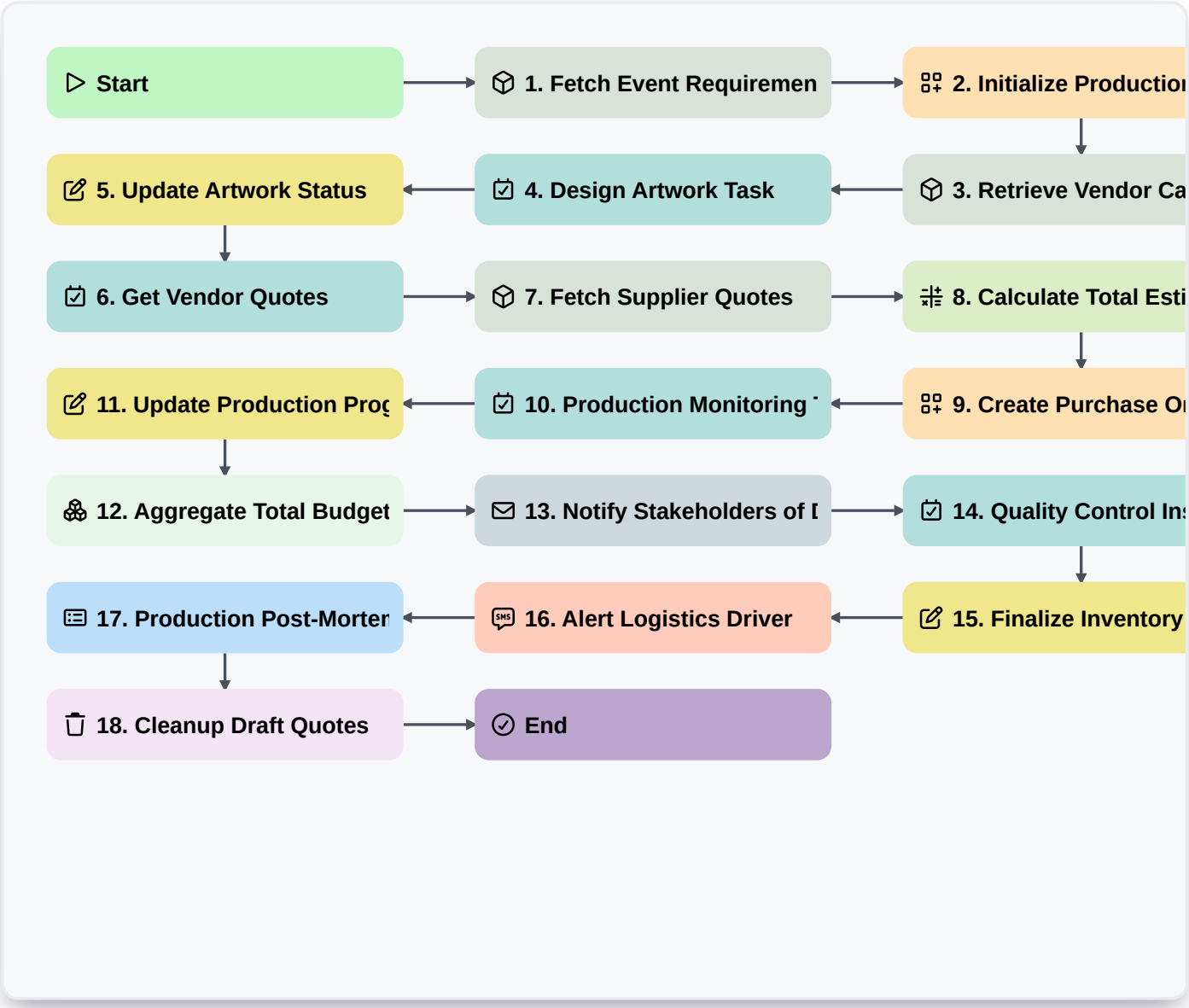
ChecklistGuro

Event Collateral And Swag Production Process



Start
Start of the Workflow/Process.

1. Fetch Event Requirements
Retrieve event details and quantities from the Event Master Data Model.

2. Initialize Production Project
Create a new production project entry linked to the specific event.

3. Retrieve Vendor Catalog
Get available swag items and their base costs from the Vendor Catalog model.

4. Design Artwork Task
Assign a task to the Graphic Designer to create branded assets for the selected items.

5. Update Artwork Status
Update the 'Design Status' field in the Production Project once artwork is approved.

6. Get Vendor Quotes
Assign a task to the Procurement Officer to request pricing from suppliers.

7. Fetch Supplier Quotes
Retrieve all incoming quote entries related to the current production project.

8. Calculate Total Estimated Cost
Sum the unit costs and shipping fees from the retrieved quotes.

9. Create Purchase Order
Generate a new Purchase Order entry based on the selected vendor quote.

10. Production Monitoring Task
Assign a task to the Logistics Manager to track the manufacturing progress.

11. Update Production Progress
Update the percentage completion field in the Production Project entry.

12. Aggregate Total Budget Spent
Sum the total cost of all finalized Purchase Orders for the event.

13. Notify Stakeholders of Delivery Date
Send an email to the Event Manager with the confirmed arrival date of the swag.

14. Quality Control Inspection
Assign a task to the Warehouse Team to inspect items upon arrival.

15. Finalize Inventory Receipt
Update the inventory status to 'Received' in the Data Model.

16. Alert Logistics Driver
Send an SMS to the driver notifying them that the swag is ready for pickup/delivery.

17. Production Post-Mortem Report
Generate a report summarizing actual vs. budgeted costs and vendor performance.

18. Cleanup Draft Quotes
Delete rejected or expired quote entries from the system to maintain data hygiene.

End
End of the Workflow/Process.