



Monday.com Notification Procedure

This Monday Notification Procedure applies to all Employees of the business.

The objective of the procedure is to establish clear procedures for end of projects & notifying management via Monday.com.

The requirement is for all staff to comply with the Monday.com Notification Procedure.

Procedures

When you have finished a project, please complete the following:

- Create a PDF version with the correct file name
- On Monday.com, please create or reply a comment stating this project has been completed and what issue it is
- Please tag @stefanie @byron in this and @edward if necessary
- Comment any notes which the builder or client may need to be aware of



Purpose

To ensure clear communication and proper documentation upon the completion of a project, the following procedures must be followed by all team members.

Objective

To ensure effective communication within the team and keep track of completed projects.

Requirements

When you have finished a project, please complete the following steps:

Create a PDF Version with the Correct File Name:

- Convert the final project files into a PDF format.
- Ensure the PDF is named correctly according to the project naming conventions.

Notify on Monday.com:

- On Monday.com, either create a new comment or reply to an existing comment in the relevant project task.
- State that the project has been completed.
- Include details about the specific issue or task that has been resolved.

Tag Relevant Team Members:

- Tag @stefanie and @byron in your comment.
- If applicable, also tag @edward.

Include Relevant Notes:

- Comment any notes or additional information that the builder or client may need to be aware of.
- Ensure that all relevant details are included to provide clarity and context.

Example Notification:

```
vbnet Copy code  
  
Project ABC - Final Report  
  
@stefanie @byron @edward  
The project has been completed. Please find the final report attached as a PDF.  
Issue: Client feedback on the design layout has been addressed.  
Notes: The client requested additional revisions on page 5. Please review the changes to e
```



Compliance

Adherence to this policy is mandatory for all team members. Regular audits will be conducted to ensure compliance, and any deviations will be addressed promptly. By following these procedures, we ensure that all project completions are documented and communicated efficiently.

Review and Updates

This policy will be reviewed annually to ensure it remains relevant and effective. Updates will be communicated to all team members as necessary.