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| cid:image024.png@01CE3435.D78287D0 | **Americas Capability Team**  **Continuous improvement module for allocation tool** | |  |
|  |  |  |  |
| ***Key Enablers of Operational Excellence for Americas PSS Service Delivery.*** | | | |

**Objectives**

Develop a tool that provides visibility for continuous improvement projects handled by capability team.

**PACE Model**

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| --- | --- | --- | --- | --- | --- |
|  |  | Name | T Number | Phone | Mail |
| **P** | rocess leader | Name 1 |  |  |  |
|  |  |  |  |  |  |
| **A** | pprover | Name 2 |  |  |  |
|  |  |  |  |  |  |
| **C** | ontributor | Name 3 |  |  |  |
|  |  |  |  |  |  |
| **E** | xecutor | Name 4 |  |  |  |
|  |  |  |  |  |  |

**Proposal:**

1. **Forecast input module:**

This module will be in charge of the information input for continuous improvement projects. This information would be changed just by an admin profile user and must track every change performed.

If any task runs off track, a message should be shown in order to be aware of it.

If any change if performed, admin user should have a textbox available in order to record information related to this change.

* General Information

Data needed:

* + Project name
  + Project description
  + Priority
  + Service line
  + Status
  + Category
  + Value stream
  + Project forecast time
    - Daily hours
    - Forecast FTE
    - Project start date
    - Project end date
    - Days completed
  + Tasks list
  + Completed average
* Every task should have this information:
* Task name
* Status
* Start
* End
* Owner
* Owner name
* Daily hours
* FTE
* Other information for task list:
* Total daily hours
* Total daily FTE required
* Completed average.

1. **Actuals inputs:**

* This module is in charge of record inputs related to user tasks.
* This module will show all actives task for input.
* Inputs can be done while task is open even if it is late by selecting input date.
* Completed check must be available in order to set task as finished.
* If any task is out of forecast end task date, if should be shown as “off-track” and trigger a function to set project as “off-track”.

Information needed for this module:

* Input date
* Project name
* Task name
* Status
* Worked hours
* Finished indicator