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Strategy Paper Management

Centralise, Collaborate, and Approve — A Structured Digital Platform for Proposals & Initiative Approvals

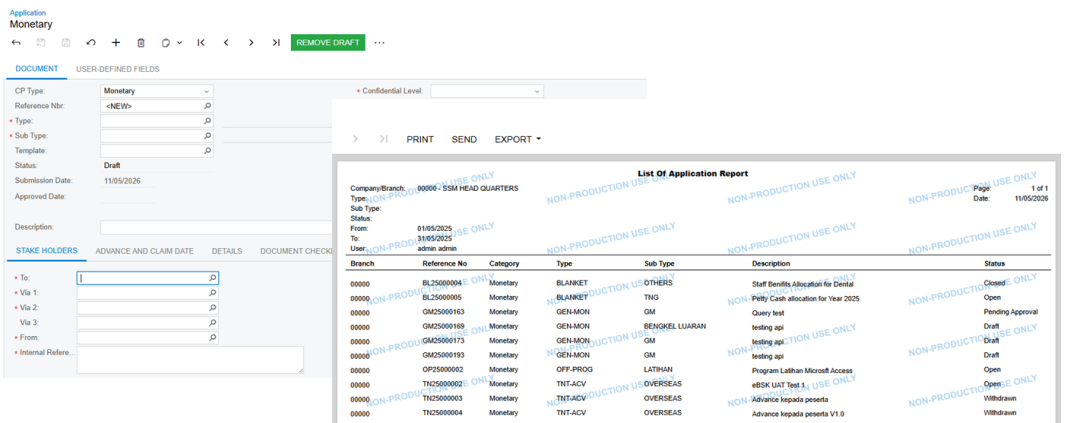
Strategy Paper Management is a fully web-based module within GRP that digitises the entire lifecycle of strategy papers, concept papers, and project proposals. Agencies can create, route, review, and approve monetary, non-monetary, and stock purchase applications through configurable multi-level workflows eliminating paper-based processes and bringing full transparency to every stage of the approval journey. Designed for Government agencies and public sector organisations, Strategy Paper Management streamlines the entire proposal lifecycle from creation to final approval.

KEY FEATURES OF STRATEGY PAPER MANAGEMENT

- **Configurable Multi-Level Approval Workflow.** Define Preparer, Reviewer, and Approver roles per Sub-Type, tailored to each agency's organisational structure and approval policies.
- **Three Application Types.** Supports Monetary, Stock Purchase, and Non-Monetary applications covering the full range of organisational initiatives, budget requests, and policy papers.
- **Query & Resubmission.** Approvers return applications to the Preparer with comments via the Query function. Preparers resolve and resubmit the full exchange is captured in the Approvals tab.
- **Template Management.** Administrators configure reusable templates with rich-text content, document checklists (mandatory/optional), visual branding, and workgroup sharing per application Sub-Type.
- **Budget Account Tracking.** Links each application to a specific General Ledger account and sub-ledger, providing real-time visibility of commitments against available budget allocations.
- **Withdraw & Close Applications.** Formal Withdraw and Close processes each with dedicated workflows and approvals ensure applications are retired with full audit integrity and budget reversal.
- **Built-In Reporting.** Generate the List of Application Report and List of Withdrawal Report on demand, filterable by branch, type, sub-type, status, and date range exportable for management review.
- **GRP Financial Integration.** Approved applications post directly into GRP financial, procurement, and payroll modules as configured eliminating duplicate data entry across systems.

KEY BUSINESS BENEFITS

- **END-TO-END PAPERLESS PROCESS**
  From creation to approval, every step is fully digital eliminating physical paper trails and manual routing across departments.
- **FULL AUDIT & ACCOUNTABILITY**
  Every submission, query, approval, and rejection is immutably logged with user identity and timestamp providing a complete, tamper-proof audit trail.
- **FASTER DECISION-MAKING**
  Automated routing and instant notifications compress approval cycles that previously took days or weeks into a streamlined digital process.
- **FLEXIBLE FOR ANY AGENCY**
  Configurable Sub-Types, workflow maps, and templates adapt to any agency structure, approval policy, or paper type with no development required.
- **REAL-TIME BUDGET VISIBILITY**
  Real-time linkage between applications and budget accounts prevents overspending and supports sound financial governance at every approval stage.
- **ROLE-BASED ACCESS CONTROL**
  Each user sees only what their role permits Preparer, Reviewer, or Approver protecting data integrity and enforcing segregation of duties.
- **STANDARDISED DOCUMENTATION**
  Template checklists ensure every application package is complete with mandatory documents verified before submission reducing back-and-forth rejections.



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STRATEGY PAPER MANAGEMENT — FEATURES & CAPABILITIES

Strategy Paper Application Types	Monetary applications track amounts and budget accounts; Stock Purchase captures inventory requests; Non-Monetary covers policy and administrative papers.
Configurable Multi-Level Workflows	Define To Approver, via Reviewer(s), and From Preparer roles independently per Sub-Type, mapped via the Approval Map configuration.
Query & Resubmission Mechanism	Approvers return records to Preparers with comments; Preparers resolve and resubmit — the full exchange is logged in the Approvals tab.
Template Engine	Administrators configure templates with rich-text content, document checklists (mandatory/optional), visual logos, and workgroup-sharing settings per Sub-Type.
Sub-Type & Stakeholder Profiles	Maintain a registry of Sub-Types (with approval maps and module visibility) and Stakeholder profiles for internal staff and external public contacts.
Budget Account Details	Applications link to GL accounts and sub-ledgers; the Budget Details tab displays transaction history, overspending protection levels, and release balances in real time.
Withdraw & Close Module	Formal workflows for Withdraw (retract an approved application) and Close (archive a completed one) — both requiring approvals and full audit trail documentation.
Print Reports	Generate standardised annexures directly from approved applications: Public Details, Employee Details, Warehouse/Stock Details.
List of Application Report	Filterable report across branches, types, sub-types, status, and date ranges — exportable for management review and audit purposes.
List of Withdrawal Report	Dedicated report for all Withdraw/Close actions, providing a complete picture of retracted or archived applications across the organisation.
Approval History & Task Tracking	The Approvals tab records every assignee, workgroup, approved-by, date, and status at each workflow stage. The Tasks tab tracks outstanding action items per application.
Document Checklist Management	Templates define which documents are mandatory or file-mandatory; applicants upload supporting files directly against each checklist item before submission.
Native GRP Module Integration	Strategy Paper Management is natively integrated with GRP approved applications flow directly into financial, procurement, and payroll modules as configured.

ABOUT GRP

GRP provides the best business management solution for digitally resilient agencies/ companies. Built for mobile and telework scenarios and easily integrated with the collaboration tools of your choice, GRP delivers flexibility, efficiency, and continuity of operations to agencies/ organizations.