



SPD | Project Request Workflow Optimization

Benefits

1 | Consistent request details

- eliminates confusion in communication & project goals

2 | Automatic notifications

- information directed to appropriate team member(s) automatically
- promotes timely correspondence & customer service

3 | Single collaboration platform

- Attachments, i.e. drawings, quotes, user-approvals conveniently located w/project record notes
 - singular reference location reduces reference time
- eliminates individual record keeping redundancy
- streamlines weekly update discussions
- allows for 24/7 project updates

4 | KPI tracking

- optimize resourcing and demonstrate team efficacy
 - # of requests/week/month/year
 - request by location/type/user group
 - completion durations
 - project intensity mapping by location/type/user group



Consistent Details | 1



Hello!

Please tell us about your lab space planning needs below and a team member will be in contact with you shortly to get the project started

First and Last Name *

Requested for End-User Group Name *

Building *

Lab Number *

Bench Number(s)
(if applicable)

Request Description *

Requester E-mail *

Attachment File Upload

Please attach any applicable files here

Drag and drop files here or [browse files](#)

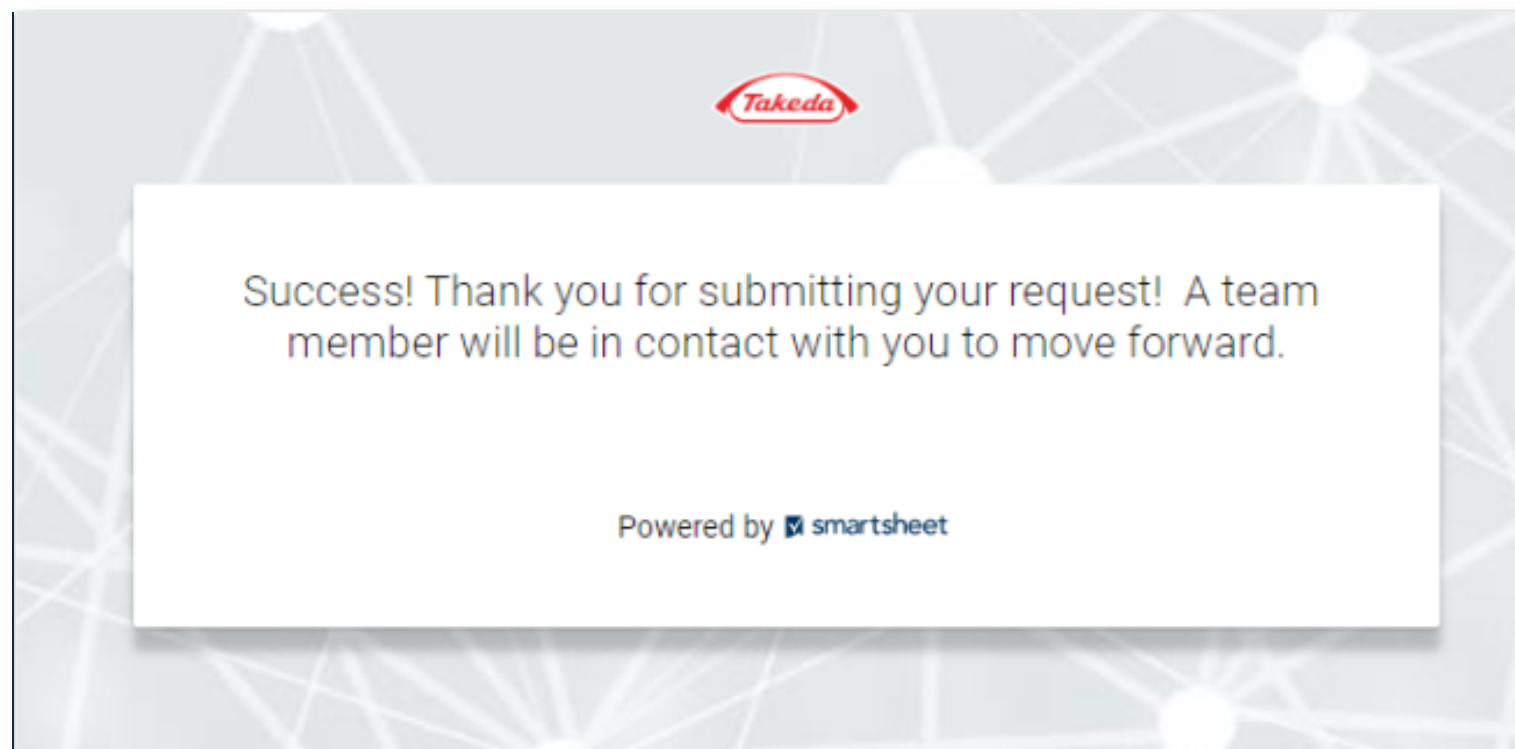
☐ Send me a copy of my responses

Submit

Lab Ops (and/or end-user) easily fill out the same short project description form to initiate a request



Automated Notifications | 2



Lab Ops (and/or end-user) immediately receives confirmation that their request was submitted

AllUnread

By Date ▾ ↑

Today

Smartsheet Automation

New Lab Planning Project Initiation Request Received7:49 PM

SPD LAB: Project Initiation Request Message: Please review the submission with below link.

Smartsheet Automation

New Lab Planning Project Initiation Request Received

Please review the submission with below link. SPD LAB: Project Initiation Request Message: Please review the submission with below link.

Smartsheet Automation

New Lab Planning Project Initiation Request Received

SPD LAB: Project Initiation Request Message: Please review the submission with below link.

Space Planning and Facilities Team
immediately receives notification of request*

Submission Alert

Trigger: + When rows are added ▾

When Request ID ▾ is:

Any Value

+ Specify another change

Run workflow: When triggered ▾

Add a condition to filter rows

Alert someone

Send to specific people ▾

bryn.ablamsky@takeda.com

Send from Smartsheet Automation

New Lab Planning Project Initiation Request Rec...

Please review the submission with below link.

Message includes links to sheet and all fields

*request workflow can be customized to stream to the appropriate team member(s) based on various criteria, i.e. building location



+ smartsheet

Singular Collaboration Platform | 3

CUMMING
Building Value Through Expertise

File Automation Forms Connections

SPD LAB: Project Initiation Request

Search...

Grid View Filter

Arial 10

B I U

Σ \$ %

	Created On	Request Fulfilled?	Requ... ID	Building	Lab Number	Bench Number(...)	Requester	End User	Requester E-mail	Request Type	Request Description	Request Assigned To	Request Declined?	Request Approved?	Priority	Next Step/Update	Requester's Cost Center
1	10/23/23 4:48 PM	<input type="checkbox"/>	002	40LD	4152		Bryn Ablamsky	OTAU	bryn.ablamsky@takeda.com	Furniture Equipment	move a BSC across the room	Joe Cloutier Palvasha Khan	<input type="checkbox"/>	★	—		
2	10/23/23 2:17 PM	<input type="checkbox"/>	001	300MA	3644		Bryn Ablamsky	OTAU	bryn.ablamsky@takeda.com	BAU Planning	reconfigure (1) BSC and (2) lab benches to accommodate a new workflow process	Palvasha Khan Troi Melton	<input type="checkbox"/>	★	!		
3																	
4																	
5																	

Attachments

Row Sheet All

Row 1: Bryn Ablamsky

☐ Actions ↑↓ Uploaded (newest)

Drag and drop files from your computer, or click to upload.

Attach Files to Row 1

Conversations

Row Sheet All Unread

Row 1: Bryn Ablamsky

Conversations in the context of your work

Get started by entering the first comment below.

Row 1: Bryn Ablamsky

Comment or notify others with @

Proofs

Row All

Row 1: Bryn Ablamsky

Bryn Ablamsky

Row 1 V1

10/24/23, 8:15 AM by Brynya ...

New Reminder

Row 1: Bryn Ablamsky

Send Brynya Ablamsky a reminder on Wednesday 10/25/23 for row 1.

October 2023

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Reminder message (optional)

Cancel Save

Requests auto populate a singular tracker with additional fields to be manually populated and updated by the appropriate members as the project progresses

Store documents, facilitate conversations, generate proofs for review, and set reminders per project line



+

KPI Tracking | 4

Various project dashboards providing valuable KPIs can then be created and auto-generated from the singular team smartsheet project tracker

