



Speaks & Travel Requests Management System

Transforming manual processes into streamlined digital workflows for a U.S. Government organization using Power Platform solutions.



The Challenge

Manual Bottlenecks

Time-consuming approvals across multiple stakeholders created significant delays.

No Visibility

Lack of tracking and transparency across request stages frustrated employees.

Security Concerns

Ensuring only authorized personnel could approve sensitive requests was challenging.

Fragmented Records

No centralized system for maintaining event and travel information.

Our Solution Architecture



Power Apps Canvas

User-friendly interface for request submission and real-time status tracking across all devices.



Power Automate

Automated multi-level approval workflows with conditional logic routing requests to appropriate approvers.



SharePoint Integration

Centralized storage with role-based permissions ensuring controlled access and data security.

193:00
Approval

Request Submission Process

01

Employee Submits Request

Fill out details and select first approver in the user-friendly interface.

02

Automated Email Notification

First approver receives email with deep linking to approval screen.

03

Multi-Stage Approval

Process continues through approval chain until final authorization.

04

Status Updates

Real-time tracking available throughout the entire approval lifecycle.

The situation approval

REQUIREMENTS: THE APPROVAL PROCESS IS A KEY PART OF THE ORGANIZATION'S OPERATIONS. IT IS A CRITICAL COMPONENT OF THE BUSINESS OPERATIONS. THE APPROVAL PROCESS IS A KEY PART OF THE ORGANIZATION'S OPERATIONS. IT IS A CRITICAL COMPONENT OF THE BUSINESS OPERATIONS.

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01
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02
Requester/Approver
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02
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APPROVAL REQUEST
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03
Requester/Approver
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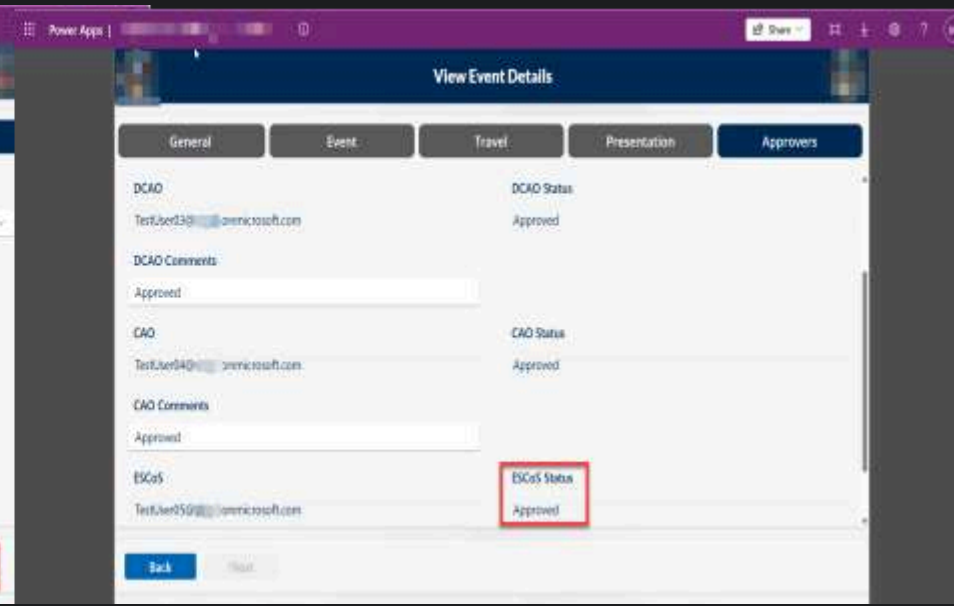
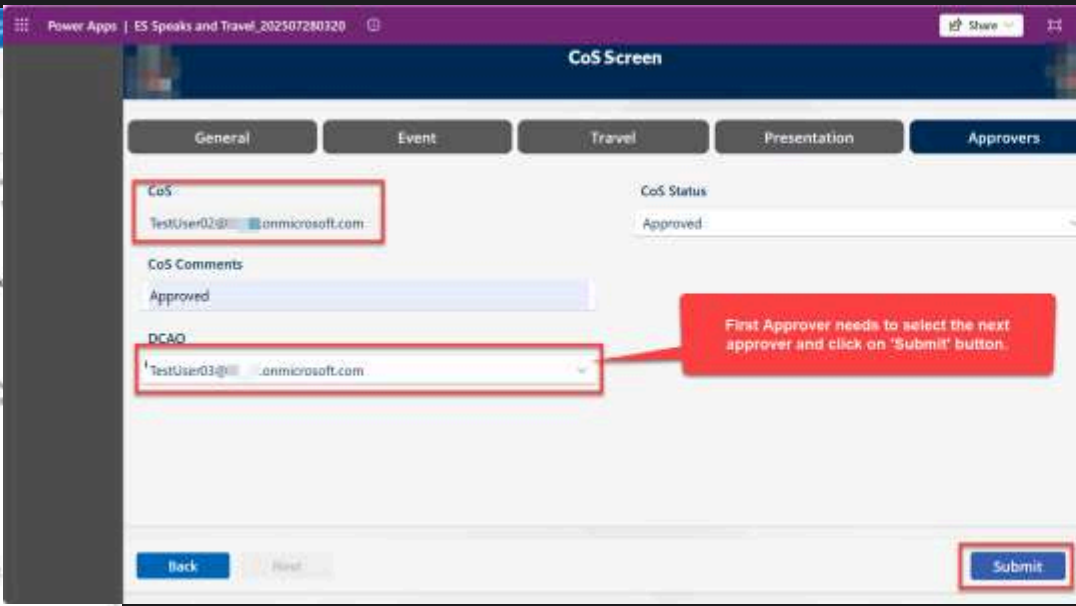
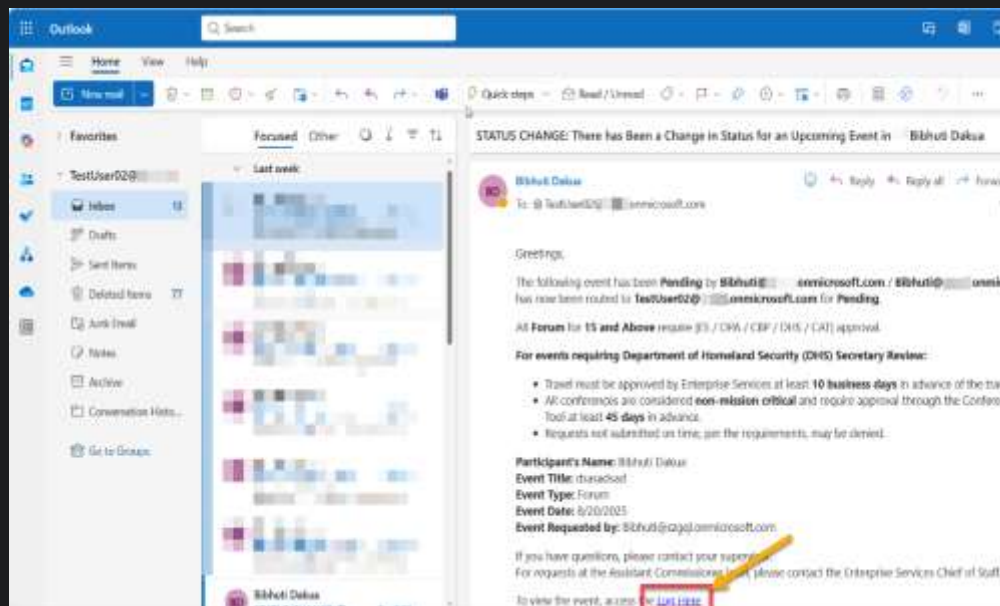
New Request Interface

The intuitive request form allows employees to:

- Enter comprehensive event or travel details
- Select appropriate first approver from dropdown
- Save and automatically trigger approval workflow
- Receive confirmation of successful submission

The screenshot shows the 'Event Details' form in the 'General' tab. At the top, a red message states: "All fields marked as astrick(*) are required. Save button will activate once all required fields are filled". The form contains several fields: 'Event Type' (Award Ceremony), 'Participant Name' (Bibhuti@...onmicrosoft.com), 'Participant Scheduler (optional)' (ESCos), 'Office' (Office of Accountability), 'Will the participant be speaking?' (Yes), 'Participant Title' (Bibhuti), and 'Grade' (15 and Above). At the bottom, there are 'Back', 'Next', and 'Save' buttons. The 'Save' button is currently disabled.

The screenshot shows the 'Event Details' form in the 'Approvers' tab. The 'CoS' field is populated with 'TestUser02@...onmicrosoft.com'. At the bottom, there are 'Back', 'Next', and 'Save' buttons. The 'Save' button is now active and highlighted with a red border, indicating that all required fields have been filled.



Approval Workflow in Action

1

Email Notification

Approver receives automated email with secure link to approval interface.

2

Deep Linking Screen

One-click access to review request details and make approval decisions.

3

Next Approver Selection

Seamless handoff to next level in approval hierarchy.

Dashboard & Repository Features

Landing Screen

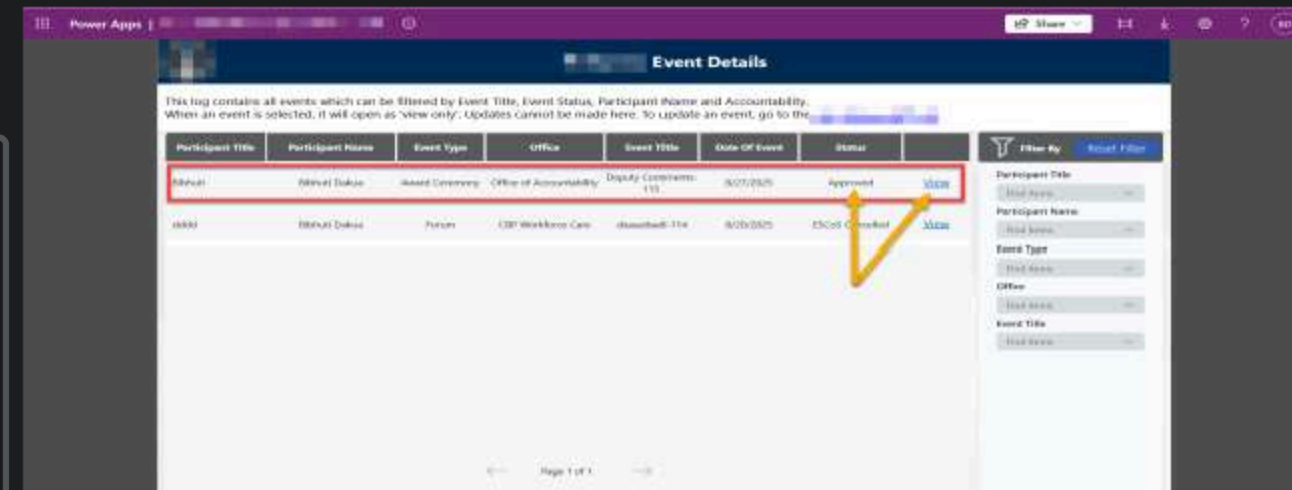
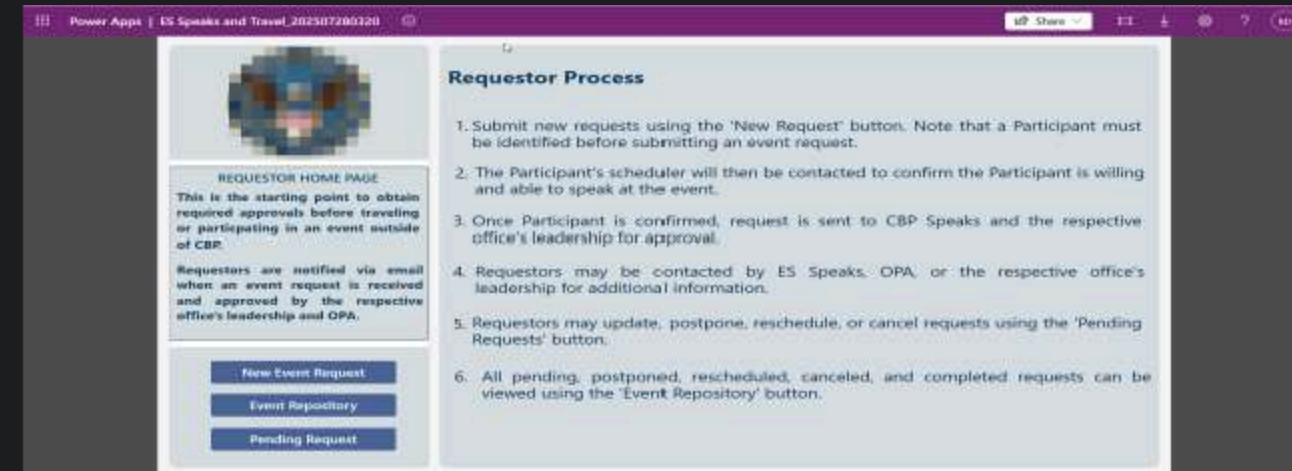
Centralized view of all pending and approved requests for logged-in users.

Event Repository

Complete history of all requests with detailed view and search capabilities.

Pending Requests

Real-time status of requests created by or assigned to current user.



Security & Compliance



Role-Based Access

Only authorized personnel can approve sensitive government requests.



Secure Deep Linking

Protected approval links ensure secure access to sensitive information.



Measurable Impact

100%

Process Automation
Complete elimination of manual bottlenecks through end-to-end digitization.

75%

Faster Approvals

Significant reduction in turnaround time for request processing.

1

Single Source

Centralized repository for all event and travel records improving compliance.



Project Success

The solution was successfully adopted across the organization, significantly improving operational efficiency and governance in managing event and travel requests.

Enhanced Transparency

Real-time tracking gives employees complete visibility into request status.

Streamlined Operations

Automated workflows eliminate manual interventions and reduce processing time.

Improved Compliance

Centralized records and role-based security ensure policy adherence.

