

List of Business Activities for “Developing Master Data Tables”

Function: Project design & engineering

Processes for developing Master data tables: SW77, SW78, SW79(Annex 20D)

Sourced from: Chapter 6, Annex 1A,1B,1C,1F &1G for Fields and

Annex 25F: For List and number of master data tables identified

Responsibility: Relevant Functional Head (In consultation with CFO & Head of IT/ERP)

Function: Designing of Architecture , Process Code= SW77	
1. Identifying Master data tables based on considerations such as below. a) efficient execution of activities b) Avoiding duplication of efforts for re-entry of details. c) Instant access to information required frequently d) digitisation Author has identified 2 Master data tables in this function as below. 1. Drawings/specification master-Packages in Civil works 2. Scope of work Master -Civil works packages And so on	AW601
2 Assigning unique number to identified master data table as MT106 &MT107 . The number of Master data tables can be expanded up to 5 from MT106 to MT110	AW602
3. Identifying the fields applicable for this table MT106 &MT107 which are required to be used most frequently by functional team. Few examples are: Table: MT106 a) Name of construction packages in “Civil works” b) List of Drawings & technical specifications for scope of work, including for BOQ - Structure work packages c) Drawings & technical specifications - Civil Building works package	AW603

<p>d) Drawings & technical specifications - Facade works package and so on MT107 a) Name of construction packages in “Civil works” b) Scope of work - Line items -Structure work packages c) Scope of work - Line items - Civil Building works packages d) Scope of work - Line items - Facade works packages and so on</p>	
<p>4. Identifying the field codes, applicable for these tables such as below: Table MT106= Fields F502, F504, F505, F506 & so on respectively Table MT107= Fields F502, F509, F510, F511 & so on respectively</p>	AW604
<p>5. Designing & Populating the contents of master data tables having columns as proposed below. Col 1. Key Function Col 2. Master table's Proposed name Col 3. Proposed table number Col 4. Field Code Col 5. Field Name Col 6. Field value as applicable This is illustrated in annex 25F</p>	AW605
<p>And so on activities can be expanded up to 50</p>	AW606 to AW650
<p>Function: Interior design package, Process Code=SW78</p>	
<p>1. Identifying Master data tables based on considerations similar to those mentioned in AW551 above. Author has identified 2 Master data tables in this function as below- 1 Drawings/specification master-Packages in Interior Design works 2 Scope of work -Master - Interior Design works</p>	AW651
<p>2 Assigning unique number to identified master data table such as MT111 &MT112 as per coding scheme and expandable to 5 master data tables i.e. up to MT115.</p>	AW652
<p>. 3. Identifying the fields applicable for the tables MT111 &MT112 which are required to be used most frequently by functional team. MT111 a) Names of Packages in “Designing of Interiors of buildings”</p>	AW653

<ul style="list-style-type: none"> b) List of Drawings & technical specifications for scope of work including for BOQ -Finishing works/packages c) As above - Furnishing & Fixtures d) As above - Equipment package e.g. for Gym, Bathroom, etc. <p>MT112</p> <ul style="list-style-type: none"> a) Names of Packages in “Designing of Interiors of buildings” b) Scope of work - Line items in Finishing works/packages c) Scope of work - Furnishing & Fixtures works/packages d) Scope of work – Interior design related Equipment packages 	
<p>4. Identifying the field codes, applicable for these tables such as below: Table MT111=Fields F532, F534, F535, & F536 and so on Table MT112=Fields F532, F538, F539, & F540 and so on</p>	AW654
<p>5. Populating the contents of the master data tables for this function similar to activity at AW605.</p>	AW655
<p>And so on activities can be expanded up to 50</p>	AW656 to AW700
<p>Function: Designing of MEP Services, Process Code= SW79</p>	
<p>1. Identifying Master data tables based on considerations similar to those mentioned in AW601 above. Author has identified 2 Master data tables in this function as below- 1. Drawings/specification master-Packages in MEP works 2. Scope of work -Master-MEP</p>	AW701
<p>2 Assigning unique number to identified master data tables such as below as per coding scheme 1.MT116 2.MT117 And so on expandable up to MT120</p>	AW702
<p>3. Identifying the fields applicable for this table MT116 & MT117 which are required to be used most frequently by functional team. MT116</p> <ul style="list-style-type: none"> a) Names of Packages in “MEP works b) List of Drawings & technical specifications for scope of work including for BOQ -External Electrical works c) Drawings & technical specifications -Internal Electrical works d) Drawings & technical specifications -Airconditioning or &VRV or & Heating works <p>And so on</p>	AW703

MT117 a) Names of Packages in “MEP works” b) Scope of work -External Electrical works related packages c) Scope of work -Internal Electrical works related packages d) Scope of work -Airconditioning or &VRV or & Heating works related packages	
4. Identifying the field codes, applicable for these tables such as below: Table MT 116 =Fields F557, F559, F560, F561 & so on Table MT 117 =Fields F557, F572, F573, F574 & so on	AW704
5. Populating the contents of the master data tables for this function similar to activity at AW605.	AW705
And so on activities can be expanded up to 50	AW706 to AW750
In case more functions get added, new codes are to be assigned with Activity codes AW1156 & onward	

The schemes for codification are given as below in the form of manuals and covered in detail in chapter 9:

Summary of coding scheme for business activities-

Developing Master data tables

Key function's name	Proposed Process codes	No of activities identified for developing master data tables	Codes proposed for activities identified for developing master data tables process	No of activities expandable for developing master data tables	Code expandable @ 50/per function	Master data tables Applicable codes & numbers and numbers @ from annex 25F
2.Designing Architecture	SW77	5	AW601-AW605	50	AW601 - AW650	MT106-MT110 @5
3.Designing of Interiors	SW78	5	AW651-AW655	50	AW651 - AW700	MT111-MT115 @5

4.Designing MEP services	SW79	5	AW701-AW705	50	AW701- AW750	MT116-MT120 @5
All 3 functions	3	15	As above	150	As above	Identified 6 and Expandable 15

Note: Annex numbers Annex 1A,1B,1C,1F &1G for Fields, Annex 25F are part of the **handbook in Ethics -Volume 1**. The codes prior to AW601 and beyond AW650 are reserved for other functions

