



# Operations Team Daily Cycle

Keep that cog turning!

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## 5. Export Report data from Dashboard – OM

Ops team export all site team excel reports and check on points 1 to 3

## 4. Progress Updated from – OM

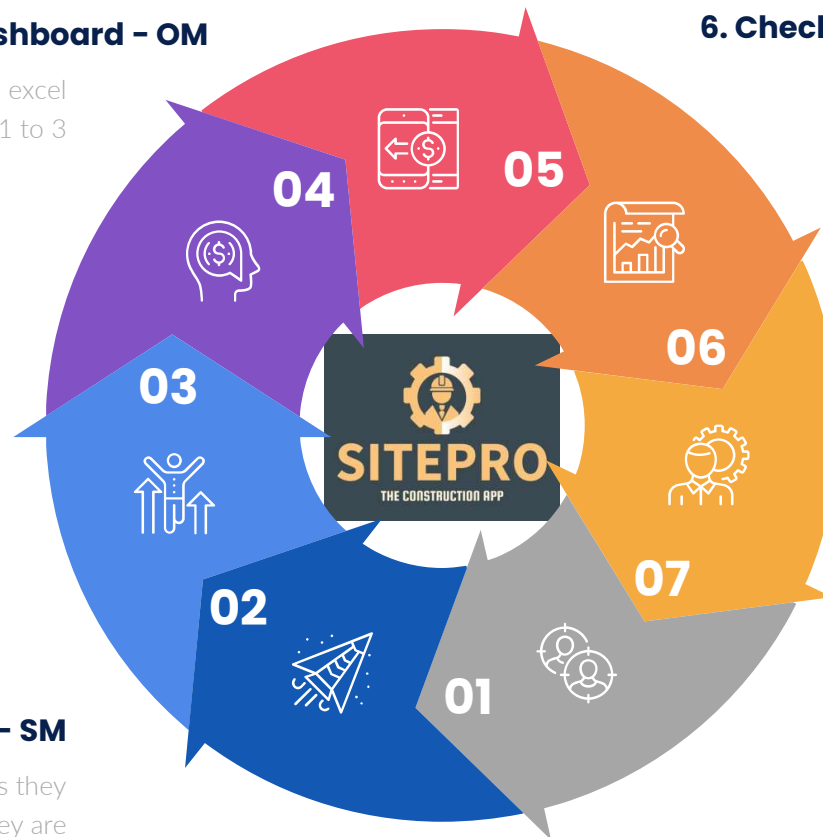
Ops team update all percentage complete against programme

## 3. QA Updated from – SM

Site team undertake all QA audits as production commences

## 2. Blockers Issued from – SM

Site team issue all blockers as they arise and close out as they are concluded



## 6. Check Progress Vs Programme – OM

Ops team drop date line inserted on excel programme to check task is on target and any possible blockers causing delays

## 7. Check QA Audits Vs progress – OM

1. Ops team check the QA Audits
2. Extract all information to formulate Monthly report

## Start. Project Setup – OM

1. Upload Construction issue drawings
2. Create QA forms and assign to SM

## 1. Onsite Construction – SM

Site team build to programme per task as in agreed contract.