



albert

For sustainable TV production

Albert 'workflow'

A quick guide

What's this?

A guide on what you need to do to get a footprint done from start to finish, from when a footprint's created to when it goes in the database. This is called the 'workflow'. The workflow's shown in a diagram on the next page.

What this isn't

A guide on how to answer the questions in Albert.

Why do we need 'workflow' anyway?

The workflow's a way of ensuring that the footprints are being done right. We want Albert to be the world's leading database on production CO₂, and to achieve that the footprints need to be as robust as possible. Without the workflow we'd probably get incomplete footprints in the database. We don't want that.

When does the workflow start?

The flowchart below shows what happens after your company's been given Albert access and you've been given logins for 'reviewers' and 'users' – so basically the point at which, you're ready to start using Albert to make footprints.

Who's involved in the workflow?

Four different types of Albert 'people':

The 'user'

This is a standard Albert user like a PM or PC – someone who's using Albert to footprint a production but doesn't have higher level access rights. A company could have loads of standard users. They can only see footprints that they're working on. Users have to be added by BAFTA after they've been given their names by:

The 'reviewer'

That's the person above the user in the Albert foodchain. You could call them 'superusers'. Each company signed up to Albert should have at least two of these to allow for sick leave, holidays etc. Reviewers can see all the footprints created by users in their own company. They're the first people to check the footprints done by users. If the reviewer thinks the footprint is complete then they send it to:

The 'auditor'

This person is independent of the user and reviewer's company and gives the footprints a final check. They can see every footprint done by every company. If the auditor thinks the footprint is good enough they approve them and they go in the database. If they don't then they reject the footprint and send it back to the super-user for more work. Albert's 'auditor' is the company Mason Hardy. (Technically, Mason Hardy aren't 'auditing' Albert but providing 'rolling assurance', but it's been simplified here to 'auditor'.)

And there's **Albert**. Once the users, reviewers and auditors have clicked the buttons on the forms like 'Send for review' and so on, Albert sends the next person in the chain an email telling them they need to do something. It's all automated. So you only need to do something when you get an email alert from Albert telling you to.

That's enough opening blurb, hit me with the diagram.

OK. Scroll down or turn the page.

Sorry, one more.

Who do I ask if I get stuck?

Please email whoever trained you:

Richard – r.smith@bbc.co.uk

Gen – genevieves@bafta.org

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Step 1

User creates footprint and begins answering questions. If form is saved and closed it will be listed in user's Footprint menu on homepage and status will be 'In progress'.

Step 2

User completes footprint and clicks on 'Send for review'. Footprint status now listed as 'Ready for review' on user's homepage. User can't make changes to footprint.

Step 3

Reviewer sent email by Albert alerting them that a footprint is ready for review. Reviewer must decide whether to click 'Return to user' or 'Prediction approved'.

Stage 4a: if 'Return to User'

Workflow flips back to Stage 2. User sent email by Albert. Footprint status reverts to 'In progress'. User changes footprint and re-submits.

Stage 4b: if 'Prediction approved'

Albert sends email to user. Predicted footprint 'Locked': status on user homepage listed as 'Confirmed prediction' with no further changes possible. Albert copies footprint: this is found in user's Footprint menu directly under the original with status listed as 'In progress'. User can now enter 'actuals' into this copy.

Step 5

Same as Stage 2, except now entering 'actuals' not a prediction: user completes footprint and clicks on 'Send for review'. Footprint status now listed as 'Ready for review' on user's homepage. User can't make changes to footprint.

Step 6

Same as Step 3, but with actuals. Reviewer sent email by Albert alerting them that a footprint is ready for review. Reviewer must decide whether to click 'Return to user' or 'Send for approval'.

Stage 7a: if 'Return to User'

Workflow flips back to Stage 5. User sent email by Albert. Footprint status reverts to 'In progress'. User able to change footprint.

Stage 7b: if 'Send for approval'

Footprint status listed as 'Waiting for approval'. Auditor sent email by Albert alerting them that footprint is ready for review. Auditor reviews footprint.

Stage 8a: if 'Return to review'

Albert emails Reviewer and unlocks footprint so changes can be made. Workflow flips back to end of Step 6.

Stage 8b: if 'Approved'

Workflow complete. Footprints locked and added to Albert database. Thank you email sent to reviewer and user.

Finished!