

Service Guide for TAMM portal

Additional Project Scope Activities





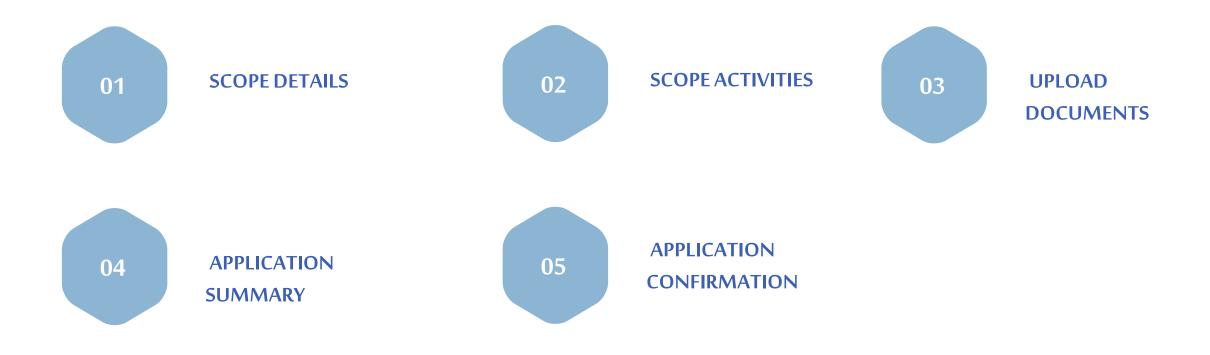
This service aims to add or modify previous experience data from projects that the Classification Department employee previously approved.

This is done by going directly to the search screen in the TAMM platform and searching for the service under the name "Additional Project Scope Activities"

Service Link: Additional Project Scope Activities

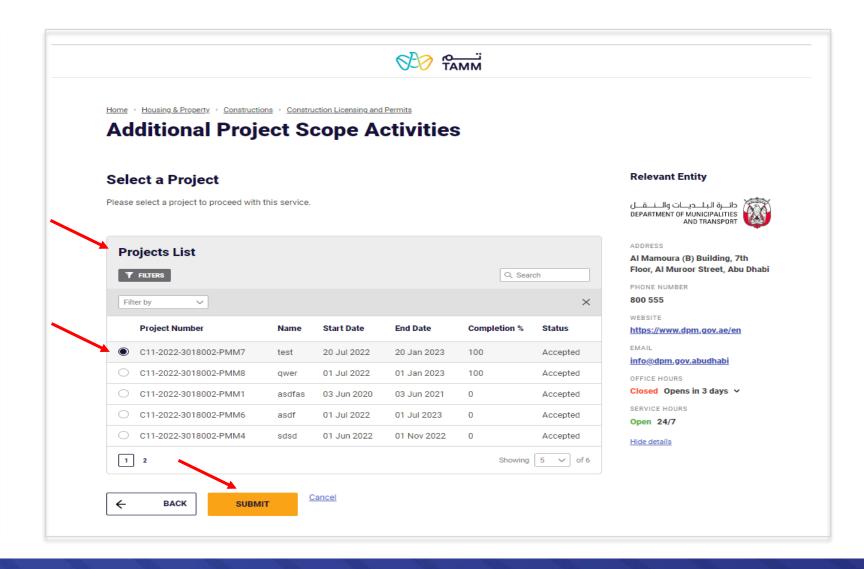
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Process Steps



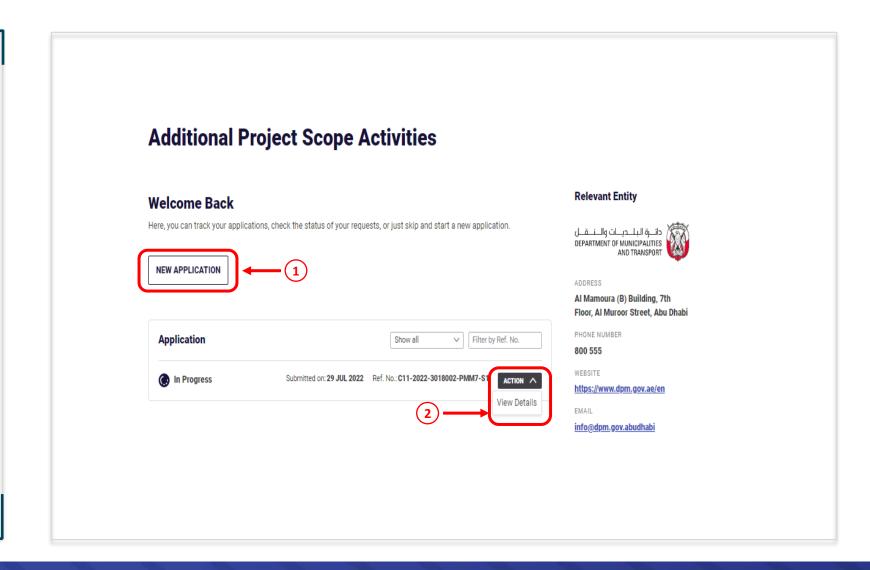


To add new project scope activities on the project, first select the desired project through the Projects List in the portfolio and then press the "Submit" button





- 1- To add new project scope activities on the project, press the "New Application" button.
- 2- If you want to enter and follow up on the status of the request for the modifications that were previously entered, select your draft and press the "Action" button to view the details.

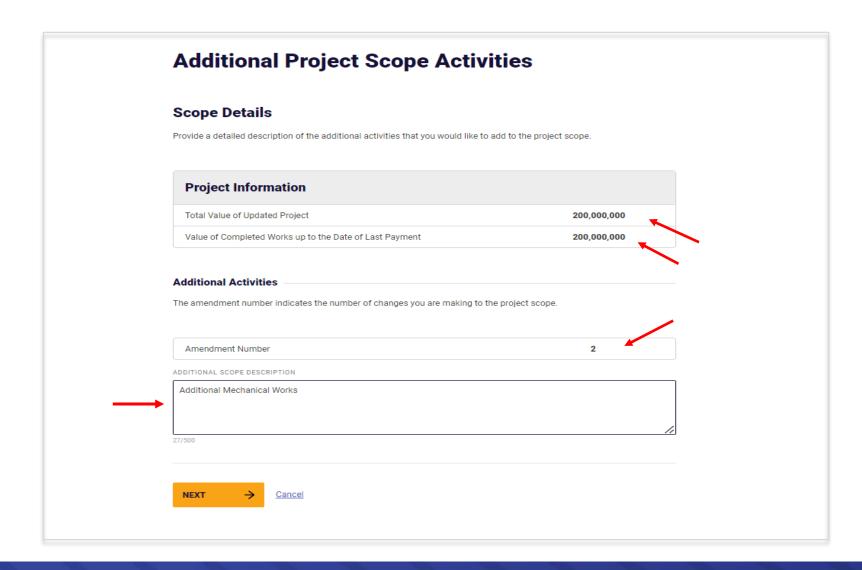


Additional Project Scope Activities Scope Details

Scope Details screen

The project information including the total project value and the value of completed Works are viewed.

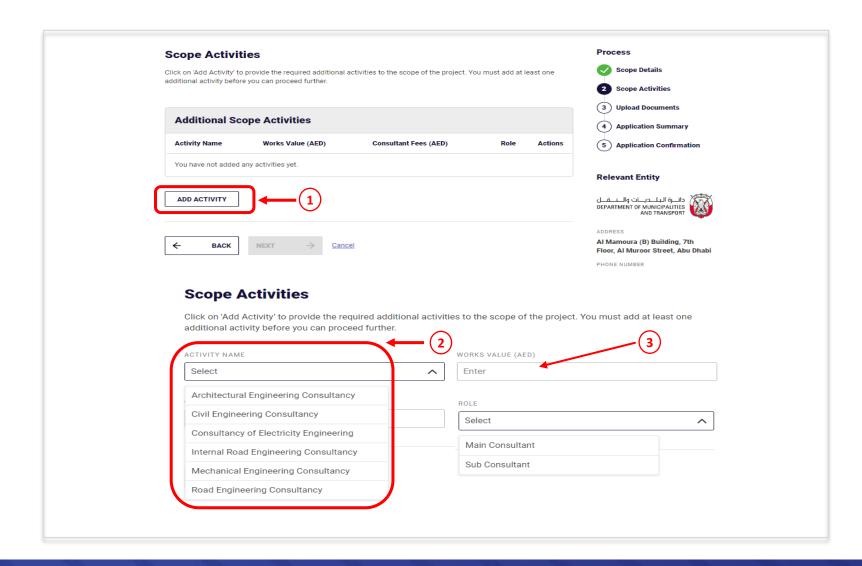
The approved amendment number and the modification description to be entered in the additional scope description.



Scope Activities

Scope Activities screen Engineering Consulting Office

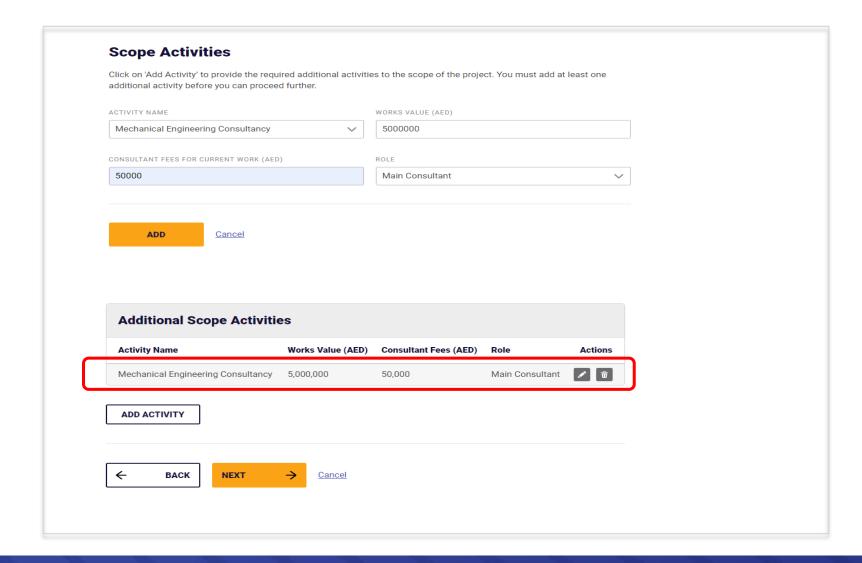
- 1- Click on the "Add Activity" button to add an activity and then click Next.
- 2- Choose from the list of activities registered in the Firm's record which need to be available depending on the project field (building, infrastructure).
- **3** Enter consultant's fees for each activity.



Scope Activities

Scope Activities screen Engineering Consulting Office

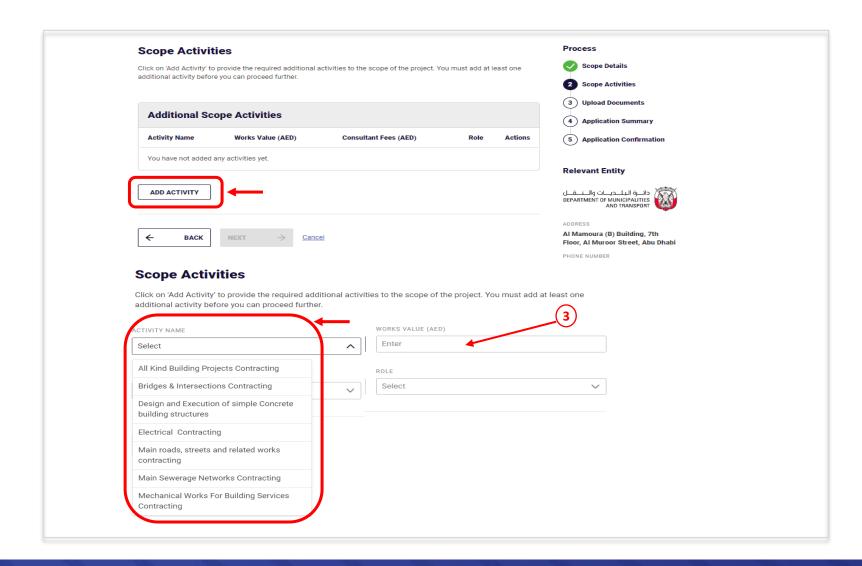
Upon completion of adding the desired additional activity, you can choose to proceed to the next screen or continue to add anther activity if needed by clicking again on the "Add Activity" button to add an activity and then click Next.



Scope Activities

Scope Activities screen Contracting Company

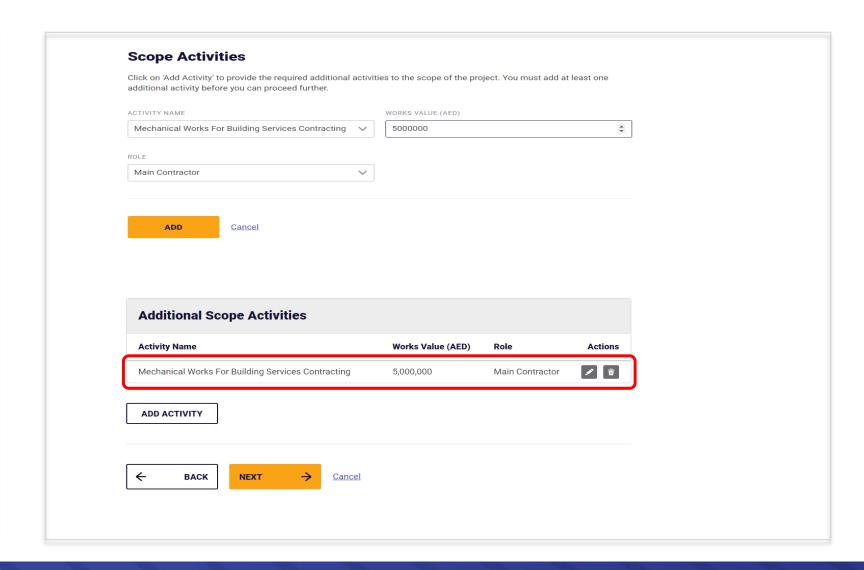
- 1- Click on the "Add Activity" button to add an activity and then click Next.
- 2- Choose from the list of activities registered in the Firm's record which need to be available depending on the project field (building, infrastructure).
- 3- Enter Contractor's fees for each activity.



Scope Activities

Scope Activities screen Contracting Company

Upon completion of adding the desired additional activity, you can choose to proceed to the next screen or continue to add anther activity if needed by clicking again on the "Add Activity" button to add an activity and then click Next.

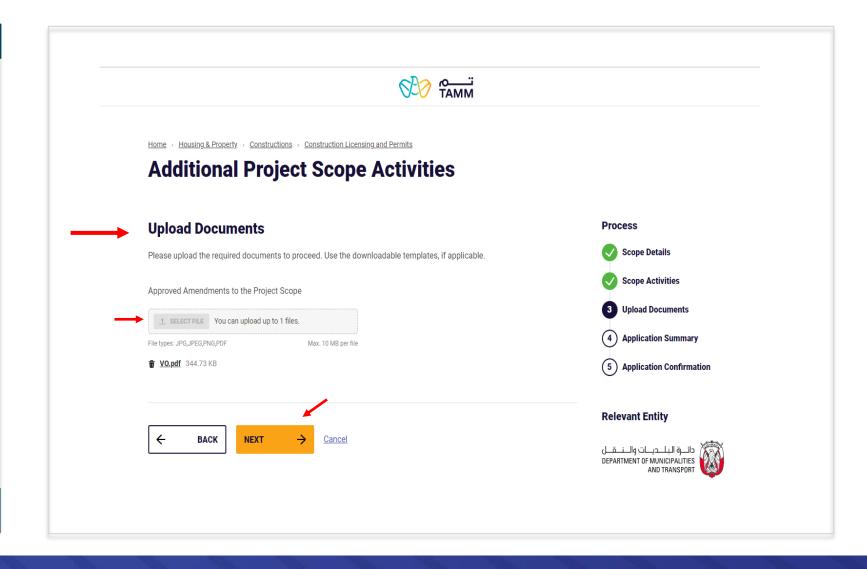


Upload Documents

Upload Documents screen

Approved Amendments to the project schedule to be uploaded by clicking "Select File" and then press

Next to continue.

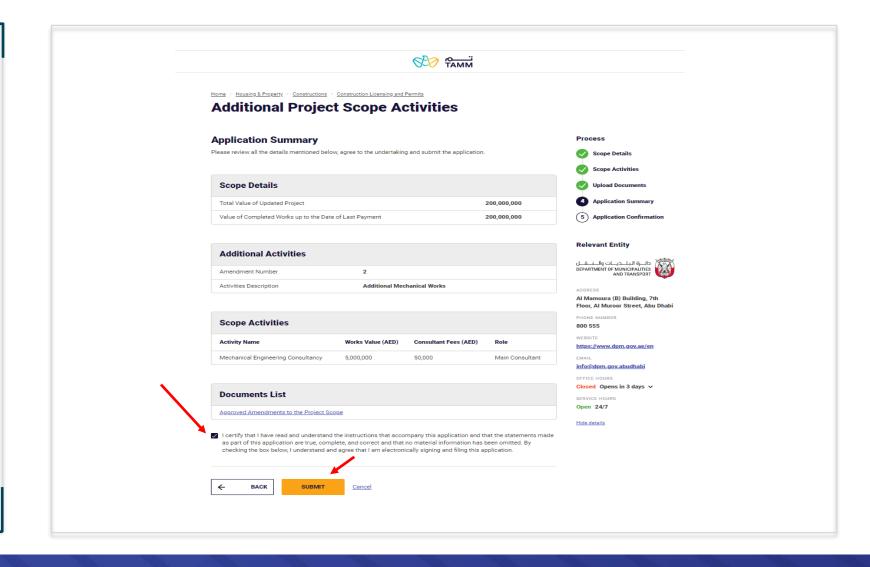


Application Summary

Application Summary screen

All the entered data to be reviewed for verification before sending the application. The instructions attached to the application must be read, as well as acknowledgment of the validity of the entered data via clicking on the box indicated at the bottom of the page so that the applicant can complete the application by pressing the send button.

All transaction details can be viewed on the next screen.



Application Confirmation

Application Confirmation screen

Upon confirmation of the successful completion of the electronic application, the transaction number appear, and a text message is sent stating that the transaction has been submitted, including the transaction number as shown and pending approval.

After that, you can complete the work by going to the main control panel by pressing the "Visit Dashboard" button. The applicant can also view the summary or track the status of the application.

