td>I approve this request!</td>
</tr>
</tbody>
</table>

- Approve Request
- Reject Request
New Request

![Spending Request Form]

- **Spending Request Title**: Pizza Party
- **Spending Request Amount**: 1000.00
- **Reason for Request**: Need $1000.00 for a pizza party on Friday.
## Start Workflow

<table>
<thead>
<tr>
<th>Business Function</th>
<th>Electronic and Specialty Materials &gt; Electronic Materials &gt; Semiconductor Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand Groups</td>
<td>For each group entered, assign a task to every member of that group.</td>
</tr>
<tr>
<td>Request</td>
<td>This message will be sent to the people assigned tasks.</td>
</tr>
<tr>
<td>Due Date for All Tasks</td>
<td>The date by which all tasks are due.</td>
</tr>
<tr>
<td>Duration Per Task</td>
<td>The amount of time until a task is due. Choose the units by using the Duration Units.</td>
</tr>
<tr>
<td>Duration Units</td>
<td>Day(s)</td>
</tr>
<tr>
<td>CC</td>
<td>Define the units of time used by the Duration Per Task.</td>
</tr>
<tr>
<td></td>
<td>Notify these people when the workflow starts and ends without assigning tasks to them.</td>
</tr>
</tbody>
</table>
Task Email (in Outlook)

From: Home <sharepoint@cse438102s.cs.msu.edu>
To: teamdow-server@amentajo.user.msu.edu
Sent: Sun 4/3/2011 8:03 PM

Subject: Tasks - Please review Pizza Party


Due by: No due date

Approval started by Joe Amenta on 4/3/2011 8:03:06 PM
Comment:

To complete this task:
1. Review Pizza Party
2. Perform the specific activities required for this task.
3. Use the Open this task button to mark the task as completed. (If you cannot update this task, you might not have access to it.)

See more about: Home.
Reviewing the Task (in Outlook)
## Request Approved

<table>
<thead>
<tr>
<th>Spending Request Title</th>
<th>Spending Request Amount</th>
<th>Reason for Request</th>
<th>Approval Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pizza Party (NEW)</td>
<td>$1,000.00</td>
<td>Need $1000.00 for a pizza party on Friday.</td>
<td>Approved</td>
</tr>
</tbody>
</table>
What’s Left to Do

• Feedback from Dow
• Thorough testing
• Extend mobile functionality (stretch goal)
• Add new task features (stretch goal)