

Workstream Rules and Samples

Rules. (*Required fields are marked with a Red background colour*)

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Field Type
Workstream Number	This field contains the unique Number/Code of a Workstream	Must be unique for non-deleted workstreams (can use the same WorkstreamNumber as a deleted workstream). 1-20 characters.	If the records data exceeds 20 characters, the record will NOT be imported.	N/A	If the fields value is either blank or "NEW" then the number will be generated from the relevant department or subdepartments sequence which can be setup in the admin module.	Variable Character (20)
Name	This field contains the name of the workstream	Names cannot be duplicated. Names can contain alphanumeric characters.	Workstream names cannot be duplicated. Workstream names must be unique in order for the workstream to be imported.	N/A	N/A	Variable Character (200)
Description	This field contains the description of the workstream	Can contain alphanumeric characters	The description for the workstream does not have to be captured for import to occur	N/A	N/A	Variable Character (1000)
Program Number	The program that is the parent of this workstream	Must be a program number that already exists in the system, or is contained in the program sheet in this workbook	This is a required field. If it is not supplied the record will not be imported	N/A	N/A	Variable Character (20)
Owner	This field contains the owner of the workstream	The users need to be created on the system in order to be identified as owners of an workstream	This field can be blank, the record will be imported.	User	First user on the list of the system	Lookup (Users)
Objectives	This field describes the situation preceding the implementation of an idea.	Can contain alphanumeric characters	The situation for the idea does not have to be captured for import to occur.	N/A	N/A	Variable Character (1000)
Constraints	This field describes the constraints of an workstream.	Can contain alphanumeric characters	The situation for the idea does not have to be captured for import to occur.	N/A	N/A	Variable Character (1000)
In Scope	This field describes the work that is within the scope of the workstream	Can contain alphanumeric characters	The situation for the idea does not have to be captured for import to occur.	N/A	N/A	Variable Character (1000)
Out of Scope	This field describes the work that is out of the scope of the workstream	Can contain alphanumeric characters	The situation for the idea does not have to be captured for import to occur.	N/A	N/A	Variable Character (1000)

Key Deliverables	This field describes the key deliverables of the workstream.	Can contain alphanumeric characters	The situation for the idea does not have to be captured for import to occur.	N/A	N/A	Variable Character (1000)
Stakeholders	This field describes the stakeholders involved in the workstream.	Can contain alphanumeric characters	The situation for the idea does not have to be captured for import to occur.	N/A	N/A	Variable Character (1000)
Budget Authority	This field describes the budget authority of the workstream.	Can contain alphanumeric characters	The situation for the idea does not have to be captured for import to occur.	N/A	N/A	Variable Character (1000)

Samples.

Workstream Number	Name	Description	Program Number	Owner	Objectives	Constraints	In Scope	Out of Scope	Key Deliverables	Stakeholders	Budget Authority
5065	WorkstreamImport	desc	571	admin	Some objectives	Some constraints	Work item in scope	Work item out of scope	Test deliverable	Client ABC	Division XYZ