EinFrame

Enterprise Innovation Framework

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PURPOSE

Our Enterprise Innovation Framework has just one goal on its mind – Inspire our customers to *Think Next and capture market share*. Best practices in innovation management from decades of experience have been packaged in this user-friendly application, which can be further customized to meet the needs of any product development organization. If you are committed, this application will help you build a culture of innovation.

EinFrame engages everyone across the enterprise, like an ERP or a PLM system. What makes it unique is its focus on the future as well as the present state of product development at a level above ERP/PLM system. The core information architecture aligns product specifications, project progress, talent, and knowledge with company strategy and competitive landscape. All of the modules come together to facilitate a closed loop of Metrics-Strategy-Execution-Metrics building a culture of robust innovation and productivity improvement.

Your Business Dashboard tracks all key performance indicators

Your Strategic Growth is enabled by modules such as Product roadmap, Smart forecasting, Scenario based planning, Competitive benchmarking, Competitive Intelligence gathering, and developing specifications for next generation of products with confidence.

Your Expertise Building is optimized through Talent, Knowledge, & Asset mapping of current state relative to what is required to meet strategic growth needs. Individual development plans, managing a Network of excellence, and Succession planning all provide competitive advantage required to deliver on future plans.

Your New Product Development is more effective, thanks to the structured approach to New concept evaluation, Risk management, and Project quality control.

Your Productivity and Efficiency is improved by managing Cost of quality, Alignment of role-responsibilities and objectives, Talent loading outlook, Effective timely communication, Feedback surveys, and ease in managing action items.

Closed loop to build a culture of Innovation

GENERAL SETUP AND GETTING STARTED

LOGGING IN

Open the Web Application and Enter your Login Credentials (Figure 1: Login). The Login credentials are protected using state-of-the-art AES256 hashing at the backend so that no-one, including the developers, can access those.

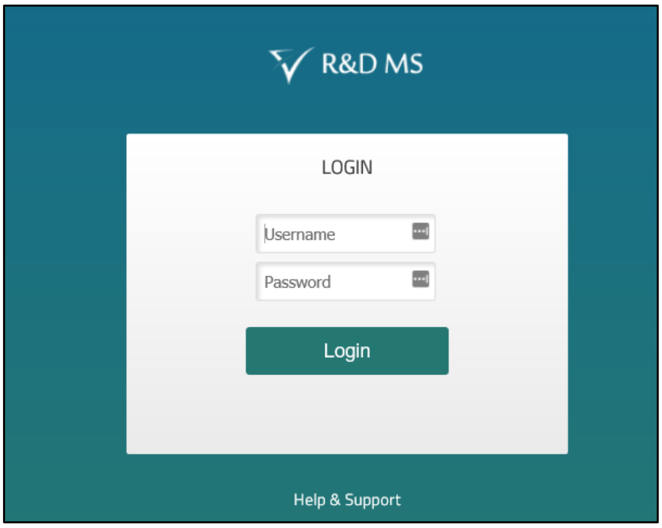


Figure 1: Login

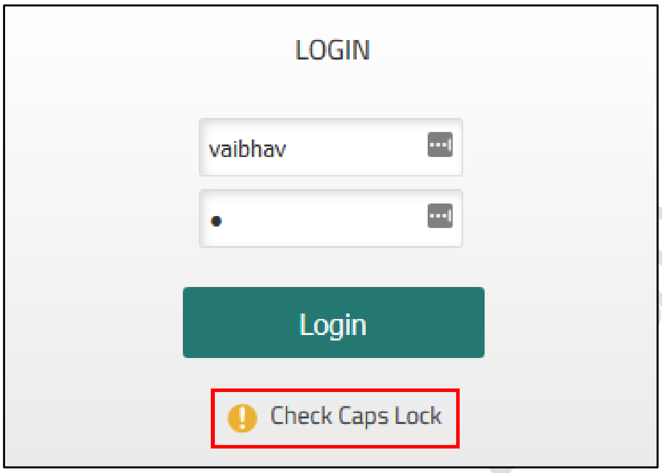


Figure 2: Make Sure the CAPS LOCK is not on.

If the Credentials are correct, the user lands on the page shown in Figure 3: End User License Agreement Page on the first login and the page similar to the one shown in Figure 4: Application landing Page on subsequent logins.

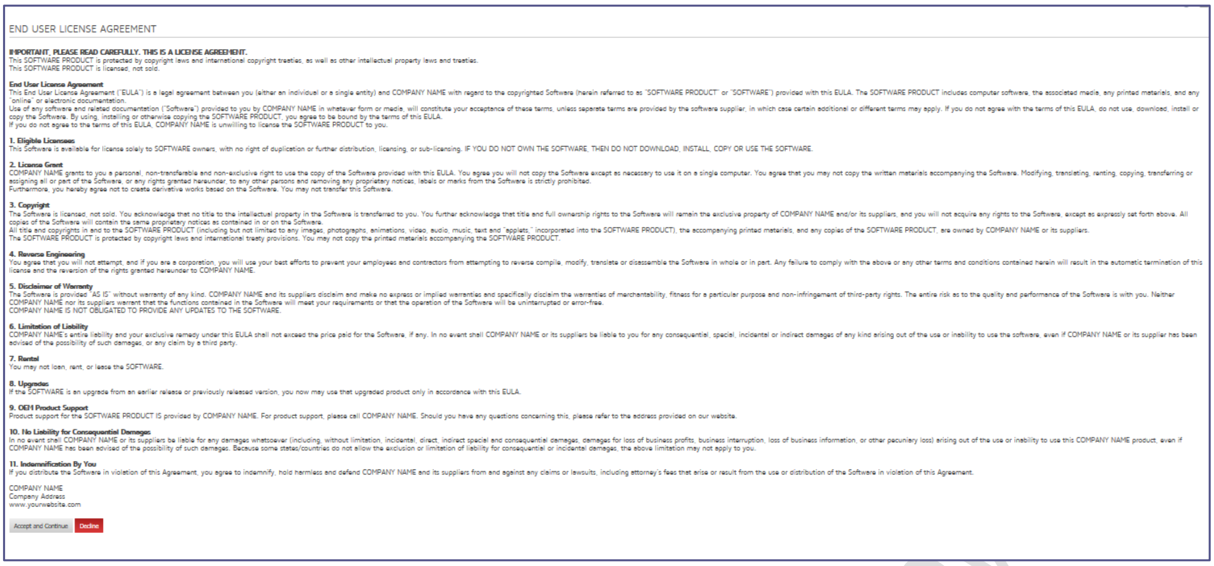


Figure 3: End User License Agreement Page

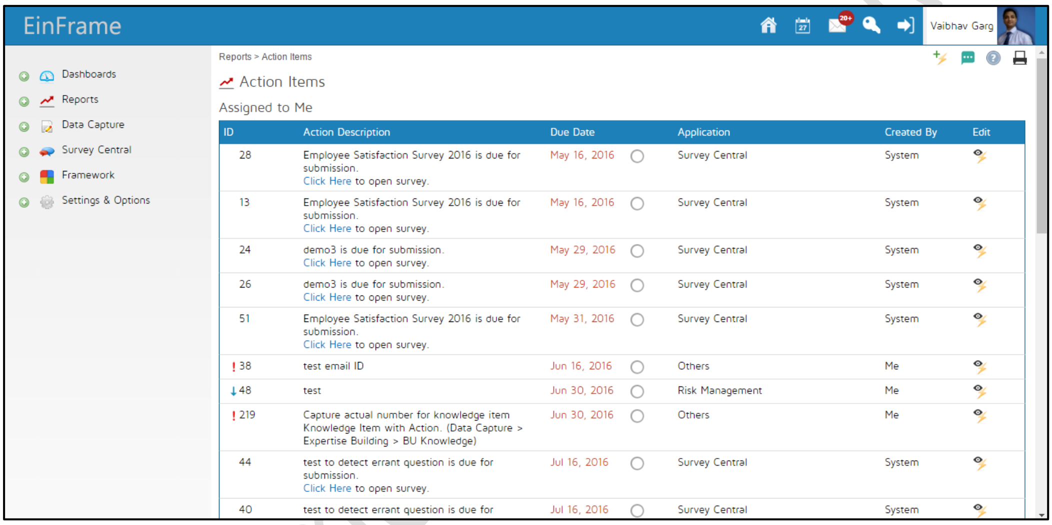


Figure 4: Application landing Page

If you have forgotten your password, or have trouble logging in, you can contact your admin. The admin can assign a new password to you. See section "Password Reset"

PASSWORD RESET

Only an administrator can reset the passwords of users. To change the password of the user, go to Framework>>Internal/Business >> Employees.

Click on the icon next to the employees name. Click on the Change Password button towards the top of the page. The application asks for the new password twice as shown in Figure 5: Forgot Password?. Enter the new password and communicate the same to the employee.

Figure 5: Forgot Password?

NAVIGATING AROUND

Navigation within the application is intuitive and uses the standard modern web paradigms. On the top of the screen, you would notice the ***"TOP NAVIGATION BAR"***. (Figure 6: Top Navigation Bar) The icons enable quick access to useful settings and details, explained in the section Icons and Symbols. This also shows the Action Toolbar.

Figure 6: Top Navigation Bar

On the left side of the screen, you would see the "Left Navigation Bar" (Figure 7: Left Navigation Bar). This contains the menu structure to access the functionality of the web application and would be the starting point for most navigation. The Menu is laid out in the form of cascading menus and submenus that cascade on clicking the small icon right in front of the same.

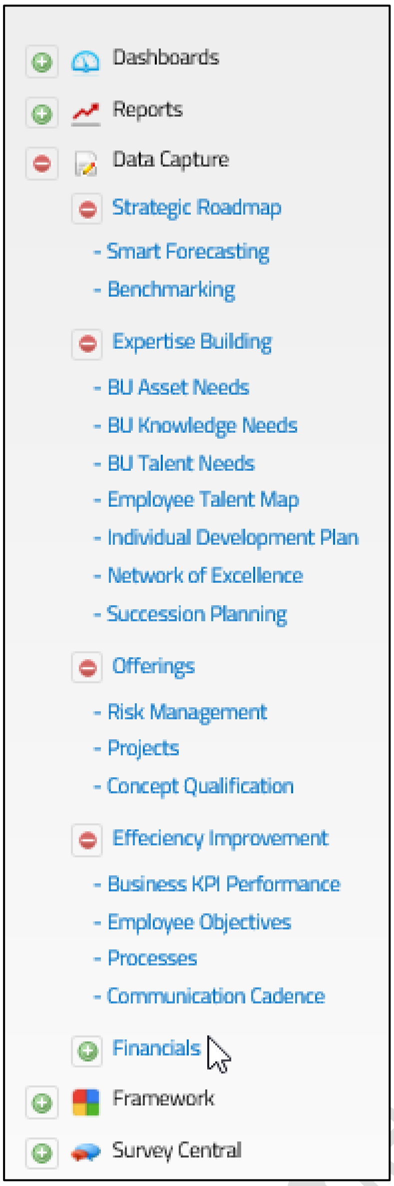


Figure 7: Left Navigation Bar

ICONS AND SYMBOLS

The following Icons are used in the application in various places.

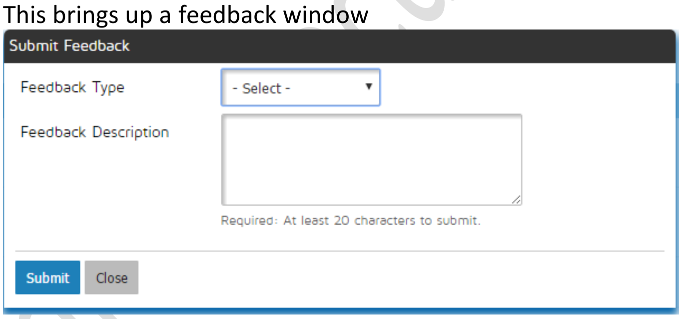
ICON	LOCATION	Function
Home	Figure 6: Top Navigation Bar	Brings the application back to the Home page The user can also click the Application Logo on the top left to bring the application back to the home page.
Communication Cadence	Figure 6: Top Navigation Bar	Communication Cadence Report (Figure 101: Communication Cadence Report)
Messages	Figure 6: Top Navigation Bar	Takes you to Figure 24: New User Login Credentials

ICON	LOCATION	Function
User Account	Figure 6: Top Navigation Bar	Opens Figure 26: Change and Fill Login Details
Logout	Figure 6: Top Navigation Bar	Logs the user out of the application
Inline Help	Multiple Locations	Refer Inline Help.
Add Action Item	Multiple Locations	Adds a New action Item. Refer Action Items.
View Action Item	Multiple Locations	View Linked action Items. Refer Action Items.
Edit	Multiple Locations	Context Sensitive
Delete	Multiple Locations	Context Sensitive
Expand/Add	Multiple Locations	Context Sensitive

ACTION TOOLBAR

On Each Page of the application, the user has an Action toolbar available on the top right of the page, just below the navigation bar. ( )

The Action toolbar has the following functionality (From Left to right)

Icon	Function
	Add an action item
	Application Feedback. This brings up a feedback window  The feedback can then be exported from the Data reports by the administrator as an excel file, along with the user name and the page on which this has been submitted.
	Print the form

SETTINGS

E-MAIL SETTINGS

The application has the facility to send emails to remind users for pending Action Items, Communication Cadence Items and others. The outgoing Email SMTP credentials need to be configured in the application for this to work. This is achieved using “Email Settings” as shown in Figure 8: Email Settings.

To navigate to the same, click on

Settings and Options >> E-Mail Settings

Figure 8: Email Settings

LOGS FOR ADMINISTRATION

The application maintains detailed logs (Figure 10: Admin Logs-View and Figure 9: Admin Logs-Selection) of the user actions on the web Application. These are accessible to the admin for maintaining the audit trail and to facilitate troubleshooting and debugging.

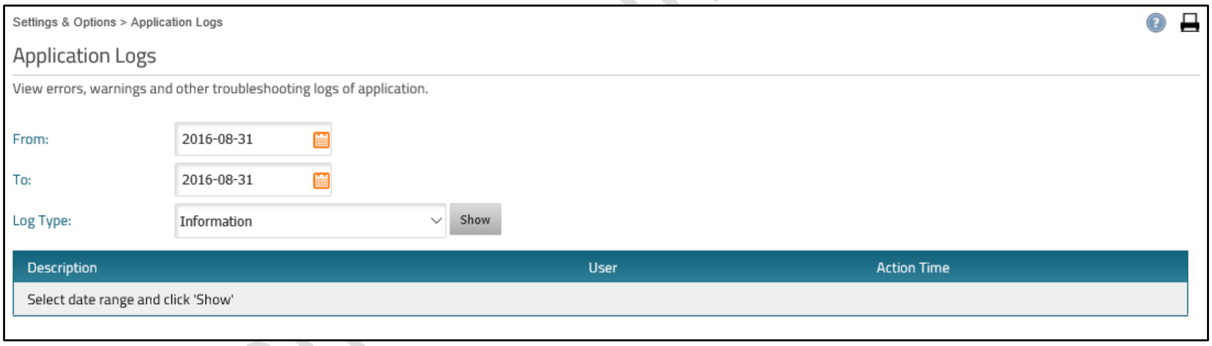


Figure 9: Admin Logs-Selection

The Logs can be filtered to select date ranges and the Type of Logs. This will bring up the logs on screen with the description, User and the Date and Time of Action (in UTC), as shown in Figure 10: Admin Logs-View.

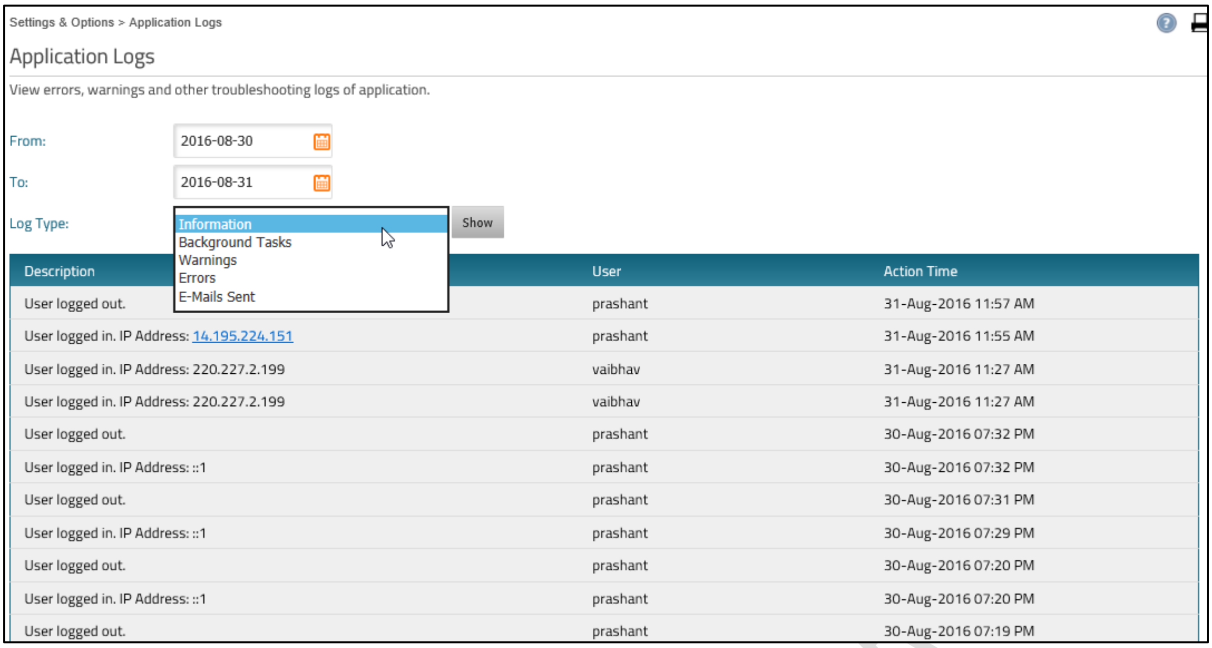


Figure 10: Admin Logs-View

REPORTING FOR ADMINS

You can navigate to this by going to:

Settings and options >> Administrator Reporting

DATA REPORTS

The administrator has an option to export all data captured with a certain module, irrespective of access rights and controls. Data reports (Figure 11: Reporting for Admins) will export the data on demand.

Figure 11: Reporting for Admins

FRAMEWORK REPORTS

The Framework reports will export various framework items.

FRAMEWORK

The Framework Menus houses the options that are foundational in nature and must be populated in order to enable the modules to operate. The individual specific pieces of framework are detailed along with their respective modules. This section details the pieces of Framework that are foundational for the entire web application.

ADD BUSINESS UNIT

The application is architectured such that there are multiple Business Units within an Enterprise. Each Business Unit has a BU Head and a Deputy Head. Besides, each BU has employees.

Navigation:

Framework >> Internal/Business >>Business Units

Figure 12: List of BUs Shows the list of Business Units already added in the Enterprise. Each row of the table shows the BU Name, BU Alias (For use in space constrained Graphical Reports), Status (Active/Inactive), The BU Head and Deputy Head, and an icon to Edit the details (Refer Icons and Symbols). Clicking the Edit Icon brings up a screen identical to Figure 13: Add Business Units but with the details pre filled.

Framework > Business Units

Business Units

Add BU

Name	Alias	Status	Head	Deputy Head	Actions
Core-Sequencing	CORESEQ	Active	Prashant Gupta	Ripi Singh	
Engineering Constructions & Contracts	ECC	Active	Vaibhav Garg	Prashant Gupta	
Metering Solutions	MS	Active	Ripi Singh	Anupinder kaur	
4Pi	4Pi	Inactive	Ripi Singh	Anu Singh	
Functionality Test	FUNCTEST	Inactive	Singh Ripi	Si R	

Figure 12: List of BUs

To add a new business unit, Click on the “Add BU” button. The screen as shown in Figure 13: Add Business Units appears. The Names of the BU Head and Deputy Head can either be added from the existing employee Database, or typed in directly. Typing in a new name will add an employee on the fly and assign them to the Business Unit.

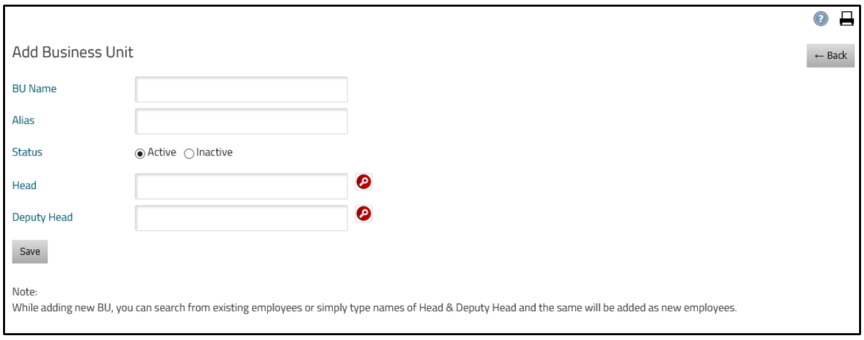


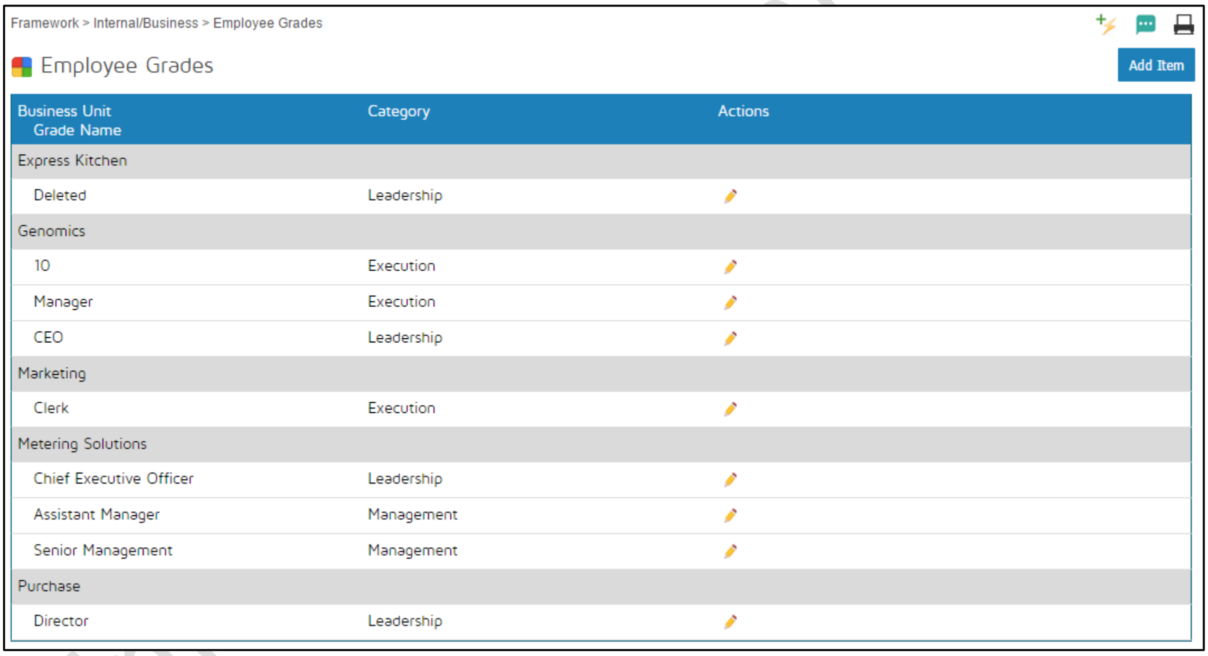
Figure 13: Add Business Units

ADD EMPLOYEE GRADES

Navigation:

Framework >> Internal/business >> Employee Grades

All the possible grades of employees that a BU has are listed in the table shown in Figure 14: Employee Grades.



Business Unit / Grade Name	Category	Actions
Express Kitchen		
Deleted	Leadership	
Genomics		
10	Execution	
Manager	Execution	
CEO	Leadership	
Marketing		
Clerk	Execution	
Metering Solutions		
Chief Executive Officer	Leadership	
Assistant Manager	Management	
Senior Management	Management	
Purchase		
Director	Leadership	

Figure 14: Employee Grades

To add a new Employee Grade, click on the icon or the Add Grade icon. You will see the page as shown in Figure 15: Add Employee Grades. You have to type in the name of the grade and select the Business unit as defined in Figure 12: List of BUs.

Additionally, you have to select the level of the Grade from the choices of Leadership, Management and Execution. The roles, responsibilities and the soft skills required for the grade should also be entered here. These will be available to the user with that grade in multiple places.

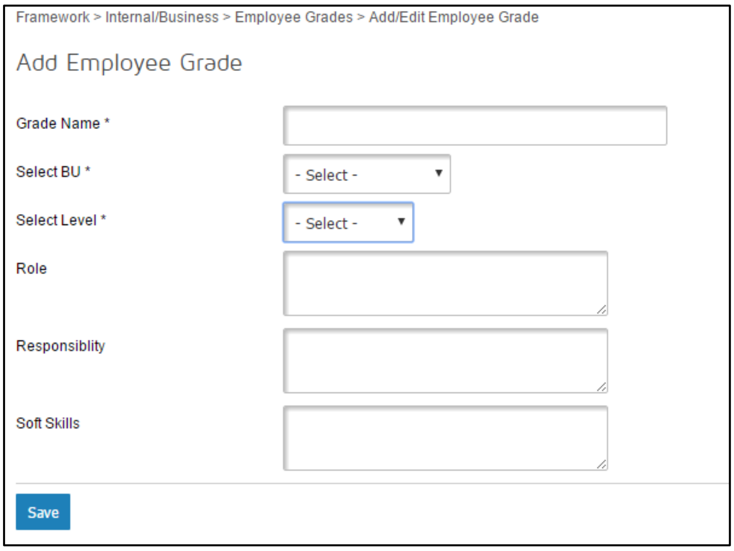


Figure 15: Add Employee Grades

Additionally, the grade master allows the user to enter the percentage involvement in projects and the rate at which effort is to be charged.

a. Percent of time available for projects. For e.g. If total available person hours per day is defined as 8 hours, 100% will equate to 8 hours and 25% will equate to 2 person hours. Further, if the involvement of a resource for a task is defined as 50% and the Grade suggests a 25% involvement, the total work against the task is 50% of 25% of 8 hours, i.e. 1 person hour.
b. Rate of resource. Define a number against each grade (not necessarily money value) to weigh the project. After adding team and defining % involvement, system will show total cost involved based on this definition. Default rate is 1.

CUSTOM FIELDS FOR EMPLOYEES

Navigation:

Settings >> Customization

This Page(Figure 16: Custom Fields for Employees) can be used to add additional fields to the Employee Master (Figure 18: Add Employee). The fields are free text and do not have a type validation in the application.

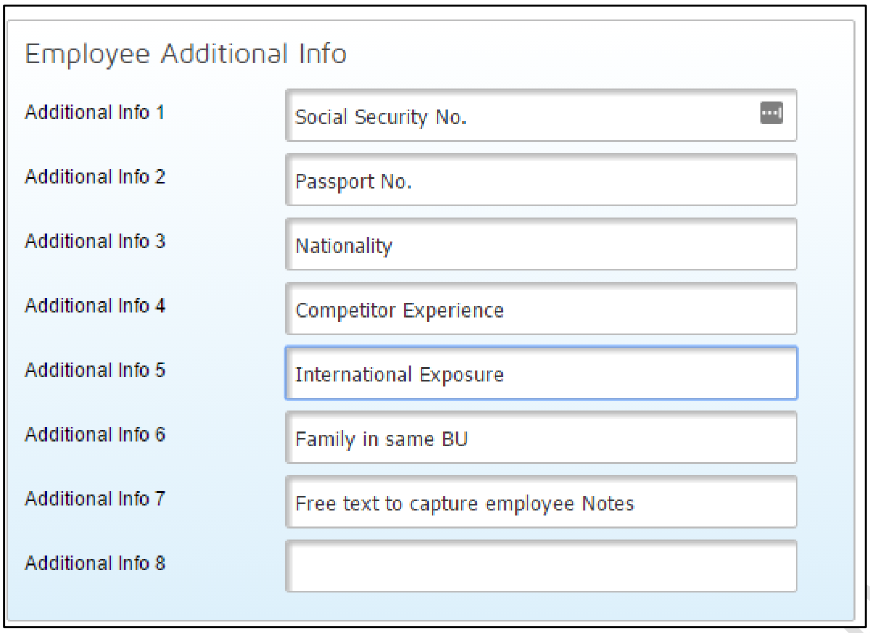


Figure 16: Custom Fields for Employees

ADD EMPLOYEES

Navigation:

Framework >> Employees

Figure 17: List of Employees shows all the employees in the system, along with their Status (Active/Inactive), Grade, Supervisor, Business unit and an option to edit the record. Clicking the Edit icon (Icons and Symbols) brings up the Add employees page, but with the contents prepopulated with the relevant row.

On clicking the icon, the administrator can define the access rights for the user. This is explained inAccess Details

The application features robust access management wherein access to functionality is adjudged by the role of the user. The users are of 3 types based on their access in the application:

1. Level 1 (Administrator): Unrestricted access to all features of the application. Administrator can also login as any other users also and perform tasks in their name.
2. Level 2 (Business Unit Heads/Deputy Heads): Access to selected functions of administrator along-with rights to capture data for own Business Units.
3. Level 3 (Standard User): Access to limited areas like updating 'Employee Objectives', 'Individual Development Plan etc.

Creating an employee automatically creates A USER LOGIN WITH ACCESS TO LEVEL 3 AS DESCRIBED above. If the employee is made Head/Deputy head of any Business Unit, their access will automatically go up to Level 2. Level 1 access can be granted to any user by existing administrators.

If you try to access a page where you do not have rights to view/edit, the page shown in Figure 21: ACCESS Denied Notification will appear.

ACCESS RIGHTS FOR EMPLOYEES

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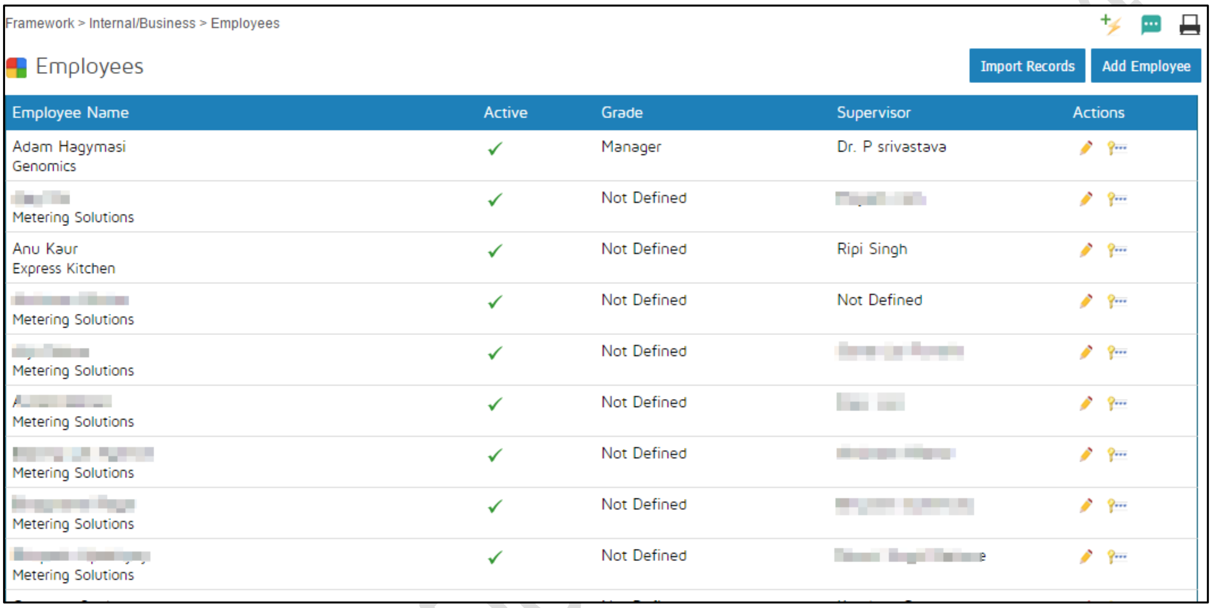


Figure 17: List of Employees

To add a new employee, click on “add employee”. The page shown in Figure 18: Add Employee appears. The Business Units and the Grades can be selected from the dropdown that is populated from the values from “Add Business Unit” and “Add Employee Grades” respectively.

You can also choose to make the employee an Administrator of the application by checking the option at the top of the screen.

The application gives the administrator an opportunity to login as someone else, by clicking Login As button on the page shown in Figure 18: Add Employee. This is useful for troubleshooting login issues and access control issues without password disclosure.

If the user has never logged in in the past, they land on the page shown in Figure 3: End User License Agreement Page, and they have to accept the EULA before proceeding further.

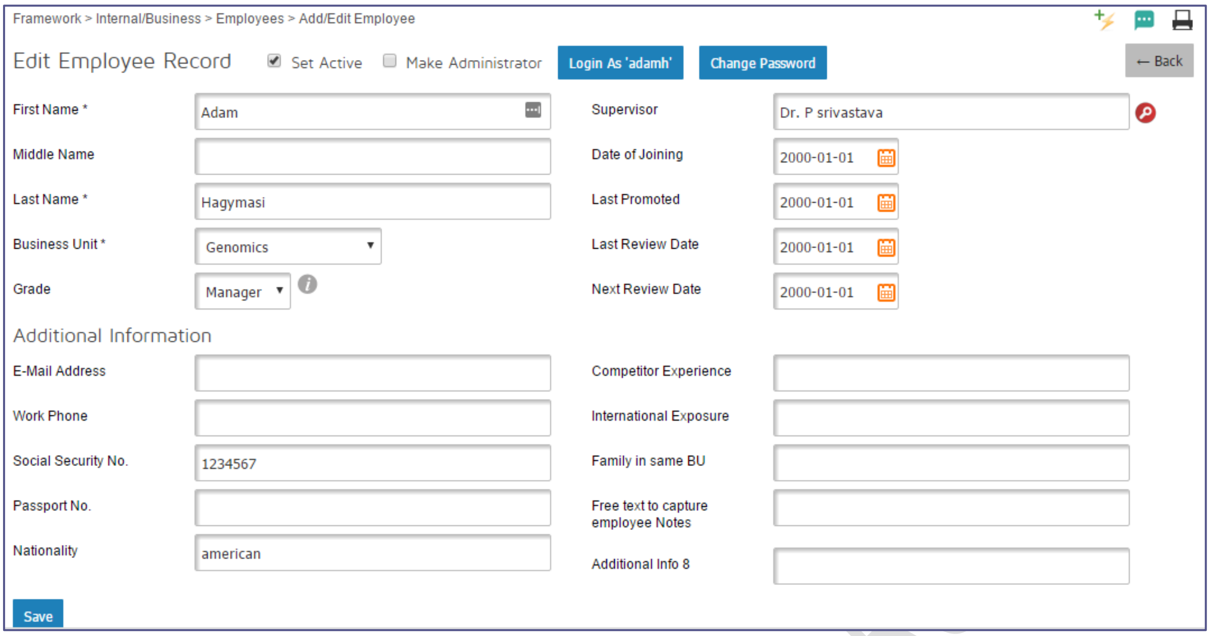


Figure 18: Add Employee

The Application also accepts importing the Employee Data from an Excel File directly. This is as shown in Figure 19: Import Employees from Excel.

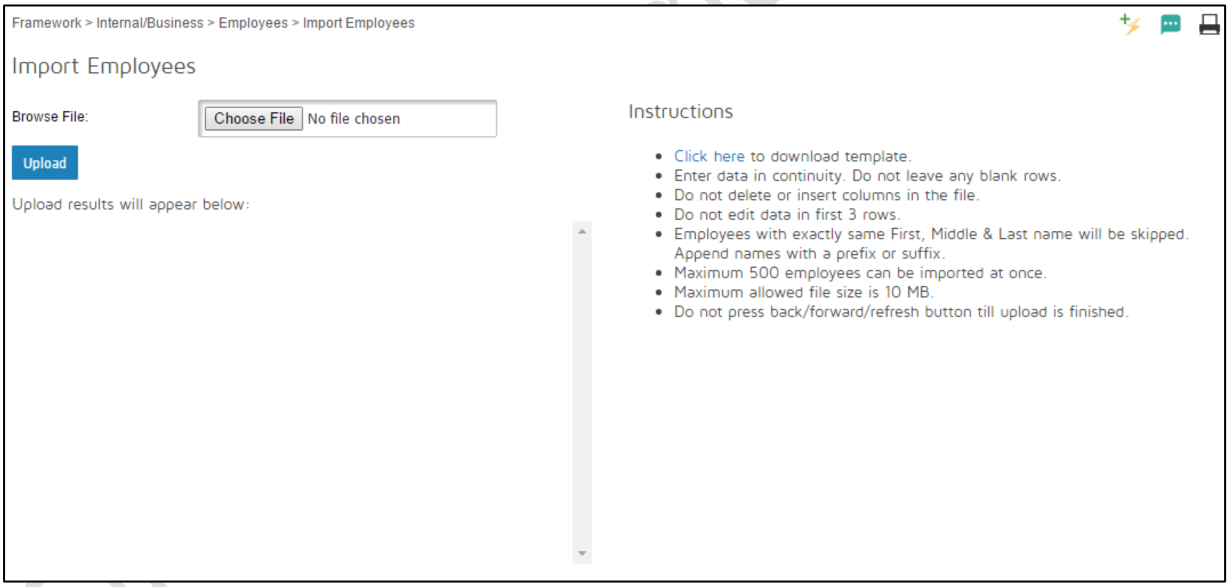


Figure 19: Import Employees from Excel

The user must download the template for entering the employee data using the link in the "Instructions" as shown in Figure 19: Import Employees from Excel. This template, as shown in Figure 20: Employee Import Template, must be populated.

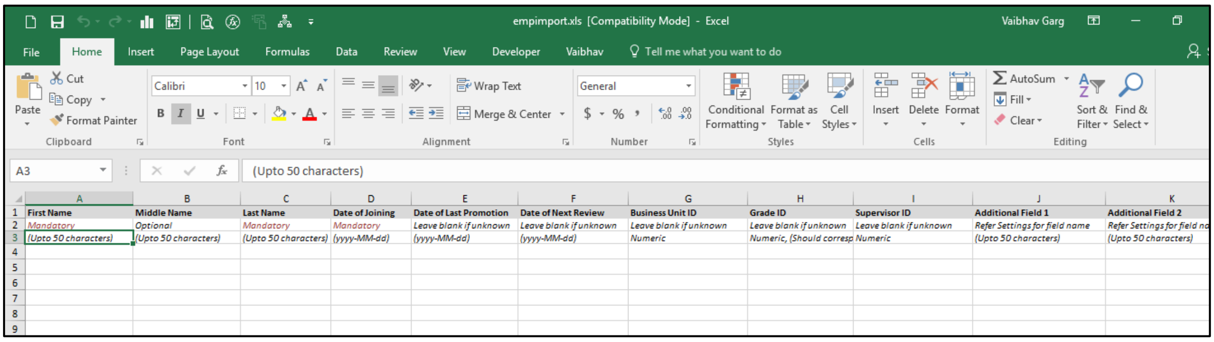


Figure 20: Employee Import Template

The user must then click on the Choose File button and provide the link to the filled file, and click on upload. This will import the employees in one go.

ACCESS DETAILS

The application features robust access management wherein access to functionality is adjudged by the role of the user. The users are of 3 types based on their access in the application:

1. Level 1 (Administrator): Unrestricted access to all features of the application. Administrator can also login as any other users also and perform tasks in their name.
2. Level 2 (Business Unit Heads/Deputy Heads): Access to selected functions of administrator along-with rights to capture data for own Business Units.
3. Level 3 (Standard User): Access to limited areas like updating 'Employee Objectives', 'Individual Development Plan' etc.

Creating an employee automatically creates a user login with access to Level 3 as described above. If the employee is made Head/Deputy head of any Business Unit, their access will automatically go up to Level 2. Level 1 access can be granted to any user by existing Administrators.

If you try to access a page where you do not have rights to view/edit, the page shown in Figure 21: Access Denied Notification will appear.

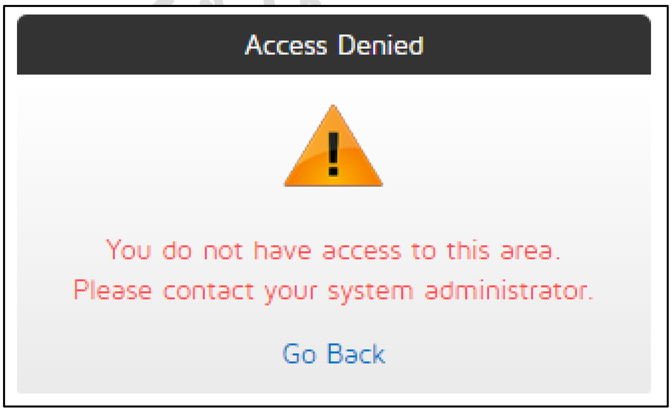


Figure 21: Access Denied Notification

ACCESS RIGHTS FOR EMPLOYEES

On clicking the icon, the administrator can define the access rights for a user on a Page by page level. This is as shown in Figure 22: User Access Management. The pages to which access needs to be given may be checked in this page for the user.

Please note that this page can only be accessed by the administrator irrespective of the rights given to the user.

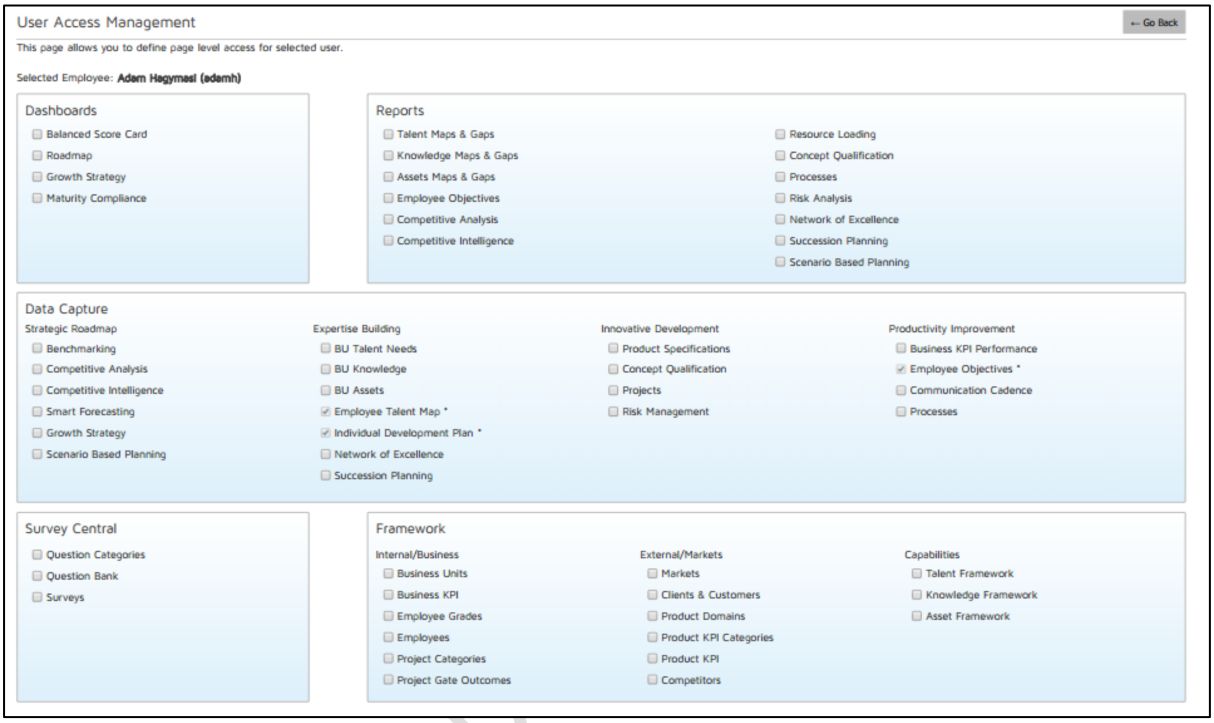


Figure 22: User Access Management

Please also note that the contents of the application pages may still be different based on your defined grade level. Typically, the Head and Dy head of the BU will see some information that is not accessible to the user regardless of access rights.

ADD USERS

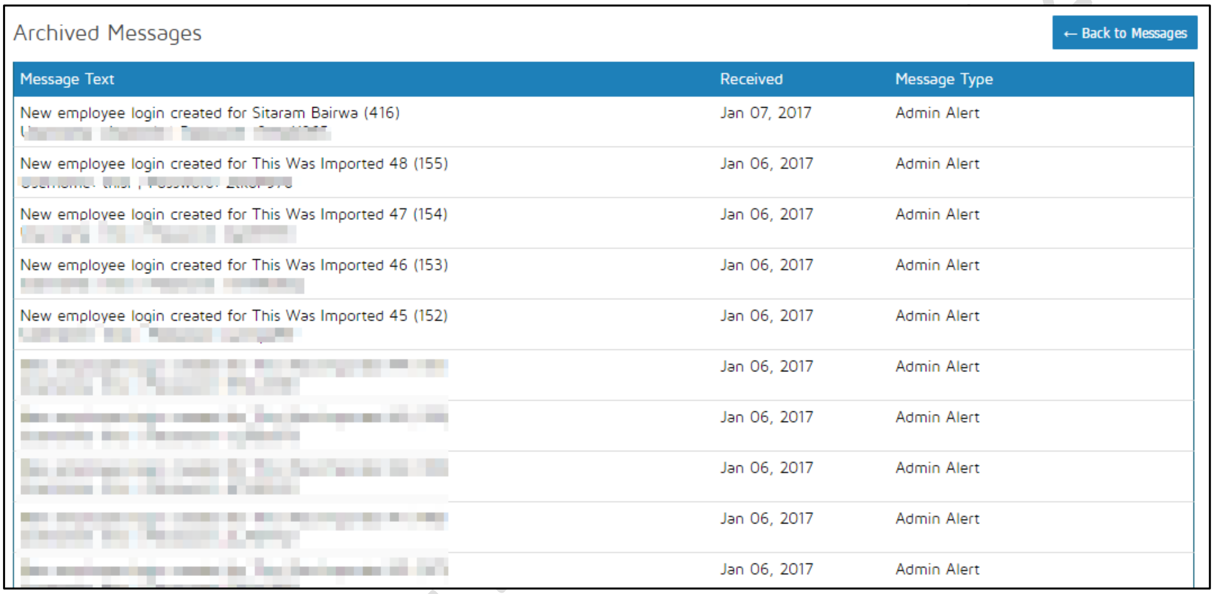
The application runs a scheduled job every 15 minutes and adds the newly added employees as users of the system. Once the background task has successfully completed, the Administrator receives a message in the message centre. The Icon Overlay indicates the number of messages, as shown in Figure 23: New User Added-Indication.

Figure 23: New User Added-Indication

On clicking the message icon, the Admin is taken to a page where information on the employee ID, Name, The username and password is available for each user. Once the administrator informs the users, they can use the CheckMark against the user entry to archive the message (Figure 24: New User Login Credentials) .

Figure 24: New User Login Credentials

Once the message is archived, it can be accessed using the View Archived Messages button, which will bring you to the page shown in Figure 25: Archived messages


Archived Messages

← Back to Messages

Message Text	Received	Message Type
New employee login created for Sitaram Bairwa (416)	Jan 07, 2017	Admin Alert
New employee login created for This Was Imported 48 (155)	Jan 06, 2017	Admin Alert
New employee login created for This Was Imported 47 (154)	Jan 06, 2017	Admin Alert
New employee login created for This Was Imported 46 (153)	Jan 06, 2017	Admin Alert
New employee login created for This Was Imported 45 (152)	Jan 06, 2017	Admin Alert
[illegible]	Jan 06, 2017	Admin Alert
[illegible]	Jan 06, 2017	Admin Alert
[illegible]	Jan 06, 2017	Admin Alert
[illegible]	Jan 06, 2017	Admin Alert
[illegible]	Jan 06, 2017	Admin Alert

Figure 25: Archived messages

CHANGE USER ACCOUNT DETAILS

Any Logged in user can change their passwords and upload their photograph using Account Icon in their top Navigation Bar. This will take them to the screen shown in Figure 26: Change and Fill Login Details.

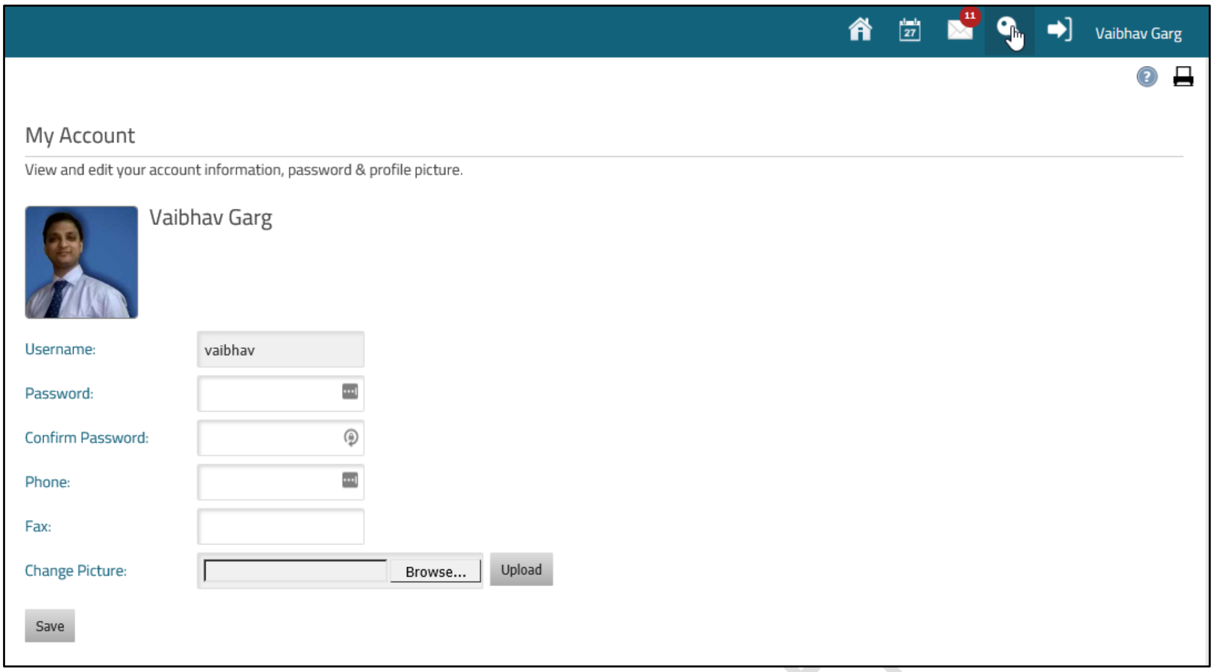


Figure 26: Change and Fill Login Details

Additionally, the user gets to see all system admins on this page.

INLINE HELP

The Application supports an intuitive way to capture and view inline help and tips. Where ever you see an icon in the application, an inline tip is available in the application to ease application use.

If you are an administrator, the inline tip looks like -Figure 27: Help- Admin View and Update. The tip opens in an editable format and you can add/delete and edit the content. Once you click save, the same is updated in the application for all users, including other Administrators.

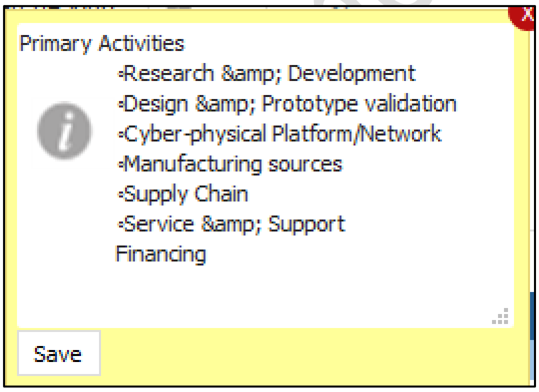


Figure 27: Help- Admin View and Update

If you are not an Administrator of the application, the tip appears like in Figure 28: Help: Non-Admin View. This is a tip that one of the application administrators has set up for you.

Figure 28: Help: Non-Admin View

PRINTING REPORTS

The user can Print the page they are on using the icon on the top right of the page. Most browsers, however, do not print the background of the page by default, and result in the print looking very different from the page on screen.

To enable printing backgrounds, look for the option in your favourite browsers page setup/print options. These look similar to Figure 29: Print backgrounds in IE in Internet Explorer and Figure 30: Print Background in FireFox.

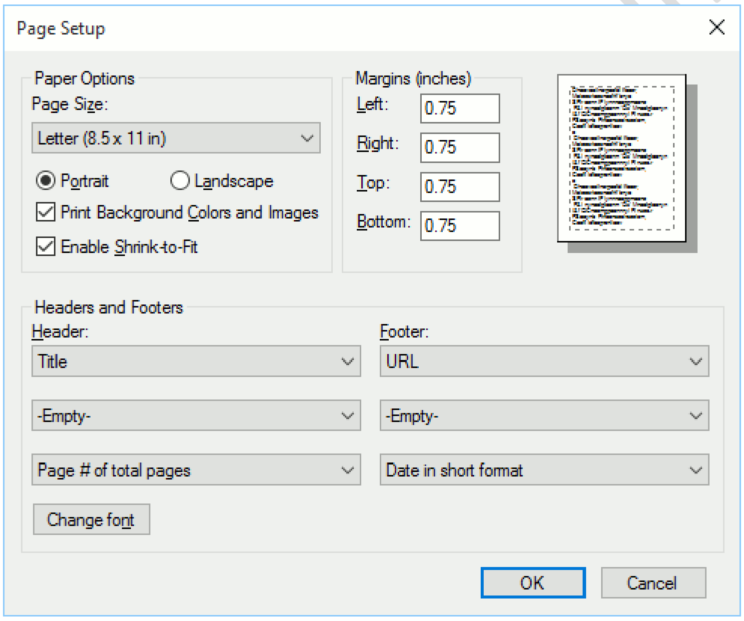


Figure 29: Print backgrounds in IE

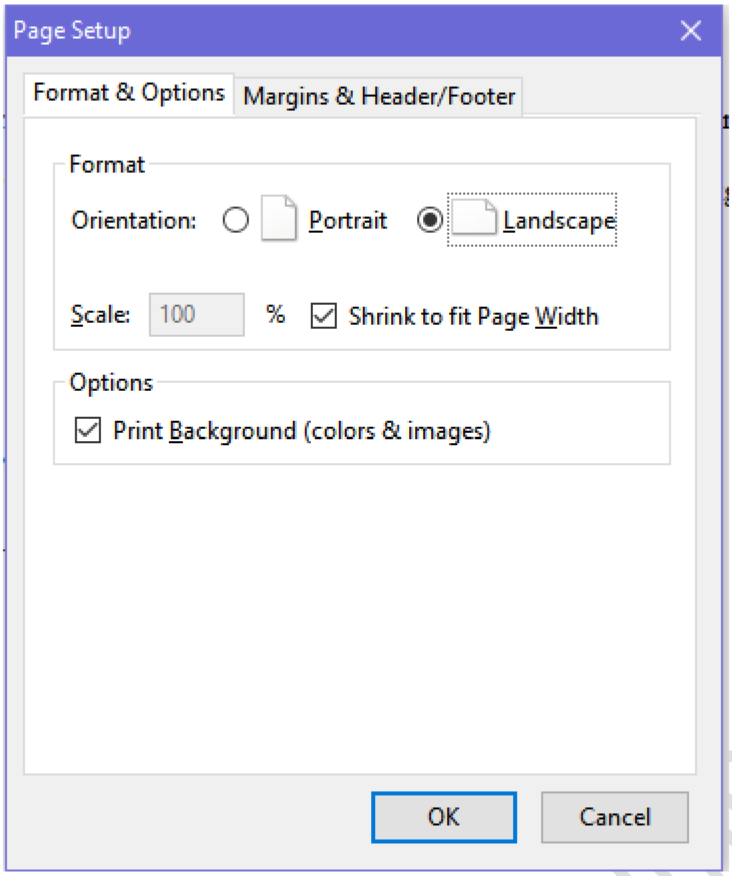


Figure 30: Print Background in FireFox

BALANCED SCORE CARD

PURPOSE

A balanced score card is a set of Business KPIs that should be maintained within nominal thresholds at all times for a synergistic growth of the business.

Summarise business unit performance on KPIs ready for roll up to the Enterprise.

FRAMEWORK

BUSINESS KPI

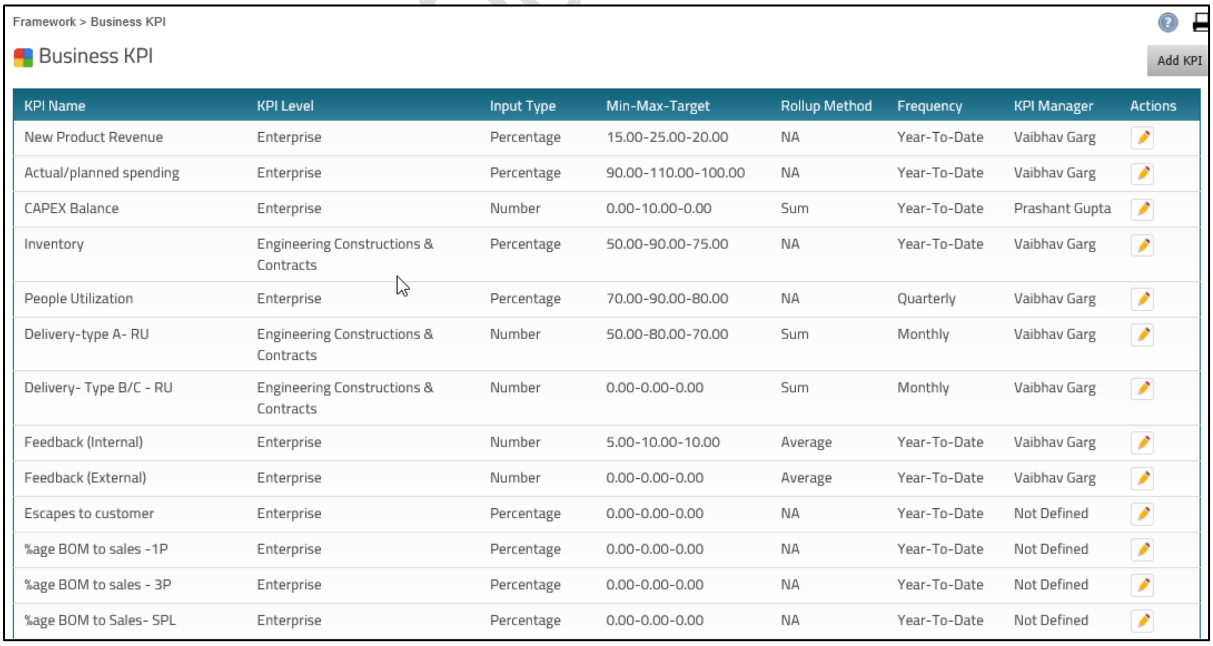
Navigation:

Framework >> Internal/Business >> Business KPIs

On navigating to the page in Figure 31: List of Business KPIs, you can see all the KPIs that have been defined at either the Enterprise level or at individual BU level.

The Enterprise level KPIs flow down to ALL BUs. Therefore, each BU tracks all the enterprise level Business KPIs and its own specific KPIs.

The table below lists the Business KPI details. These can be edited using the icon on each row. Figure 32: Add Business KPI appears on clicking . The same page opens on clicking Add KPI on the top right of the screen.



Framework > Business KPI

Business KPI

Add KPI

KPI Name	KPI Level	Input Type	Min-Max-Target	Rollup Method	Frequency	KPI Manager	Actions
New Product Revenue	Enterprise	Percentage	15.00-25.00-20.00	NA	Year-To-Date	Vaibhav Garg	
Actual/planned spending	Enterprise	Percentage	90.00-110.00-100.00	NA	Year-To-Date	Vaibhav Garg	
CAPEX Balance	Enterprise	Number	0.00-10.00-0.00	Sum	Year-To-Date	Prashant Gupta	
Inventory	Engineering Constructions & Contracts	Percentage	50.00-90.00-75.00	NA	Year-To-Date	Vaibhav Garg	
People Utilization	Enterprise	Percentage	70.00-90.00-80.00	NA	Quarterly	Vaibhav Garg	
Delivery-type A- RU	Engineering Constructions & Contracts	Number	50.00-80.00-70.00	Sum	Monthly	Vaibhav Garg	
Delivery- Type B/C - RU	Engineering Constructions & Contracts	Number	0.00-0.00-0.00	Sum	Monthly	Vaibhav Garg	
Feedback (Internal)	Enterprise	Number	5.00-10.00-10.00	Average	Year-To-Date	Vaibhav Garg	
Feedback (External)	Enterprise	Number	0.00-0.00-0.00	Average	Year-To-Date	Vaibhav Garg	
Escapes to customer	Enterprise	Percentage	0.00-0.00-0.00	NA	Year-To-Date	Not Defined	
%age BOM to sales -1P	Enterprise	Percentage	0.00-0.00-0.00	NA	Year-To-Date	Not Defined	
%age BOM to sales - 3P	Enterprise	Percentage	0.00-0.00-0.00	NA	Year-To-Date	Not Defined	
%age BOM to Sales- SPL	Enterprise	Percentage	0.00-0.00-0.00	NA	Year-To-Date	Not Defined	

Figure 31: List of Business KPIs

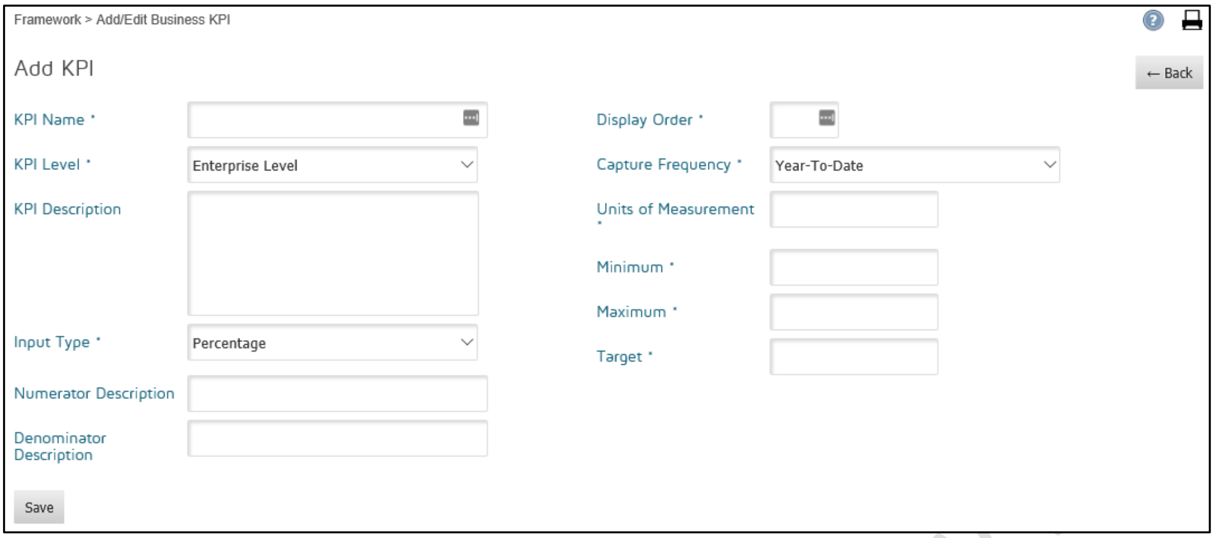


Figure 32: Add Business KPI

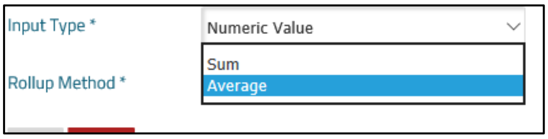


Figure 33: Numeric Input and Rollup

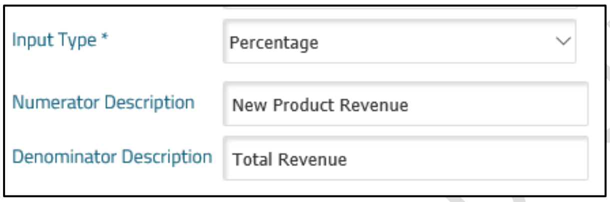


Figure 34: Percentage Input and Rollup

The fields that need to be populated on this page are:

a. KPI Name- Free Text- This is a descriptive name for the Business KPI.
b. KPI Level- Dropdown- This contains options to select either “Enterprise” or any of the active Business Units. As described above, Enterprise KPIs flow down to all Business Units automatically.
   - When Editing the KPI Level, if an Enterprise Level KPI is changed to one of the BUs, a warning appears cautioning that the data for all other BUs that may have used the KPI earlier would be lost.
c. KPI Description- Free Text (Optional)- It is a good idea to describe the intent and the interpretation of the business KPI in detail here for reference
d. Input Type: Dropdown: Percentage or Numeric
   - If the Input type is numeric, the KPI is a single number and can be rolled up at the enterprise level as a Sum of the Values for all BUs, or as an Average of the Values of all BUs.
   - If the Input type is percentage, the rollup type is a ratio (Percentage) automatically. Enter Labels for Numerator and denominator of the ratio so that the percentages can be rolled up automatically.
e. Display order- Numeric – This is used for sequencing the display of the KPIs in the Dashboard (Figure 38: BSC Dashboard). You would typically select a display order that groups related KPIs together and arranges those groups in the order of importance.

f. Capture Frequency- Dropdown- Choose Between YTD, Monthly and Quarterly
g. Units of Measurement- Text- The unit for the KPI
h. Minimum- Numeric- The Minimum threshold for the KPI
i. Maximum- Numeric- The Maximum threshold for the KPI
j. Target- Numeric- The Target for the KPI

MONTHS/PERIODS

Navigation

Settings >> Customisation

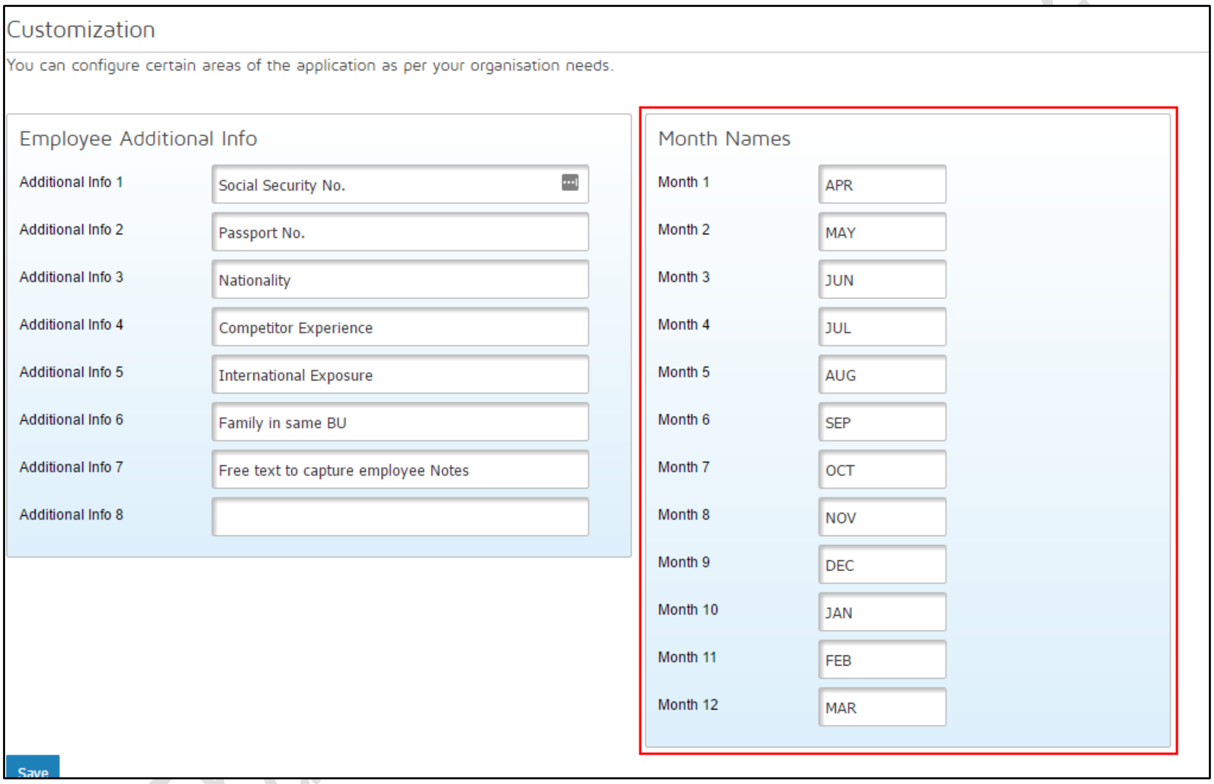


Figure 35: Enter the name of Months/Periods

CAPTURE

Navigation:

Data Capture >> Productivity Improvement >> Business KPI Performance

At the given cadence, the user responsible updates the Value for the Business KPI for the respective Business Unit. The user selects the KPI from the page shown in Figure 36: Select Business KPI To Update.

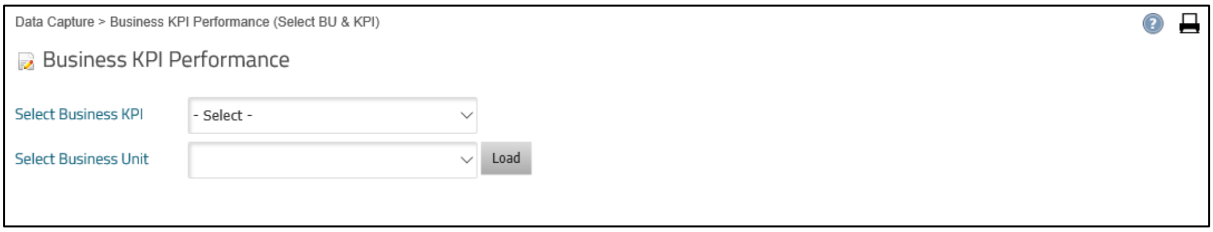


Figure 36: Select Business KPI To Update

If the user selects an enterprise Level KPI, an option to select a specific business unit is made available. If the User selects a BU specific KPI, the Business Unit is automatically selected by the application. The user then clicks on 

.

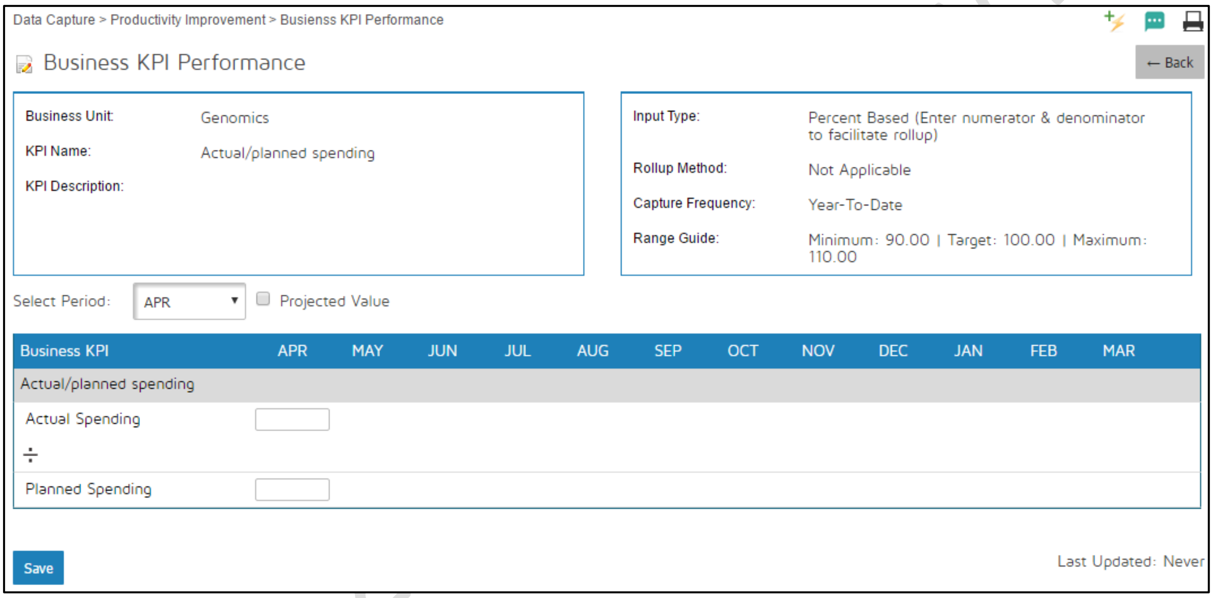


Figure 37: Update the Business KPI

As shown in Figure 37: Update the Business KPI, The current period is automatically selected and editable. In case of a percentage type KPI, enter both numerator and the denominator. In case of a simple Numeric KPI, enter the value of the KPI.

The user has the option to fill the data of the KPIs based on projections. For this, the user must check the 

checkbox. This is useful for projecting the data in the near future before the actual data is available.

If you want to update the values for the periods other than the current period, select the period from the dropdown on the right above the table (

). Please note that these names are populated from the names of the periods saved using the screen shown in Figure 35: Enter the name of Months/Periods.

BALANCED SCORE CARD DASHBOARD

Navigation:

Dashboard >> Balanced Score Card

We have facility for seeing the Enterprise level data as cards, with colour coding, and a facility to drill down into details with one click, KPI wise., There is a line graph representation on demand to visualise trends. The KPIs above or below the limits are in RED whereas the KPIs within Limits are in GREEN. If some of the source data is missing, an asterix (*) appears next to the value. If no data is available for the KPI, a dash (-) appears in the place of the value. This is as shown in Figure 38: BSC Dashboard. The report can be filtered by month and by the names of the Active Business Units. By default, the Dashboard opens at the month for which the data is supposed to be updated (typically the previous month) and for the Enterprise.

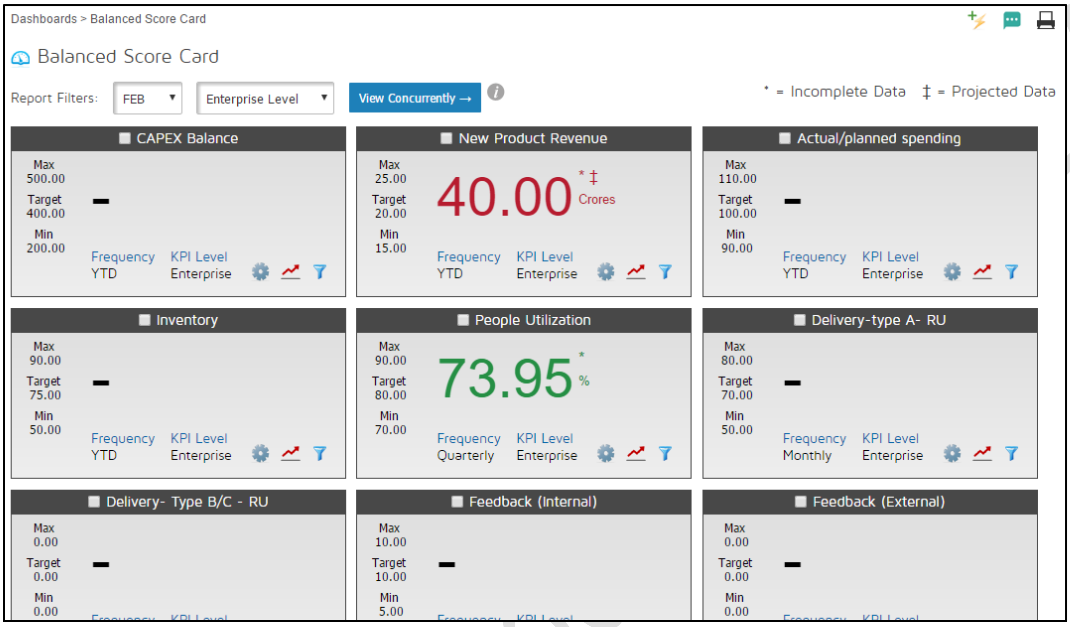


Figure 38: BSC Dashboard

On clicking the icon on any of the cards, a line graph similar to “Figure 39: Graphical View of a Business KPI over Time” appears on the screen. Projected data is shown separately as a small square data point. ( ).

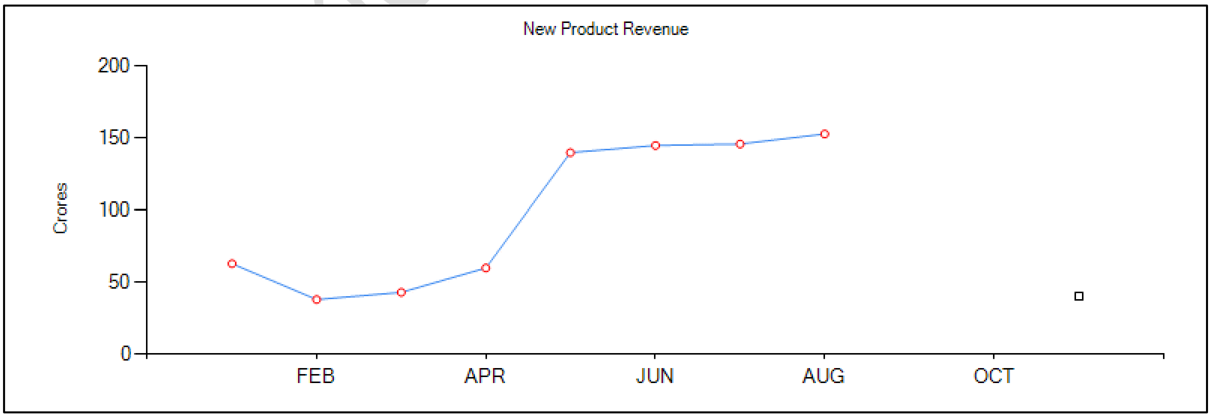


Figure 39: Graphical View of a Business KPI over Time

On clicking the icon on any of the cards, BU wise time series data is available for the particular KPI as shown in “Figure 40: Tabular View of a Business KPI over Time Broken Down by Business Units”. This facilitates drilling down into individual BU performance.

New Product Revenue	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
EK HFD	-	-	-	-	-	-	-	-	-	-	-
uchc	-	-	-	-	-	-	-	-	-	-	-
MARK	30.00	-	-	-	-	-	-	-	-	-	40.00 ‡
MS	10.00	15.00	18.00	20.00	20.00	20.00	21.00	23.00	-	-	-
PUR	23.00	23.00	25.00	40.00	120.00	125.00	125.00	130.00	-	-	-

‡ = Projected Values

Figure 40: Tabular View of a Business KPI over Time Broken Down by Business Units

If the report is filtered a Business Unit, the data for the same is displayed in **BOLD** in the filtered report, as shown in Figure 41: BSC dashboard, detailed data drill down with BU selected.

New Product Revenue	JAN	FEB	MAR	APR	MAY
BUTAE	-	-	-	-	-
CORESEQ	-	-	-	-	-
ECC	**6.57**	**6.05**	**6.25**	**9.09**	**23.08**
MS	-	-	-	-	-

Close

Figure 41: BSC dashboard, detailed data drill down with BU selected.

On clicking the icon on a card, the processes linked to that KPI are shown to the user.

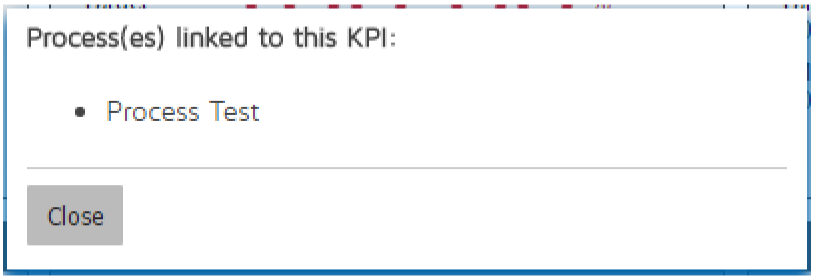


Figure 42: Processes Linked to KPIs

COMPARE KPIS VIS-À-VIS PERIOD

The KPIs can be compared to each other to spot relative movement over time. This balances the actions that have been taken to control any out of limit KPIs in the past.

To compare the KPIs, select the KPIs using the checkboxes on the KPI cards on the dashboard, as shown in Figure 38: BSC Dashboard. This can be done either at the Enterprise level, or at a BU level. On clicking the Compare Selected button, you are taken to the screen shown in Figure 43: Compare KPI Performance. Here you can see the data in the form of a Heat-mapped Table, with out of bounds KPIs highlighted in RED, and within limits KPIs highlighted in GREEN.

This shown the data for the last 3 periods going back from the date selected in the date filter shown in Figure 38: BSC Dashboard.

Compare KPI Performance

Comparison Level: Engineering Constructions & Contracts

← Back to Balanced Score Card

KPI Name	Frequency	MAR-16	APR-16	MAY-16
Actual/planned spending	Yearly	83.33	104.17	116.67
CAPEX Balance	Yearly	42.00	45.00	50.00
Feedback (Internal)	Yearly	6.00		
Inventory	Yearly	83.33		
New Product Revenue	Yearly	6.25	9.09	23.08

Figure 43: Compare KPI Performance

SPECIAL FEATURES

The heads and deputy heads of BUs KPI will receive email alerts to update the KPIs just after the KPI period ends. The heads and deputy heads of all BUs receive the email notifications for enterprise level KPIs. The emails have the details as shown in Figure 44: Email Alerts for Business KPI Updates.

KPI Due Alert

RDMS Alerts <contact@aufice.com>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Sat 10-Sep-16 13:54

To:

Dear Head/Deputy Head,

Following Business KPI's capture is falling due shortly:

KPI Name: Delivery-type A- RU
Frequency: Monthly
Level: Engineering Constructions & Contracts

This is a system generated e-mail. Please Do Not reply.

Figure 44: Email Alerts for Business KPI Updates

OTHER LINKS IF ANY

See Employee Objectives

ROADMAP

PURPOSE

The purpose of the roadmap is to capture all future Products and Markets against a timeline and link the Enterprise level requirements for the same. This also shows the current state of execution on the timeline, so that cascading impact can be evaluated.

ROADMAP DASHBOARD

Navigation

Dashboard >> Roadmap

As shown in Figure 45: Roadmap, all the projects that have been added in the system, and are published, and have the option "Add to Roadmap" checked are visible on this dashboard.

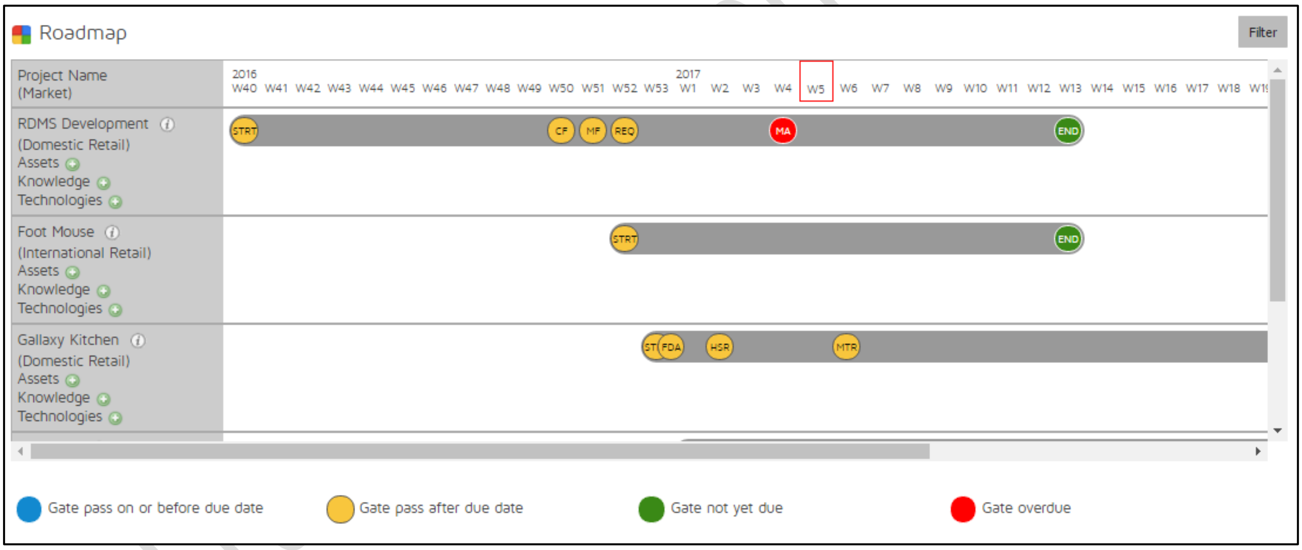
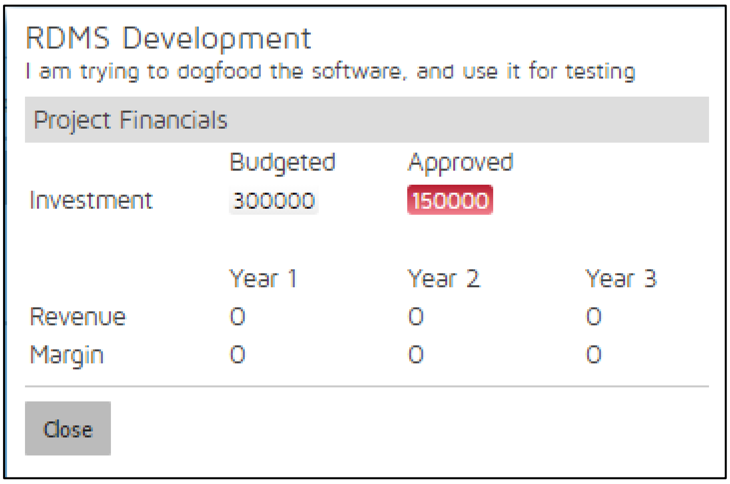


Figure 45: Roadmap

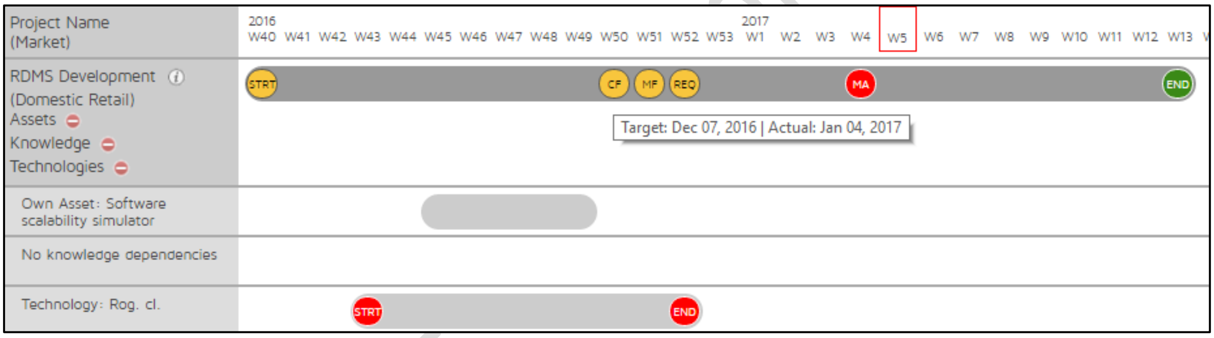
This has the following interactivity

a. Clicking on the will open an info card that shows the financial information captured for the projct.



b. The circles on the individual bar are the gates. The gates are colour coded according to the status. On hover, the gate circles show their respective planned and Actual dates.

c. Clicking on the in front of assets, knowledge and technology opens up the respective items linked to the projects.



d. Clicking on the Filter button on the top right will allow the user to restrict the view to knowledge, asset or technology items only.

MATURITY COMPLIANCE

PURPOSE

The purpose of the Maturity matrix is to show what Plus4Pi tools are in use by the organisation and what innovation maturity level do they fall on.

FRAMEWORK

None

CAPTURE

None

REPORTS

As shown in Figure 46: Maturity Compliance Dashboard, the dashboard shows the usage patterns of the various tools at various levels that are facilitated by the software.

Figure 46: Maturity Compliance Dashboard

EMPLOYEE OBJECTIVES

PURPOSE

Employee objectives Module in the applications is designed to link the Business KPIs to the Objectives of each employee in the enterprise. The Employee objectives roll up the hierarchy for achievement of the targeted value of the Business KPI.

FRAMEWORK

The framework for Employee Objectives Module is the list of Business KPIs, The list of employees and the supervisor for each employee.

Refer sections

- Add Employees
- Business KPI

CAPTURE

Navigation:

Data Capture >> Efficiency Improvement >> Employee Objectives

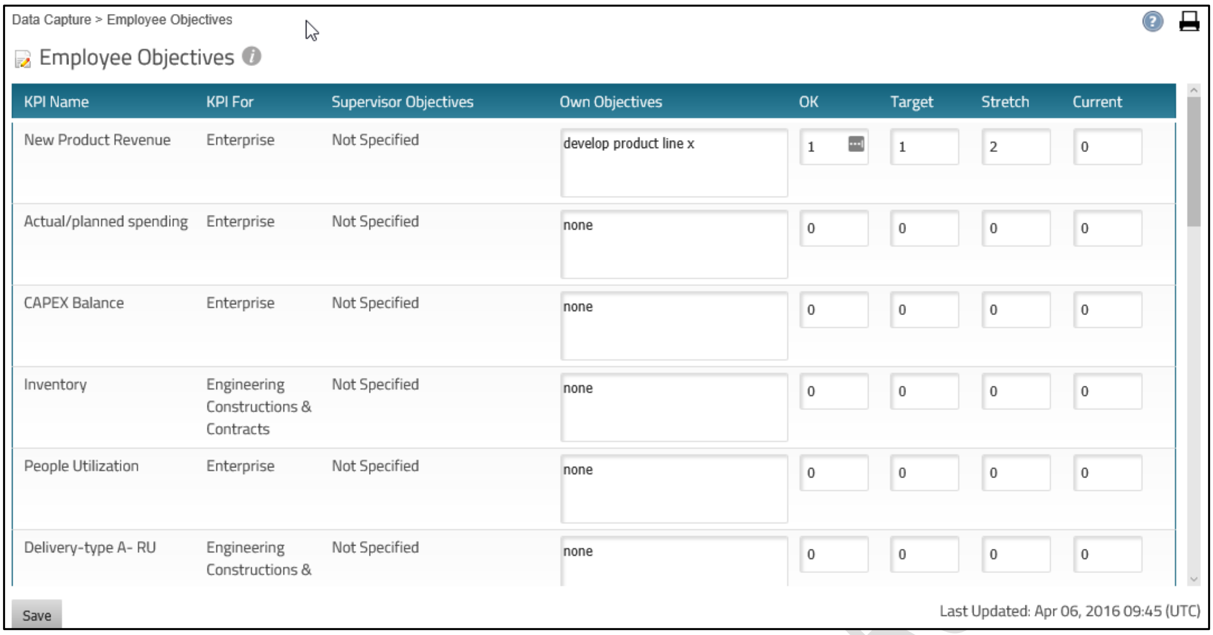
On the page shown in Figure 47: Employee Objectives Entry Form, there are 3 areas. The two columns to the left have all the enterprise KPIs and the Employee's BU's KPIs listed, along with the KPI level.

The Next Column Specifies the Employee's supervisor's objectives. The user should align his objectives to both the Business KPIs and the Supervisor's objectives.

The next 5 columns pertain to the employee's own objectives. These are:

a. Own Objectives- Free Text- Description of the employee objective for the specific Business KPI and the Supervisor Objective.
b. OK- Numeric- The acceptable value for the employee objective
c. Target- Numeric- The target value for the employee objective
d. Stretch- Numeric- The Stretched value for the employee objective
e. Current-Numeric- The current value for the employee objective

Typically, the employee will update the current value periodically and the other values only once during a stipulated period.



Data Capture > Employee Objectives

Employee Objectives

KPI Name	KPI For	Supervisor Objectives	Own Objectives	OK	Target	Stretch	Current
New Product Revenue	Enterprise	Not Specified	develop product line x	1	1	2	0
Actual/planned spending	Enterprise	Not Specified	none	0	0	0	0
CAPEX Balance	Enterprise	Not Specified	none	0	0	0	0
Inventory	Engineering Constructions & Contracts	Not Specified	none	0	0	0	0
People Utilization	Enterprise	Not Specified	none	0	0	0	0
Delivery-type A- RU	Engineering Constructions &	Not Specified	none	0	0	0	0

Save

Last Updated: Apr 06, 2016 09:45 (UTC)

Figure 47: Employee Objectives Entry Form

REPORTS

Navigation:

Reports >> Employee Objectives

The user can select the report level at this page as shown in Figure 48: Select Report Level. This will select the top most node of the cascading tree of employee hierarchy.

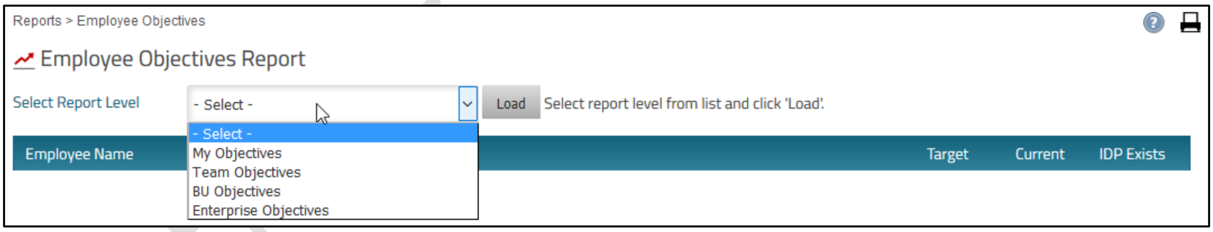


Figure 48: Select Report Level

On clicking load, the report as shown in “Figure 49: Details of Employee Objectives as linked to and flowing down from the Business KPIs” is loaded. The left column of the report contains the business KPIs and the right column contains the employees at the highest selected level. The user can then click the icon to drill down in the levels of hierarchy. In the most expanded form, this report can indicate the Business KPIs linked to and flowing down to the lowest level of the employees through their respective supervisors recursively.

This report additionally indicates whether the individual employee has an updated Individual Development Plan (IDP).

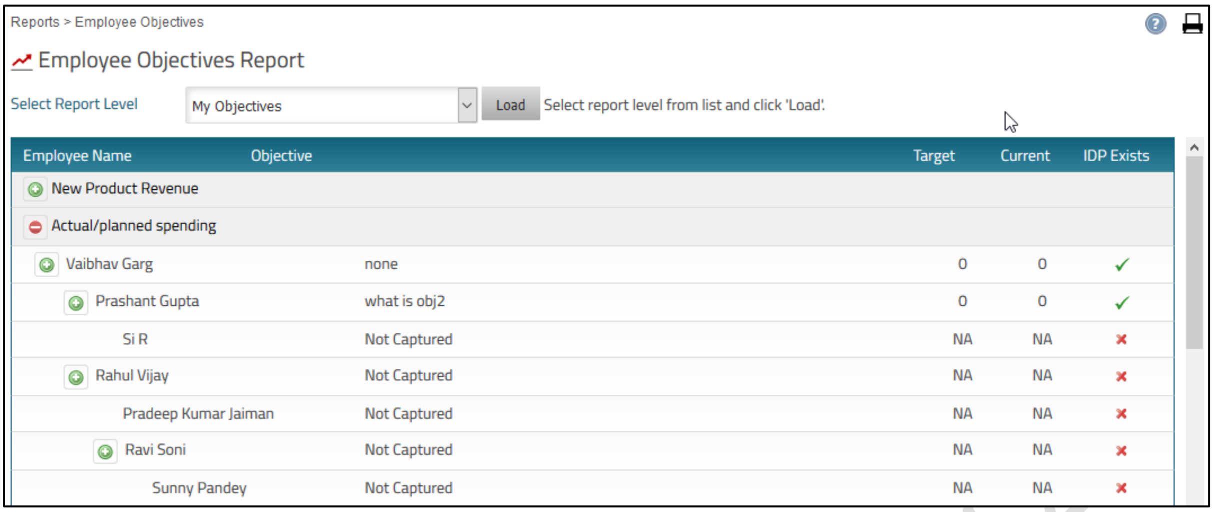


Figure 49: Details of Employee Objectives as linked to and flowing down from the Business KPIs

SPECIAL FEATURES

This is a dynamic cascading list, to drill down into the entire organisation employee hierarchy.

ROLLS UP TO

Employee Objectives notionally roll up to the

Balanced Score Card .

OTHER LINKS

Individual Development Plan

NETWORK OF EXCELLENCE

PURPOSE

The purpose of this module is to

FRAMEWORK

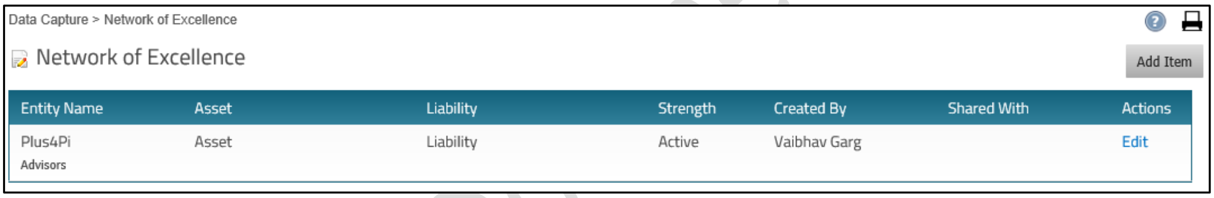
Network of Excellence is a Independent tool, and requires no additional framework, except Employees "Add Employees"

CAPTURE

Navigation:

Data Capture >> Expertise Building >> Network of Excellence

The page shown in Figure 50: Network of Excellence shows all the contacts of various types in a table along with the captured details for each NOE entity.


Data Capture > Network of Excellence

Network of Excellence

Add Item

Entity Name	Asset	Liability	Strength	Created By	Shared With	Actions
Plus4Pi Advisors	Asset	Liability	Active	Vaibhav Garg		Edit

Figure 50: Network of Excellence

On editing an existing entity or adding a new entity, the page as shown in "Figure 51: Add a new Entity to the Network" Opens. The Entities are split in five tables based on the Network Type

The following fields are available for each individual NOE entity

a. Network Type- Dropdown- The network type can be selected from the options Advisors/Consultants/Partners/ Contractors/Vendors
b. Entity Name- Free Text – the name of the entity that is to be added.
c. Asset- Free Text – Specify how the said entity is an asset.
d. Liability- Free Text – Specify what liabilities does this relationship entail
e. Relationship Strength- Dropdown – Select from Directive/Pro-Active/Active/Reactive/responsive
f. Share with (Up to 3)- Names of Employees- Since the NOE entities can sometimes be sensitive, up to 3 employees can be added for each NOE entity, who will have access to this entry. BU head/ Deputy Head and the Admins will always have access.

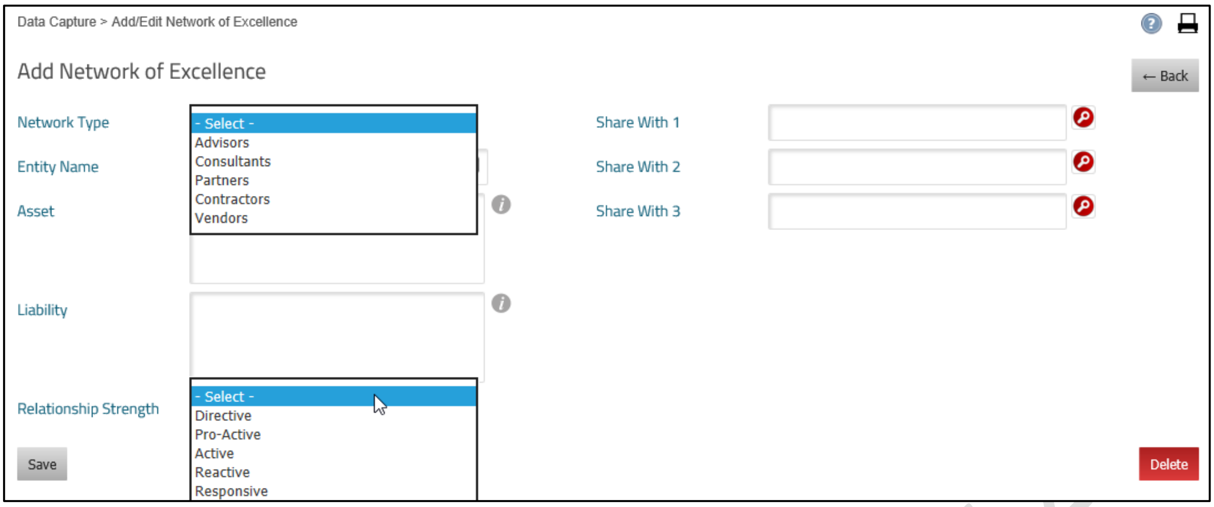


Figure 51: Add a new Entity to the Network

REPORTS

The NOE report in Figure 52: Network of Excellence Report is similar to the Landing page of the NOE capture in Figure 50: Network of Excellence.

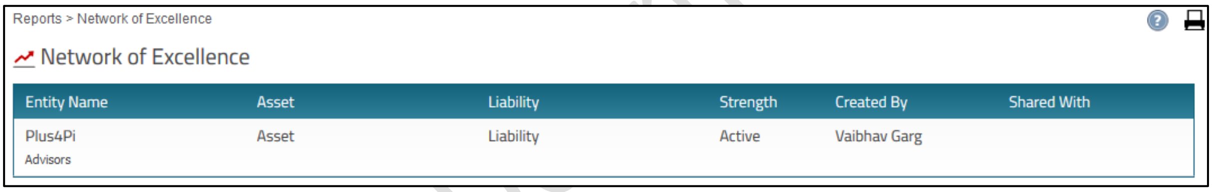


Figure 52: Network of Excellence Report

ROLLS UP TO

The NOE rolls up to the Strategic Roadmap and is linked to the strategic initiatives

PROCESSES

PURPOSE

The purpose of Processes is to facilitate the functioning of all the other modules in order to achieve the business targets and achieve the targets of the Business KPIs.

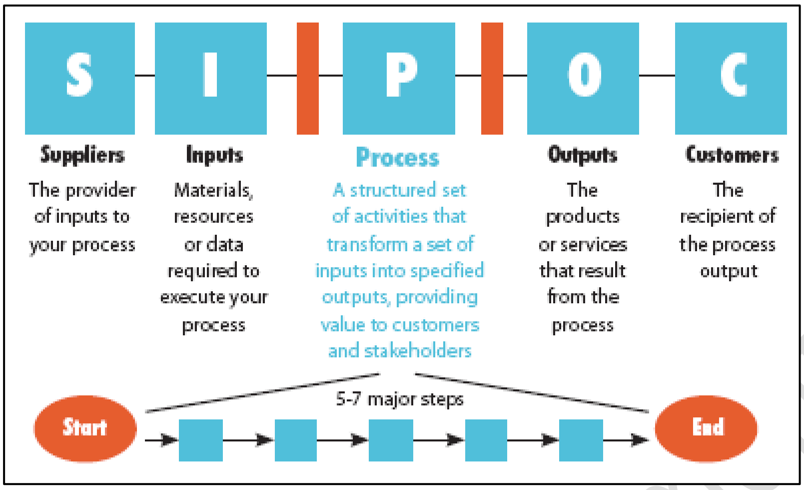


Figure 53: Understanding Processes and SIPOC

FRAMEWORK

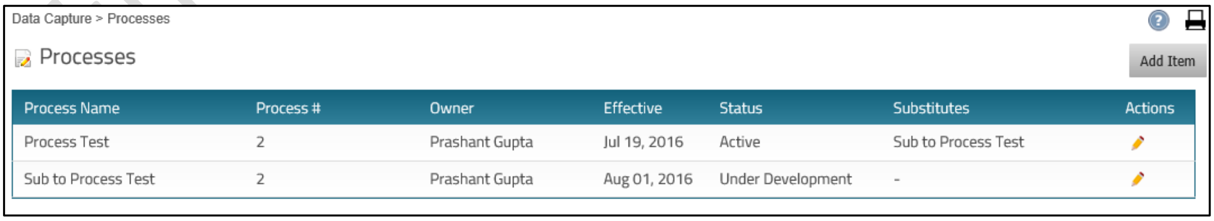
Processes is an Independent tool, and requires no additional framework.

CAPTURE

Navigation:

Data Capture >> Efficiency Improvement >> Processes

Figure 54: List of Processes shows the list of all processes that exist in the system. On clicking the icon or on adding a new process, a page shown in Figure 55: Add a New Process is presented to the user.



Process Name	Process #	Owner	Effective	Status	Substitutes	Actions
Process Test	2	Prashant Gupta	Jul 19, 2016	Active	Sub to Process Test	
Sub to Process Test	2	Prashant Gupta	Aug 01, 2016	Under Development	-	

Figure 54: List of Processes

To add a new process, the following fields are to be entered as shown in Figure 55: Add a New Process

a. Process Name- Free Text – Enter the name of the process
b. Process Number- Free Text- Identification or Process Number

c. Effective Date- Date- Enter the date from which the process is to be effective
d. Status- Dropdown- options Active/ Obsolete/ Under Development/ Feedback required/ Under Pilot
e. Location- Free Text – Enter Location of the process. This can be a physical Location, or a hyperlink
f. Substitute to- Dropdown- from existing processes – If the current process is to be a substitute for an existing process, select the name of of the existing process from the dropdown
g. Process Owner- Employee Name – The employee who owns the process. This may be linked to the employees IDP.
h. Input- Free Text – See Figure 53: Understanding Processes and SIPOC
i. Input Metric- Free Text– See Figure 53: Understanding Processes and SIPOC
j. Supplier- Free Text– See Figure 53: Understanding Processes and SIPOC
k. Process- Free Text– See Figure 53: Understanding Processes and SIPOC
l. Output- Free Text– See Figure 53: Understanding Processes and SIPOC
m. Output Metric- Free Text– See Figure 53: Understanding Processes and SIPOC
n. Customer- Free Text– See Figure 53: Understanding Processes and SIPOC
o. Linked KPI 1-5 – Upto business KPI's can be entered using these. These are then pivoted KPI wise as shown in Figure 42: Processes Linked to KPIs.

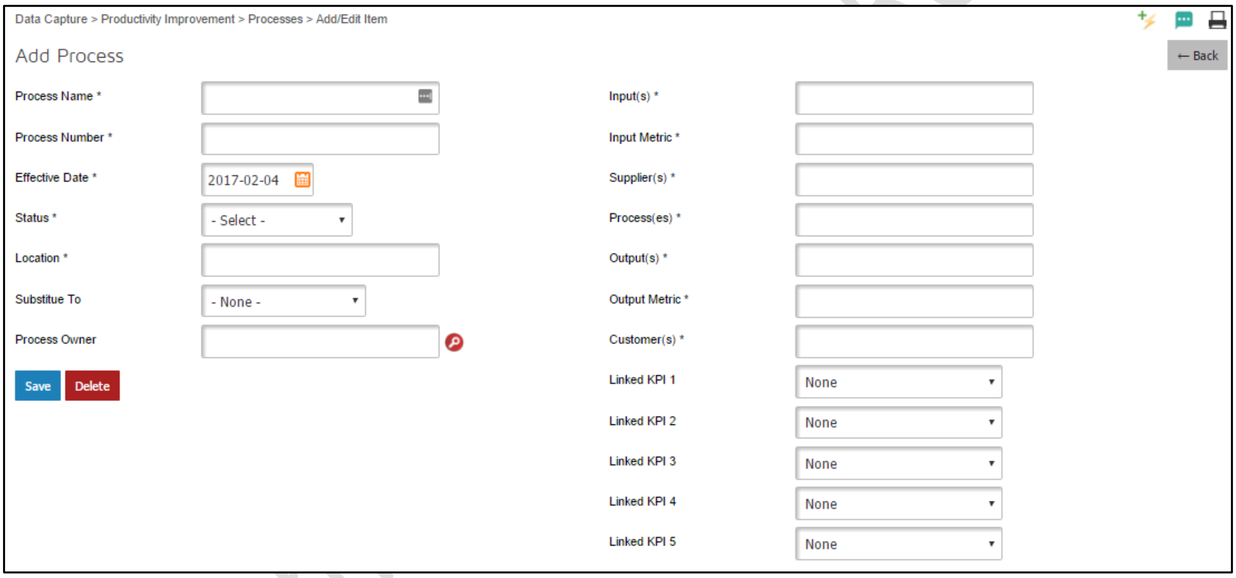
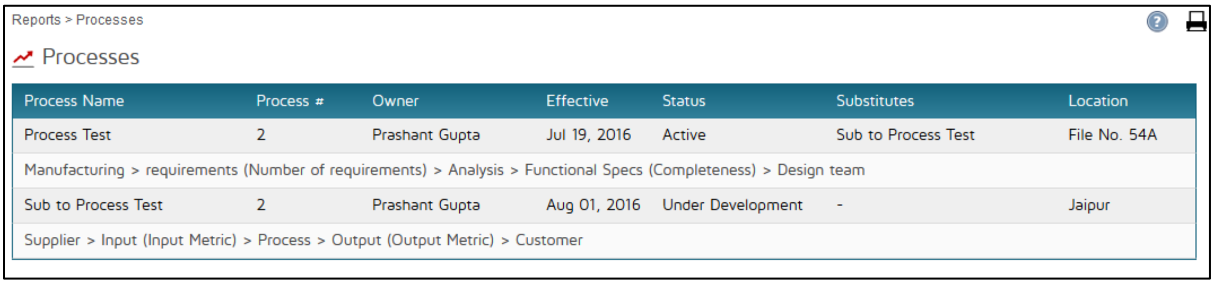


Figure 55: Add a New Process

REPORTS

The processes report as shown in Figure 56: Processes Report shows the process details with its SIPOC flow.


Reports > Processes

Processes

Process Name	Process #	Owner	Effective	Status	Substitutes	Location
Process Test	2	Prashant Gupta	Jul 19, 2016	Active	Sub to Process Test	File No. 54A
Manufacturing > requirements (Number of requirements) > Analysis > Functional Specs (Completeness) > Design team						
Sub to Process Test	2	Prashant Gupta	Aug 01, 2016	Under Development	-	Jaipur
Supplier > Input (Input Metric) > Process > Output (Output Metric) > Customer						

Figure 56: Processes Report

Also see Figure 42: Processes Linked to KPIs to view the processes linked to KPIs.

OTHER LINKS

Notional roll up to IDP.

KNOWLEDGE MAPS AND GAPS

PURPOSE

The purpose of Knowledge maps and gaps module is to identify pieces of documented organisation knowledge items that exist or are needed by the enterprise.

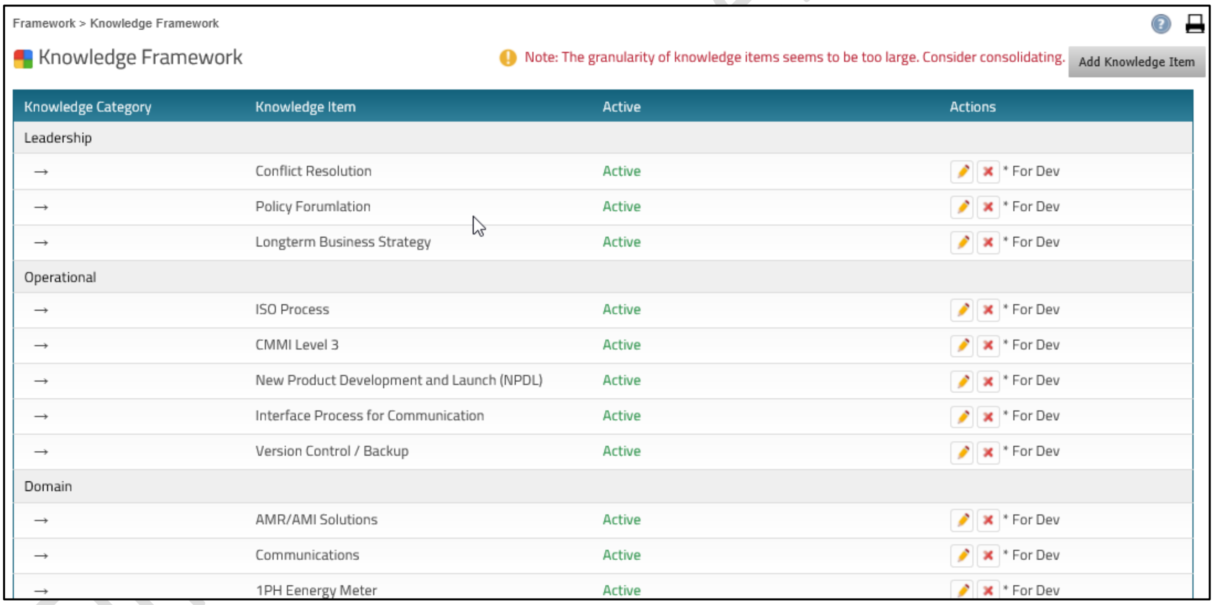
FRAMEWORK

Navigation:

Framework>> Knowledge Framework

The Knowledge Framework contains a list of documented knowledge pieces in the organisation as shown in Figure 57: List of Knowledge Pieces in the Framework. The Knowledge pieces are categorised as Leadership, Operational, Domain, Discipline, Support and Peripheral.

The framework also warns the user when the granularity is too large, i.e. when the number of Knowledge items is more than 30


Framework > Knowledge Framework

Knowledge Framework

Note: The granularity of knowledge items seems to be too large. Consider consolidating. Add Knowledge Item

Knowledge Category	Knowledge Item	Active	Actions
Leadership			
→	Conflict Resolution	Active	* For Dev
→	Policy Forumlation	Active	* For Dev
→	Longterm Business Strategy	Active	* For Dev
Operational			
→	ISO Process	Active	* For Dev
→	CMMI Level 3	Active	* For Dev
→	New Product Development and Launch (NPDL)	Active	* For Dev
→	Interface Process for Communication	Active	* For Dev
→	Version Control / Backup	Active	* For Dev
Domain			
→	AMR/AMI Solutions	Active	* For Dev
→	Communications	Active	* For Dev
→	1PH Eenergy Meter	Active	* For Dev

Figure 57: List of Knowledge Pieces in the Framework

On clicking the icon or clicking the Add Knowledge Item button, the page as shown in Figure 58: Add a piece of Knowledge in the Framework is presented to the user. The user selects the category from then dropdown and types in the name of the Knowledge Item. The Sort ID determines the order in which the item appears in the list.

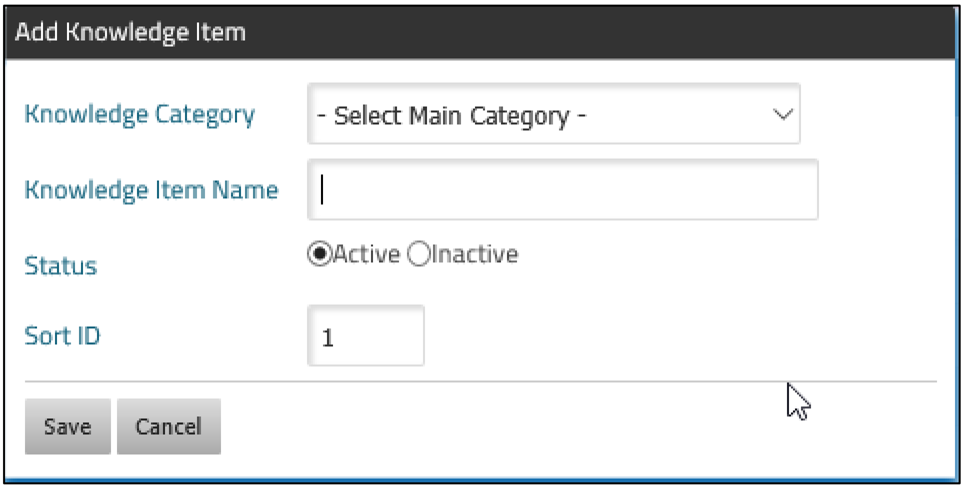


Figure 58: Add a piece of Knowledge in the Framework

CAPTURE

Navigation:

Data Capture >> Expertise Building >> BU Knowledge

On landing on the page shown in Figure 59: Select BU to update Knowledge Status and Needs, you will get a dropdown for all active Business Units. You need to select the Business Unit for which the Knowledge needs require to be captured.

On selecting enterprise, the application rolls up the data for all active Business Units.

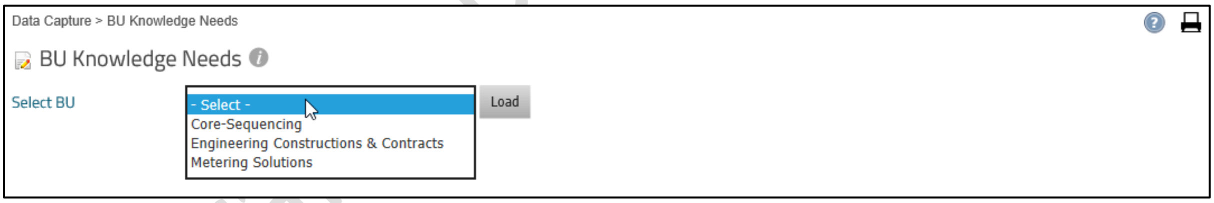


Figure 59: Select BU to update Knowledge Status and Needs

On clicking Load, you land on a page as shown in Figure 60: Update Knowledge Status. There are five parts to consider in the page.

a. The leftmost column is the list of knowledge pieces in the system with categorisation.
b. The next logical section, to the right of (a) is the the number of the individual pieces of Knowledge in the organisation at each level. This can be from among the five levels, viz. 1 - Emerging 2 - Evolving 3 - Mature 4 - Patented 5 - Trade Secret.
c. The right most column is used for remarks, if any, related to the piece of Knowledge.

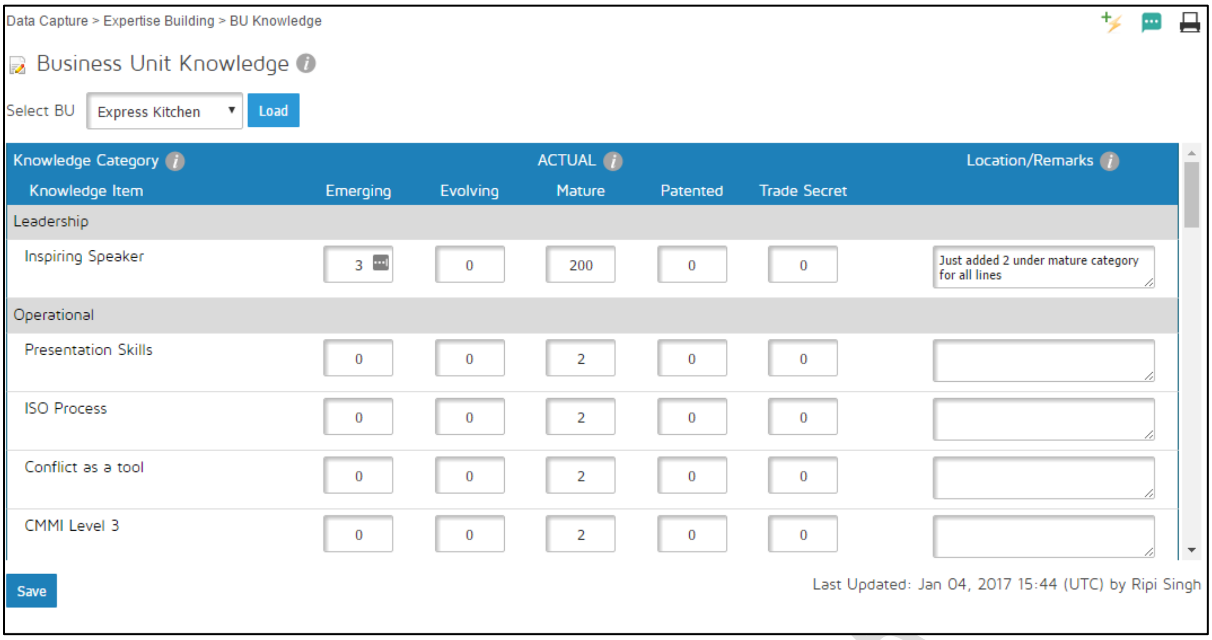


Figure 60: Update Knowledge Status

The bottom right of the report (Last Updated: Aug 22, 2016 11:26 (UTC) by) lets the user know when the data was last updated and by whom.

REPORTS

Navigation:

Reports >> Knowledge Maps and Gaps

On landing on the page shown in Figure 61: BU Level and Enterprise level Knowledge Tabular Report, you can select either any of the active Business units or the Enterprise.

On selecting a particular Business Unit, you can choose to show either a tabular or a graphical report.

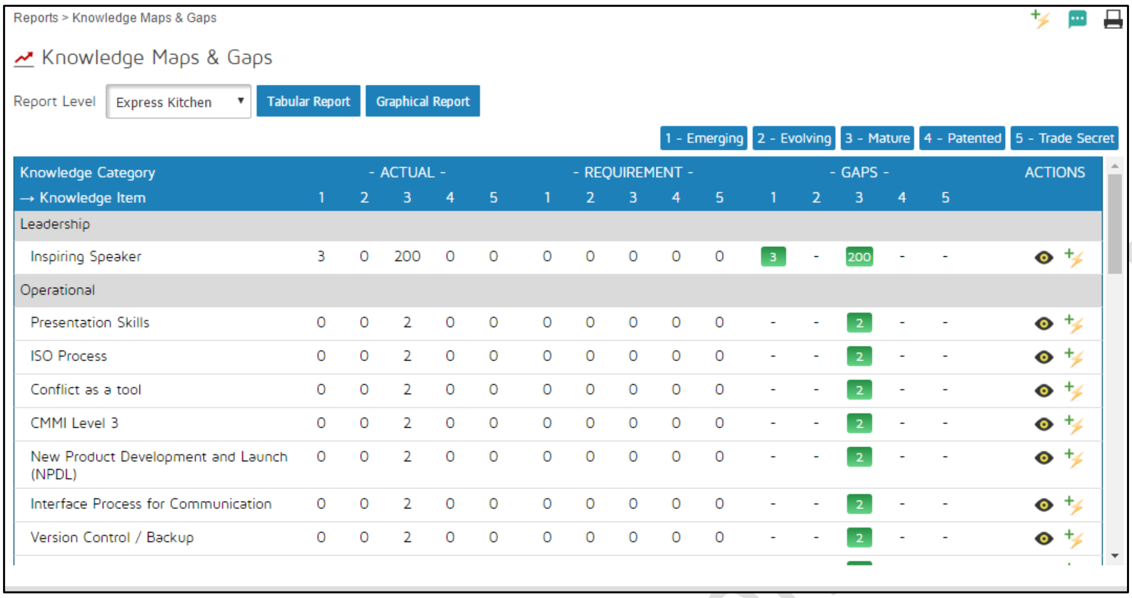
The requirements for Knowledge are derived using the data entered in projects. These are an aggregate from all projects that have passed the Start Gate but have not crossed the End Gate.

TABULAR REPORT

The tabular Report, as shown in Figure 61: BU Level and Enterprise level Knowledge Tabular Report, shows the data entered in a table at each level for each Knowledge item. This also calculates if there are gaps or excesses with respect to an individual knowledge item. The same is colour coded in Red for Deficit, and Green for excess.

On the right side of the page, you can choose to enter an action item related to the specific piece of Knowledge. This is enabled using the icon to add action items, and the icon to view the action items linked to the specific knowledge piece. Note that the icon will only appear if one or more action items exist for the specific entry. The icon shows the remarks entered against the individual line item.

The consolidated report of all action items, including the ones entered here, can be seen in Action Items Reports.



Knowledge Category → Knowledge Item	ACTUAL 1	2	3	4	5	REQUIREMENT 1	2	3	4	5	GAPS 1	2	3	4	5	ACTIONS
Leadership																
Inspiring Speaker	3	0	200	0	0	0	0	0	0	0	3	-	200	-	-	
Operational																
Presentation Skills	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
ISO Process	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
Conflict as a tool	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
CMMI Level 3	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
New Product Development and Launch (NPDL)	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
Interface Process for Communication	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
Version Control / Backup	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	

Figure 61: BU Level and Enterprise level Knowledge Tabular Report

GRAPHICAL REPORTS

On clicking the Graphical Reporting button, the user sees the page as shown in Figure 62: BU Level and Enterprise level Knowledge Graphical Report. The filled green circles represent positive numbers whereas the blank circles represent negative numbers/gaps.

The Graphical report is smart enough to select the most appropriate scaling factor based on the spread of data in the report.

a. All the bubbles are sized in proportion to the corresponding value's ratio to the largest value in the report.
b. The diameter of the bubble is proportional to the ratio of the values, if the ratio of the minimum and the maximum absolute value is less than 20. This is to highlight smaller differences. If the ratio of the minimum and maximum value is greater than 20, the area of the bubble is proportional to the values. This makes both the smallest and the largest values clearly visible on the same scale.

This is indicated on the left of the report, along with the legend for scaling.

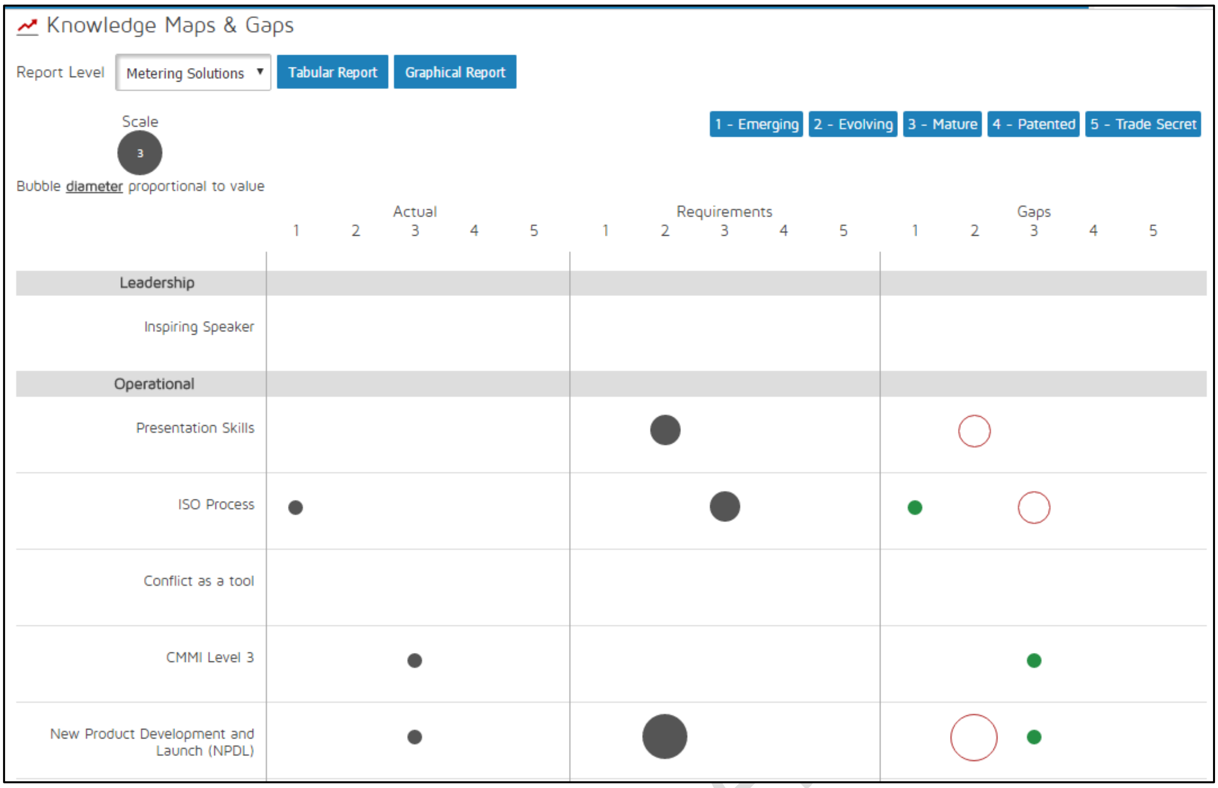


Figure 62: BU Level and Enterprise level Knowledge Graphical Report

SPECIAL FEATURES

The framework also warns the user when the granularity is too large, i.e. when the number of Knowledge items is more than 30.

ROLLS UP TO

Roadmap

OTHER LINKS

Action Items

TALENT MAPS AND GAPS

PURPOSE

The purpose of Talent Maps and gaps module is to determine and visualise the skill and head count gaps in the Business unit and the enterprise.

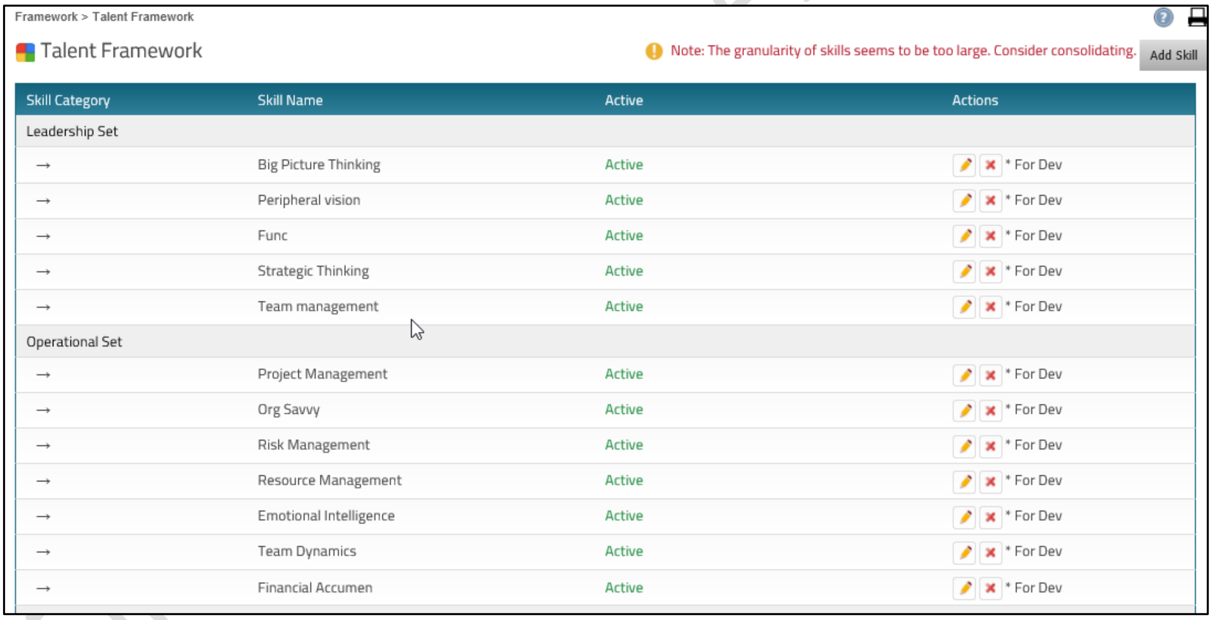
FRAMEWORK

Navigation:

Framework>> Knowledge Framework

The Knowledge Framework contains a list of documented knowledge pieces in the organisation as shown in Figure 63: List of Talent Pieces in the Framework. The Talent pieces are categorised as Leadership Set, Operational Set, Core to Business, Trade-Commodity, Support and Peripheral.

The framework also warns the user when the granularity is too large, i.e. when the number of Talent items is more than 30.


Framework > Talent Framework

Talent Framework

Note: The granularity of skills seems to be too large. Consider consolidating. Add Skill

Skill Category	Skill Name	Active	Actions
Leadership Set			
→	Big Picture Thinking	Active	* For Dev
→	Peripheral vision	Active	* For Dev
→	Func	Active	* For Dev
→	Strategic Thinking	Active	* For Dev
→	Team management	Active	* For Dev
Operational Set			
→	Project Management	Active	* For Dev
→	Org Savvy	Active	* For Dev
→	Risk Management	Active	* For Dev
→	Resource Management	Active	* For Dev
→	Emotional Intelligence	Active	* For Dev
→	Team Dynamics	Active	* For Dev
→	Financial Accumen	Active	* For Dev

Figure 63: List of Talent Pieces in the Framework

On clicking the icon or clicking the Add Skill button, the page as shown in Figure 64: Add a Skill/ Piece of Talent is presented to the user. The user selects the category from then dropdown and types in the name of the Talent Item. The Sort ID determines the order in which the item appears in the list.

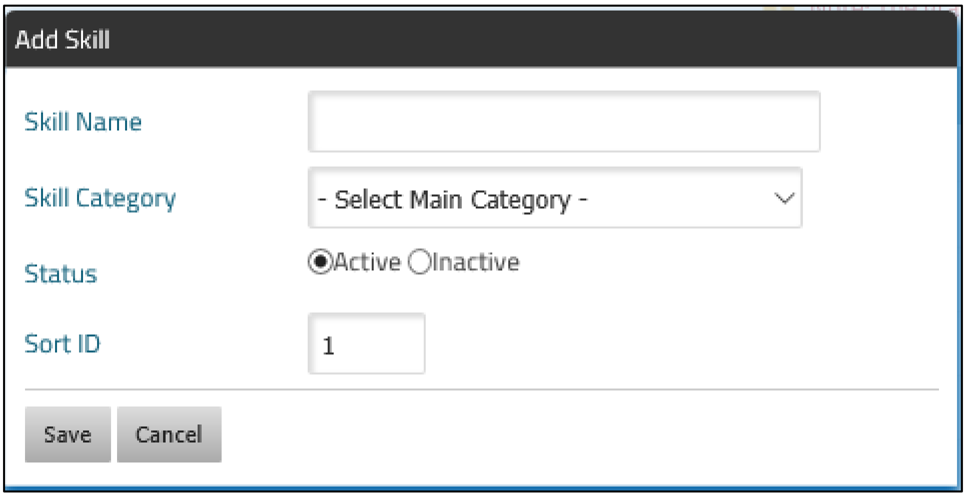


Figure 64: Add a Skill/ Piece of Talent

CAPTURE

BUSINESS UNIT NEEDS

Navigation:

Data Capture >> Expertise Building >> BU Talent Needs

On landing on the page shown in Figure 59: Select BU to update Knowledge Status and Needs, you will get a dropdown for all active Business Units. You need to select the Business Unit for which the Knowledge needs require to be captured.

On selecting enterprise, the application rolls up the data for all active Business Units.

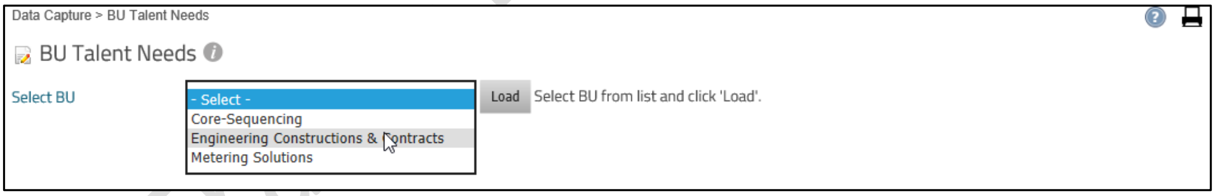
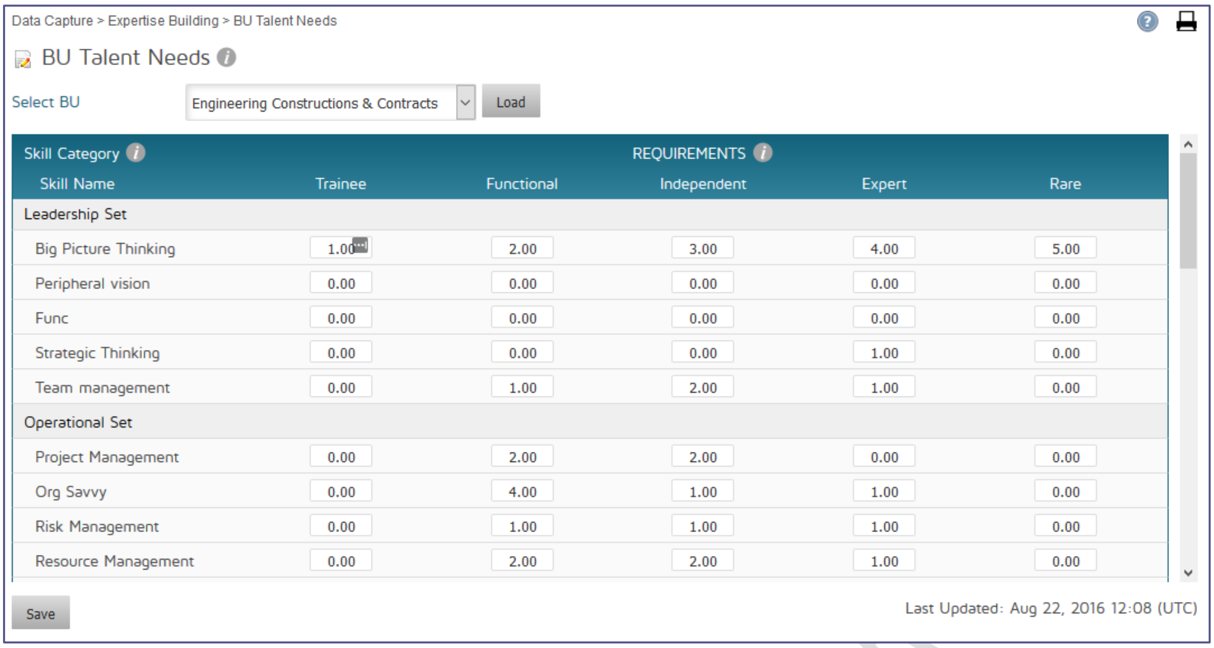


Figure 65: Select BU to capture Talent Needs

On clicking Load, you land on a page as shown in Figure 66: Update Talent Needs for the BU. There are five parts to consider in the page.

a. The leftmost column is the list of Talent pieces in the system with categorisation.
b. The next logical section, to the right of (a) is the the number of the individual pieces of Talent in the organisation required at each level. This can be from among the five levels, viz. 1 - Trainee 2 - Functional 3 - Independent 4 - Expert 5 - Rare.
   A key aspect to note here is that the required numbers can be fractional. For example, if you need three employees with a certain skill and a certain level to work half a day at the skill, you would enter 1.5 as the Business Unit Requirement.


Data Capture > Expertise Building > BU Talent Needs

BU Talent Needs

Select BU: Engineering Constructions & Contracts — Load

Skill Category / Skill Name	Trainee	Functional	Independent	Expert	Rare
Leadership Set					
Big Picture Thinking	1.00	2.00	3.00	4.00	5.00
Peripheral vision	0.00	0.00	0.00	0.00	0.00
Func	0.00	0.00	0.00	0.00	0.00
Strategic Thinking	0.00	0.00	0.00	1.00	0.00
Team management	0.00	1.00	2.00	1.00	0.00
Operational Set					
Project Management	0.00	2.00	2.00	0.00	0.00
Org Savvy	0.00	4.00	1.00	1.00	0.00
Risk Management	0.00	1.00	1.00	1.00	0.00
Resource Management	0.00	2.00	2.00	1.00	0.00

Save — Last Updated: Aug 22, 2016 12:08 (UTC)

Figure 66: Update Talent Needs for the BU

INDIVIDUAL EMPLOYEE RATINGS

Navigation:

Data Capture >> Expertise Building >> BU Talent Needs

Every individual employee in the business unit rates themselves on each of the skills/talent pieces. They also specify the utilization of the skill in terms of a percentage fraction of the total working hours.

The total Utilization %age should be between 90% and 120%. The running Utilization counter turns RED if the total is outside these bounds.

The utilization against an individual Skill must not exceed 150%. The application will warn the user but allow saving the data. This is illustrated in Figure 67: Update Levels of Skills individually.

If the user has a certain skill above the trainee level, they should enter the utilization as a small non-zero percentage. The recommended value is 1%. The software warns the user if that is not the case.

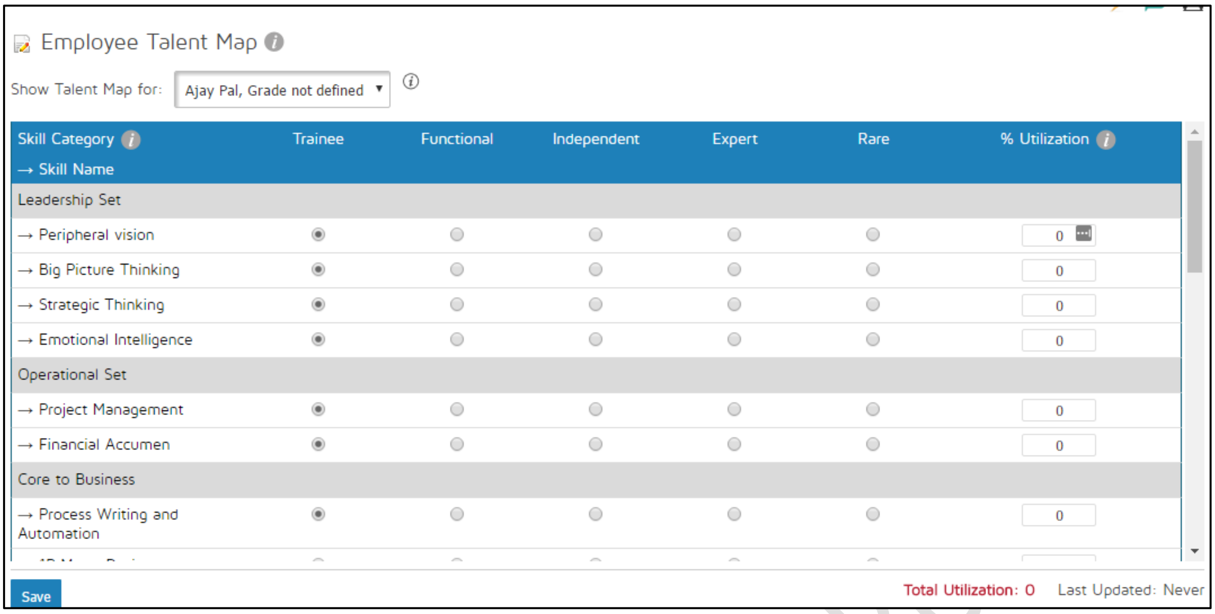


Figure 67: Update Levels of Skills individually

The user can also see and edit the talent map of their direct reports.

REPORTS

Navigation:

Reports >> Talent Maps and Gaps

On landing on the page shown in Figure 68: BU Level and Enterprise level Talent Tabular Report, you can select either any of the active Business units or the Enterprise.

On selecting a particular Business Unit, you can choose to show either a tabular or a graphical report.

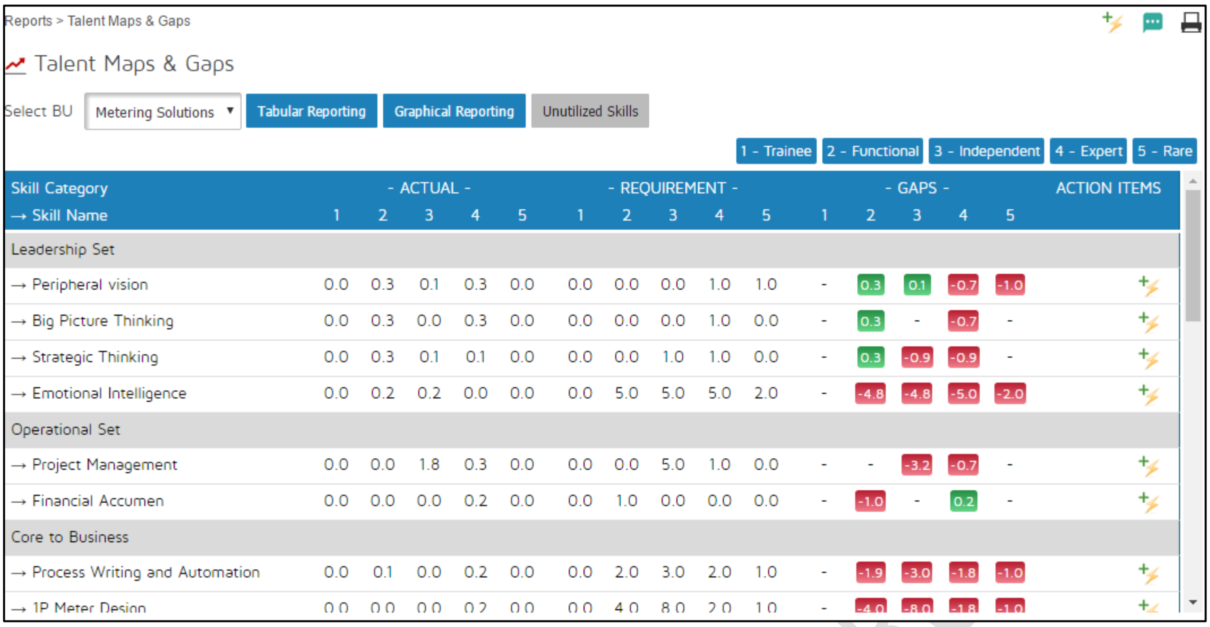
TABULAR REPORT

The tabular Report, as shown in Figure 68: BU Level and Enterprise level Talent Tabular Report, shows the data entered in a table at each level for each Knowledge item. This also calculates if there are gaps or excesses with respect to an individual knowledge item. The same is colour coded in Red for Deficit, and Green for excess.

On the right side of the page, you can choose to enter an action item related to the specific piece of Talent. This is enabled using the icon to add action items, and the icon to view the action items linked to the specific Talent piece. Note that the icon will only appear if one or more action items exist for the specific entry.

The consolidated report of all action items, including the ones entered here, can be seen in Action Items Reports.

![EinFrame Enterprise Innovation Framework]



Reports > Talent Maps & Gaps

Talent Maps & Gaps

Select BU: Metering Solutions | Tabular Reporting | Graphical Reporting | Unutilized Skills

1 - Trainee | 2 - Functional | 3 - Independent | 4 - Expert | 5 - Rare

Skill Category / → Skill Name	ACTUAL 1	ACTUAL 2	ACTUAL 3	ACTUAL 4	ACTUAL 5	REQUIREMENT 1	REQUIREMENT 2	REQUIREMENT 3	REQUIREMENT 4	REQUIREMENT 5	GAPS 1	GAPS 2	GAPS 3	GAPS 4	GAPS 5	ACTION ITEMS
Leadership Set																
→ Peripheral vision	0.0	0.3	0.1	0.3	0.0	0.0	0.0	0.0	1.0	1.0	-	0.3	0.1	-0.7	-1.0	
→ Big Picture Thinking	0.0	0.3	0.0	0.3	0.0	0.0	0.0	0.0	1.0	0.0	-	0.3	-	-0.7	-	
→ Strategic Thinking	0.0	0.3	0.1	0.1	0.0	0.0	0.0	1.0	1.0	0.0	-	0.3	-0.9	-0.9	-	
→ Emotional Intelligence	0.0	0.2	0.2	0.0	0.0	0.0	5.0	5.0	5.0	2.0	-	-4.8	-4.8	-5.0	-2.0	
Operational Set																
→ Project Management	0.0	0.0	1.8	0.3	0.0	0.0	0.0	5.0	1.0	0.0	-	-	-3.2	-0.7	-	
→ Financial Accumen	0.0	0.0	0.0	0.2	0.0	0.0	1.0	0.0	0.0	0.0	-	-1.0	-	0.2	-	
Core to Business																
→ Process Writing and Automation	0.0	0.1	0.0	0.2	0.0	0.0	2.0	3.0	2.0	1.0	-	-1.9	-3.0	-1.8	-1.0	
→ 1P Meter Design	0.0	0.0	0.0	0.2	0.0	0.0	4.0	8.0	2.0	1.0	-	-4.0	-8.0	-1.8	-1.0	

Figure 68: BU Level and Enterprise level Talent Tabular Report

GRAPHICAL REPORT

On clicking the Graphical Reporting button, the user sees the page as shown in Figure 69: BU Level and Enterprise level Talent Graphical Report. The filled circles represent positive numbers whereas the blank circles represent negative numbers/gaps.

The Graphical report is smart enough to select the most appropriate scaling factor based on the spread of data in the report.

a. All the bubbles are sized in proportion to the corresponding value's ratio to the largest value in the report.
b. The diameter of the bubble is proportional to the ratio of the values, if the ratio of the minimum and the maximum absolute value is less than 20. This is to highlight smaller differences. If the ratio of the minimum and maximum value is greater than 20, the area of the bubble is proportional to the values. This makes both the smallest and the largest values clearly visible on the same scale.

This is indicated on the left of the report, along with the legend for scaling.

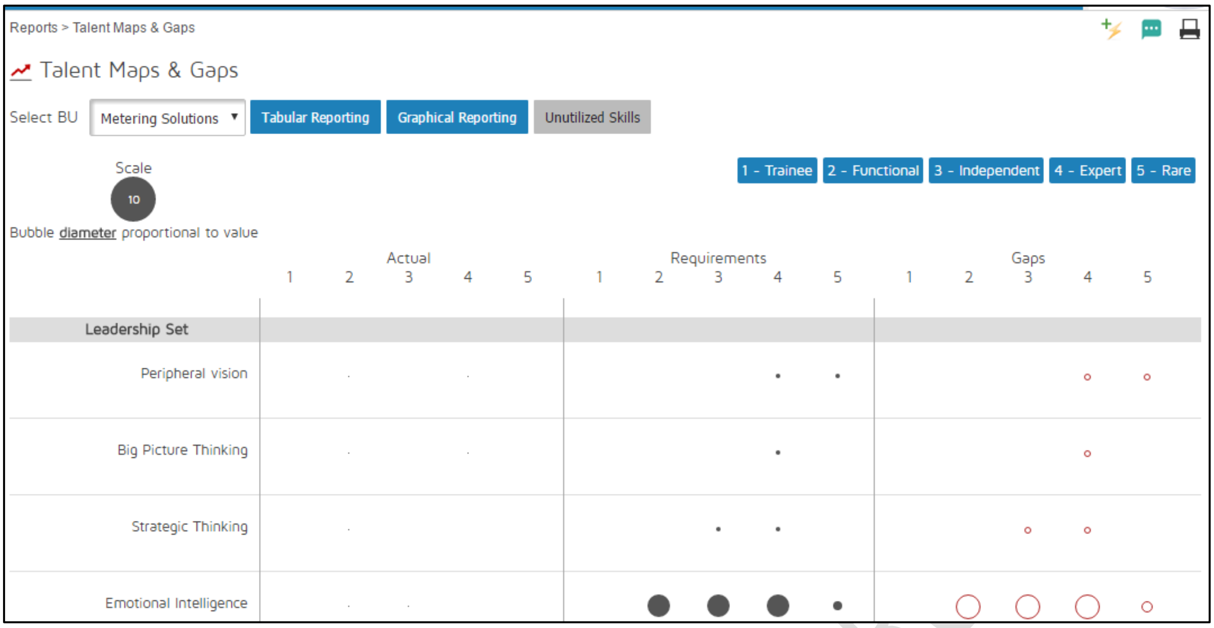


Figure 69: BU Level and Enterprise level Talent Graphical Report

SPECIAL FEATURES

The framework also warns the user when the granularity is too large, i.e. when the number of Skills items is more than 30.

ASSET MAPS AND GAPS

PURPOSE

The purpose of Asset Maps and gaps module is to determine and visualise the asset gaps in the Business unit and the enterprise.

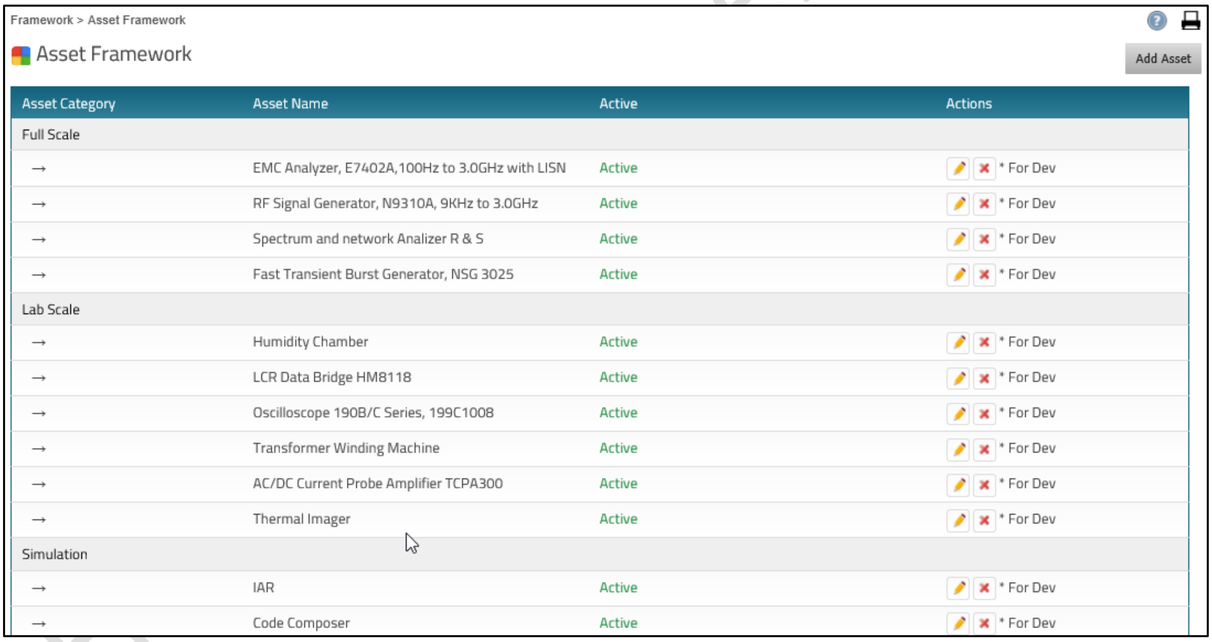
FRAMEWORK

Navigation:

Framework>> Asset Framework

The Asset Framework contains a list of documented knowledge pieces in the organisation as shown in Figure 70: List of Asset Pieces in the Framework. The Asset pieces are categorised as Full Scale, Lab Scale, Simulation, Workshop, operations and Peripheral.

The framework also warns the user when the granularity is too large, i.e. when the number of Asset items is more than 30.


Framework > Asset Framework

Asset Framework

Add Asset

Asset Category	Asset Name	Active	Actions
Full Scale			
→	EMC Analyzer, E7402A,100Hz to 3.0GHz with LISN	Active	* For Dev
→	RF Signal Generator, N9310A, 9KHz to 3.0GHz	Active	* For Dev
→	Spectrum and network Analizer R & S	Active	* For Dev
→	Fast Transient Burst Generator, NSG 3025	Active	* For Dev
Lab Scale			
→	Humidity Chamber	Active	* For Dev
→	LCR Data Bridge HM8118	Active	* For Dev
→	Oscilloscope 190B/C Series, 199C100B	Active	* For Dev
→	Transformer Winding Machine	Active	* For Dev
→	AC/DC Current Probe Amplifier TCPA300	Active	* For Dev
→	Thermal Imager	Active	* For Dev
Simulation			
→	IAR	Active	* For Dev
→	Code Composer	Active	* For Dev

Figure 70: List of Asset Pieces in the Framework

On clicking the icon or clicking the Add Asset button, the page as shown in Figure 71: Add an Asset to the Framework is presented to the user. The user selects the category from then dropdown and types in the name of the Asset Item. The Sort ID determines the order in which the item appears in the list.

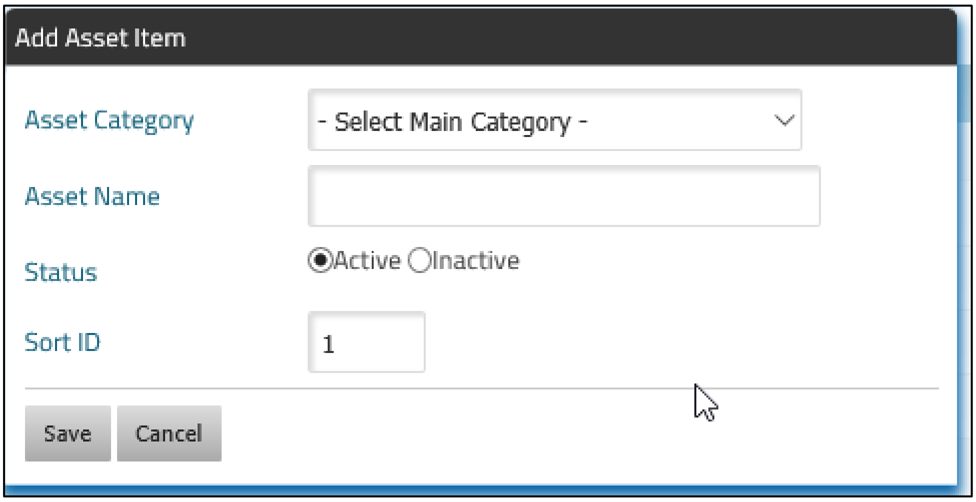


Figure 71: Add an Asset to the Framework

CAPTURE

Navigation:

Data Capture >> Expertise Building >> BU Assets

On landing on the page shown in Figure 72: Select BU to capture Asset Needs, you will get a dropdown for all active Business Units. You need to select the Business Unit for which the Asset needs require to be captured.

On selecting enterprise, the application rolls up the data for all active Business Units.

Figure 72: Select BU to capture Asset Needs

On clicking Load, you land on a page as shown in Figure 73: Update BU Asset Needs. There are five parts to consider in the page.

a. The leftmost column is the list of Asset pieces in the system with categorisation.
b. The next logical section, to the right of (a) is the number of the individual pieces of Asset in the organisation at each level. This can be from among the five levels, viz. 1 - Obsolete 2 - Inadequate 3 - Just Right 4 - Best in Class 5 - One of a Kind .
c. The right most column is used for remarks, if any, related to the piece of Knowledge.

Figure 73: Update BU Asset Needs

The bottom right of the report (Last Updated: Aug 22, 2016 11:26 (UTC) by [redacted]) lets the user know when the data was last updated and by whom.

REPORTS

Navigation:

Reports >> Asset Maps and Gaps

On landing on the page shown in Figure 74: BU and Enterprise Level Asset Map and Gaps Tabular Report, you can select either any of the active Business units or the Enterprise.

On selecting a particular Business Unit, you can choose to show either a tabular or a graphical report.

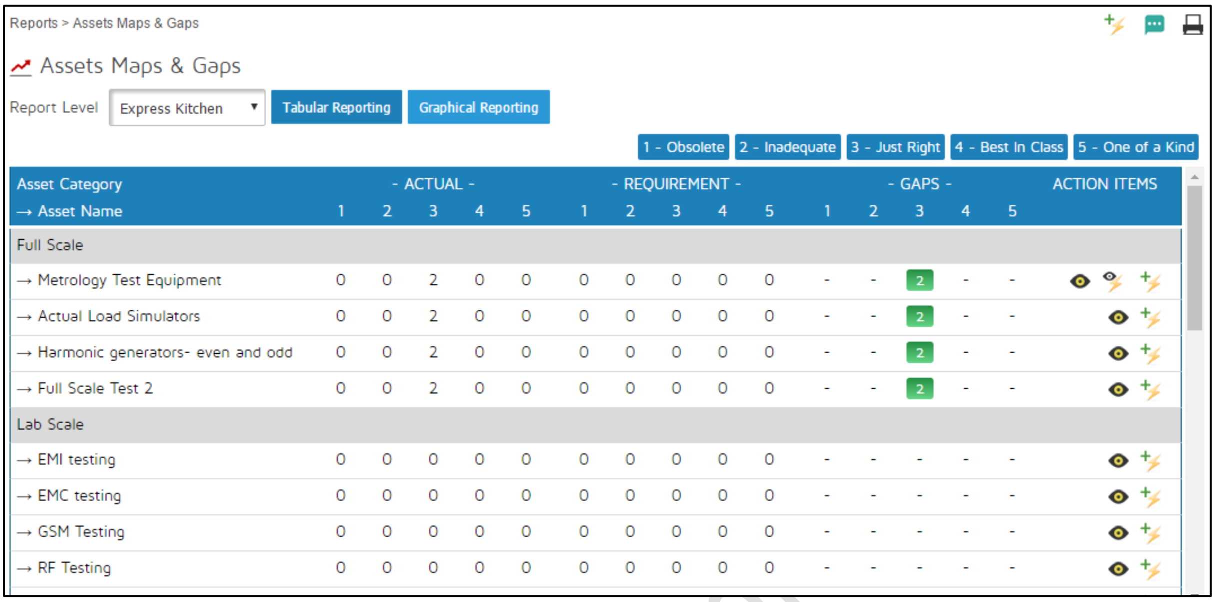
The requirements for Assets are derived using the data entered in projects. These are an aggregate from all projects that have passed the Start Gate but have not crossed the End Gate.

TABULAR REPORT

The tabular Report, as shown in Figure 61: BU Level and Enterprise level Knowledge Tabular Report, shows the data entered in a table at each level for each Asset item. This also calculates if there are gaps or excesses with respect to an individual asset item. The same is colour coded in Red for Deficit, and Green for excess.

On the right side of the page, you can choose to enter an action item related to the specific piece of Asset. This is enabled using the icon to add action items, and the icon to view the action items linked to the specific asset piece. Note that the icon will only appear if one or more action items exist for the specific entry. The icon shows the remarks entered against the individual line item

The consolidated report of all action items, including the ones entered here, can be seen in Action Items Reports.



Asset Category → Asset Name	ACTUAL 1	2	3	4	5	REQUIREMENT 1	2	3	4	5	GAPS 1	2	3	4	5	ACTION ITEMS
Full Scale																
→ Metrology Test Equipment	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
→ Actual Load Simulators	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
→ Harmonic generators- even and odd	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
→ Full Scale Test 2	0	0	2	0	0	0	0	0	0	0	-	-	2	-	-	
Lab Scale																
→ EMI testing	0	0	0	0	0	0	0	0	0	0	-	-	-	-	-	
→ EMC testing	0	0	0	0	0	0	0	0	0	0	-	-	-	-	-	
→ GSM Testing	0	0	0	0	0	0	0	0	0	0	-	-	-	-	-	
→ RF Testing	0	0	0	0	0	0	0	0	0	0	-	-	-	-	-	

Figure 74: BU and Enterprise Level Asset Map and Gaps Tabular Report

GRAPHICAL REPORTS

On clicking the Graphical Reporting button, the user sees the page as show Figure 75: BU Level and Enterprise level Assets Graphical Report. The filled circles represent positive numbers whereas the blank circles represent negative numbers/gaps.

The Graphical report is smart enough to select the most appropriate scaling factor based on the spread of data in the report.

c. All the bubbles are sized in proportion to the corresponding value's ratio to the largest value in the report.

d. The diameter of the bubble is proportional to the ratio of the values, if the ratio of the minimum and the maximum absolute value is less than 20. This is to highlight smaller differences. If the ratio of the minimum and maximum value is greater than 20, the area of the bubble is proportional to the values. This makes both the smallest and the largest values clearly visible on the same scale.

This is indicated on the left of the report, along with the legend for scaling.

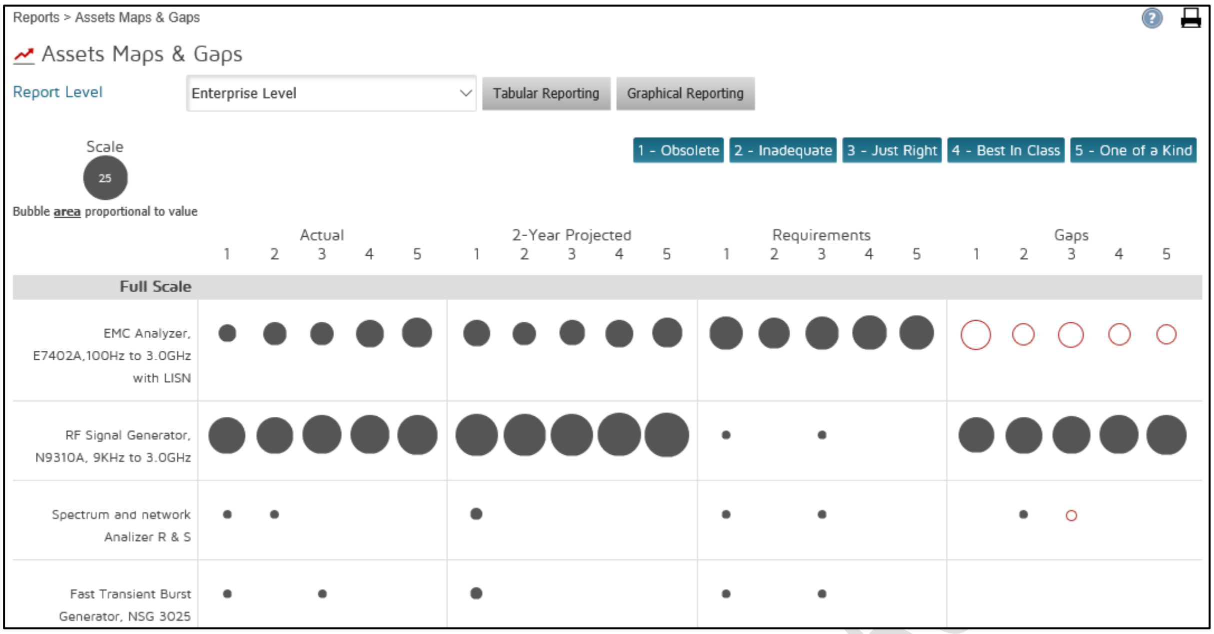


Figure 75: BU Level and Enterprise level Assets Graphical Report

SPECIAL FEATURES

The framework also warns the user when the granularity is too large, i.e. when the number of Asset items is more than 30

ROLLS UP TO

Roadmap

OTHER LINKS

Projects

INDIVIDUAL DEVELOPMENT PLAN

PURPOSE

Individual Development is an optional, but useful, tool for employees to plan their career growth.

FRAMEWORK

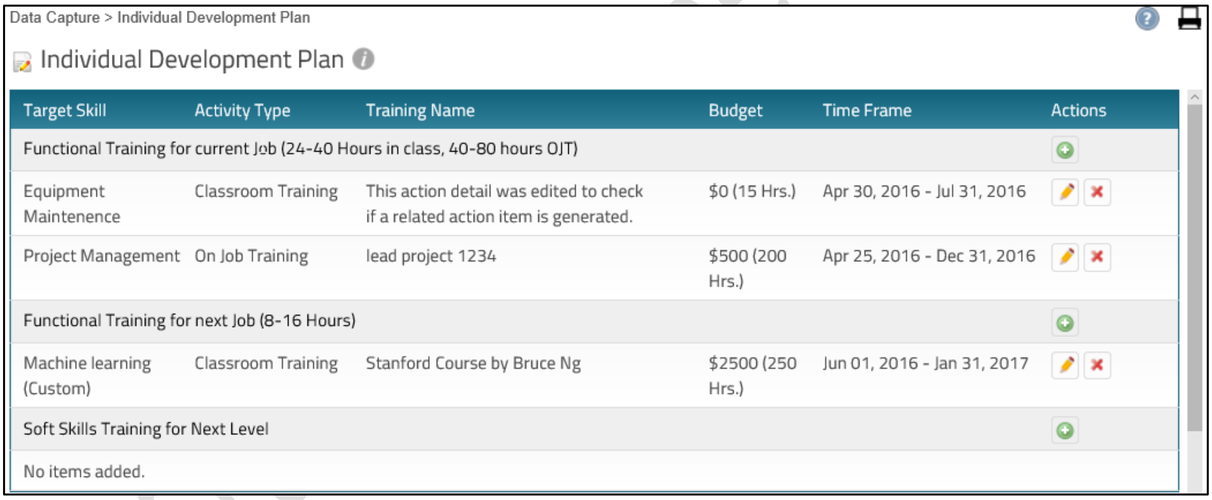
Employees.

CAPTURE

Navigation:

Data Capture >> Expertise Building >> Individual Development Plan

The pages shown in Figure 76: IDP- Employee Growth Drivers- Section and Figure 77: IDP, Organisational Growth Drivers Section constitute the landing pages of a typical IDP of an employee. You can access and edit your own IDP and the IDPs of your direct Reports.


Data Capture > Individual Development Plan

Individual Development Plan

Target Skill	Activity Type	Training Name	Budget	Time Frame	Actions
Functional Training for current Job (24-40 Hours in class, 40-80 hours OJT)					
Equipment Maintenence	Classroom Training	This action detail was edited to check if a related action item is generated.	$0 (15 Hrs.)	Apr 30, 2016 - Jul 31, 2016	
Project Management	On Job Training	lead project 1234	$500 (200 Hrs.)	Apr 25, 2016 - Dec 31, 2016	
Functional Training for next Job (8-16 Hours)					
Machine learning (Custom)	Classroom Training	Stanford Course by Bruce Ng	$2500 (250 Hrs.)	Jun 01, 2016 - Jan 31, 2017	
Soft Skills Training for Next Level					
No items added.					

Figure 76: IDP- Employee Growth Drivers- Section

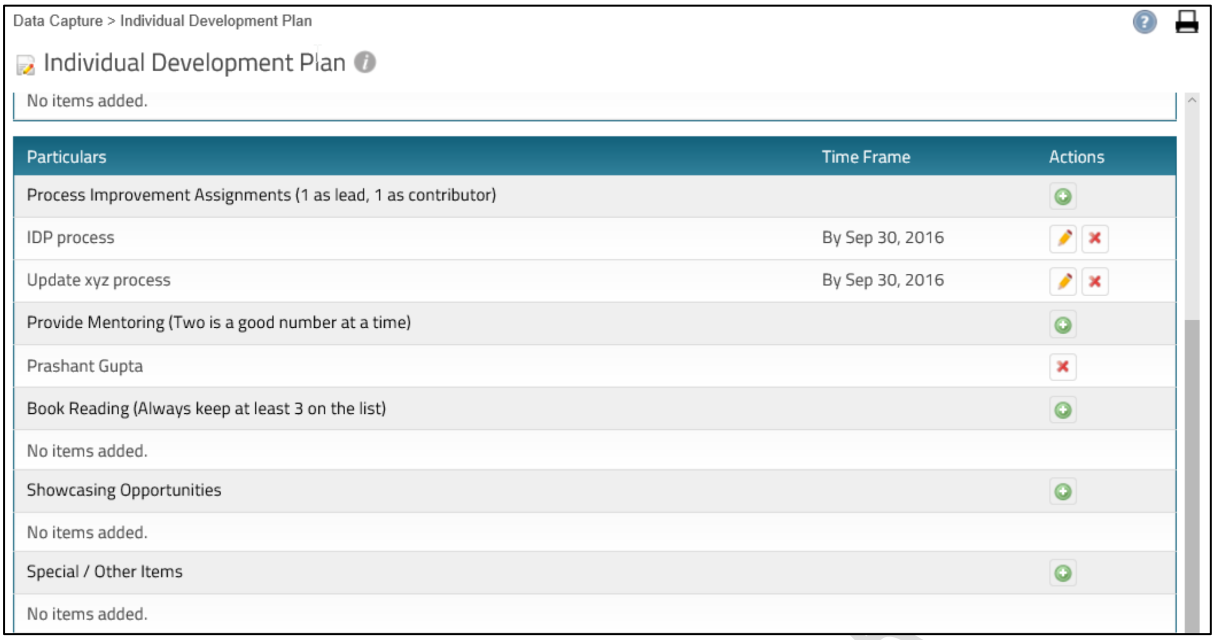


Figure 77: IDP, Organisational Growth Drivers Section

A typical complete IDP has fields, each of which can have multiple components. These can be added using the icon in the right column of the right side of the page. Existing components within a field can be edited using the icon and deleted using the icon.

Functional Trainings required for the current job can be added using the form shown in Figure 78: Functional Training Required for the Current Job. The Target skill be chosen from the Talent Framework (Talent Maps and Gaps>Framework), or added ad-hoc by selecting Custom Skill at the bottom of the list.

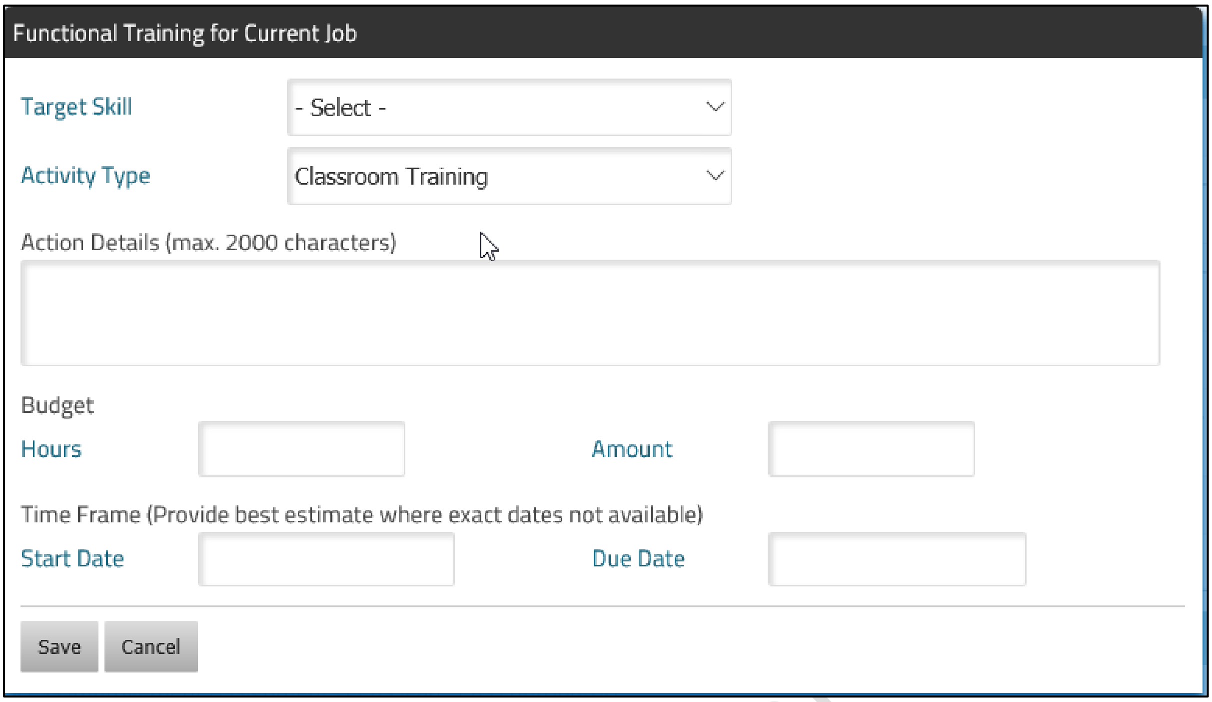


Figure 78: Functional Training Required for the Current Job

Functional Trainings required for the Next job can be added using the form shown in Figure 79: Functional Training Required for the Next Desired Job. The Target skill be chosen from the Talent Framework (Talent Maps and Gaps>Framework), or added ad-hoc by selecting Custom Skill at the bottom of the list.

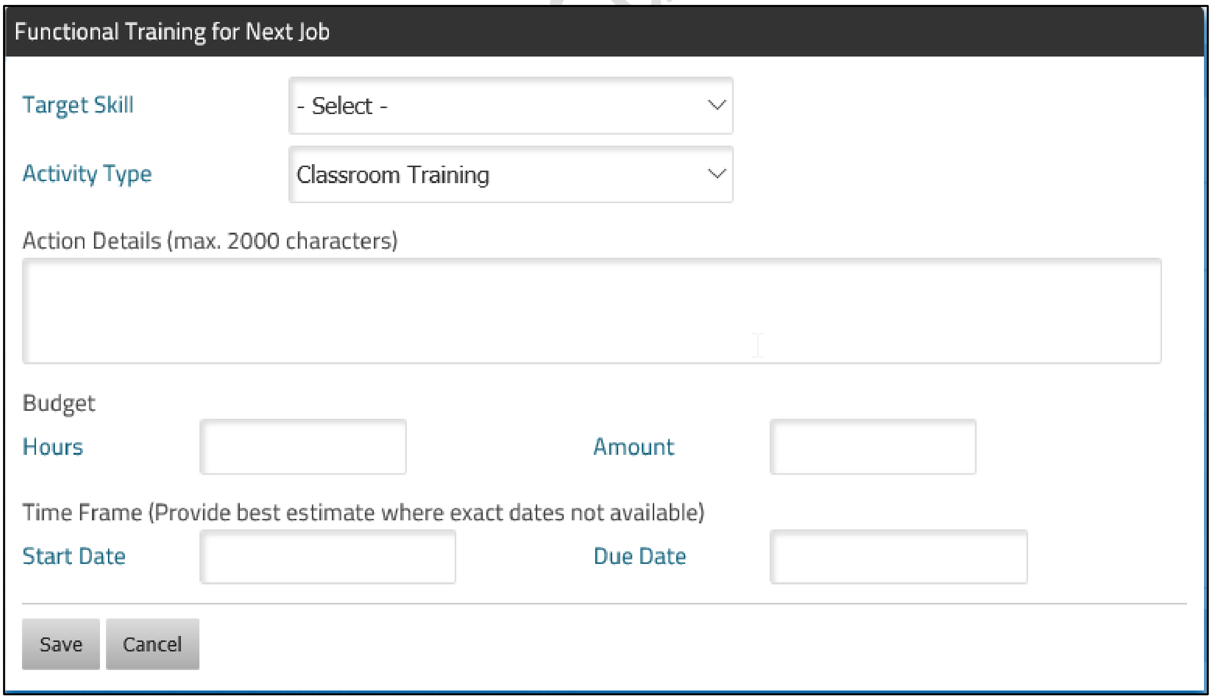


Figure 79: Functional Training Required for the Next Desired Job

Soft Skills Trainings required for the Next job can be added using the form shown in Figure 80: Soft Skills Training Required for the Next Desired Job. The Target skill be chosen from the Talent Framework (Talent

Maps and Gaps>Framework), or added ad-hoc by selecting Custom Skill at the bottom of the list.

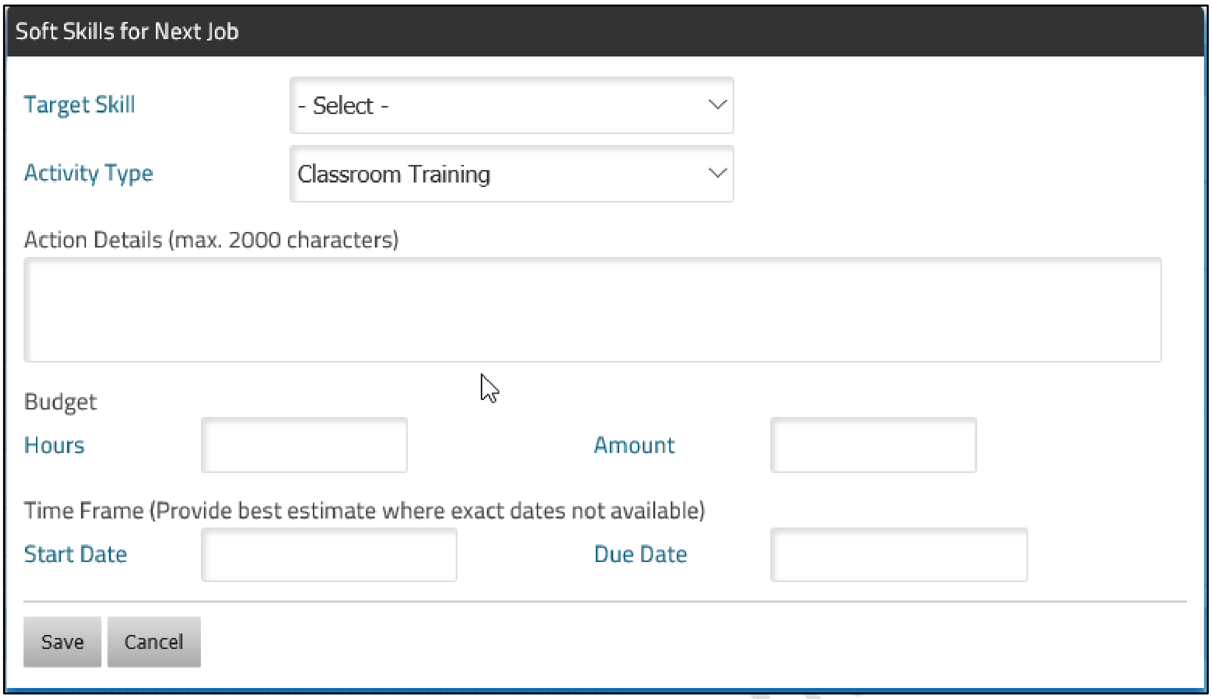


Figure 80: Soft Skills Training Required for the Next Desired Job

Process improvement assignments, shown in Figure 81: Process Improvement Assignments, can be added to the IDP. It is recommended to have at least 2 process improvement assignments at any given pint of time in every employee's IDP. This is linked to the Processes module in principle.

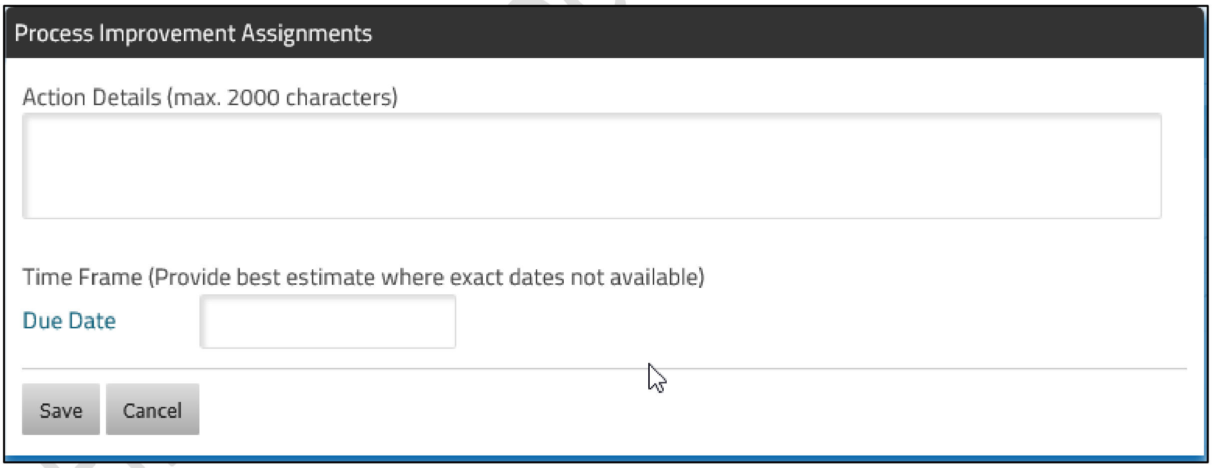


Figure 81: Process Improvement Assignments

An employee can choose to mentor one or more employees from the organisation to mentor. These can be added using the dialog Figure 82: Provide mentoring.

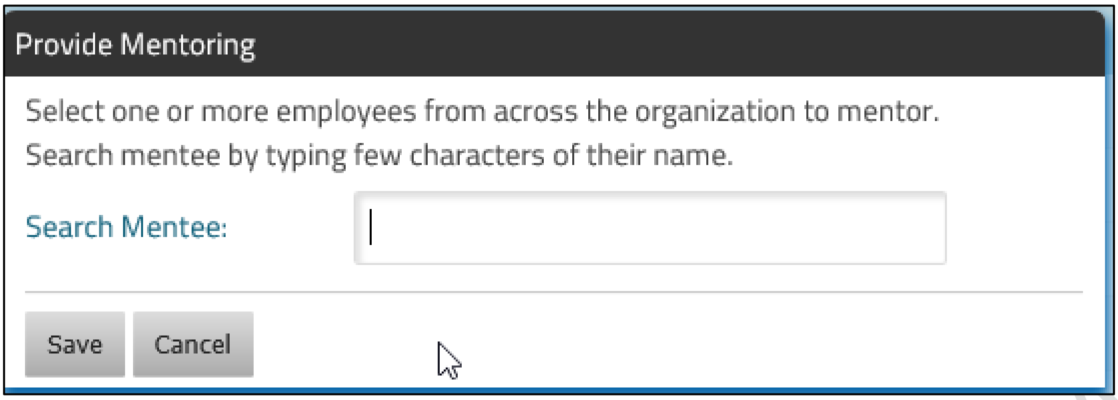


Figure 82: Provide mentoring

Books related to all the fields and skill sets identified above should be planned to be read by the employee. These can be added to the IDP using the page shown in Figure 83: Add books related to each of the above fields.

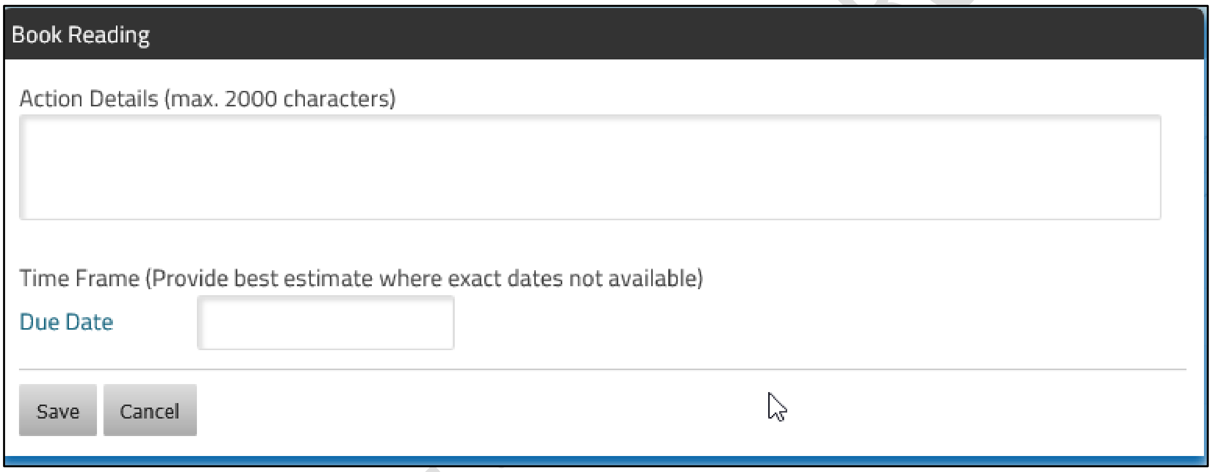


Figure 83: Add books related to each of the above fields

An employee must seek out showcasing opportunities related to the skills that they acquire. These can either be external showcasing opportunities or internal showcasing opportunities. These can be added to the IDP using the page shown in Figure 84: Showcasing Opportunities

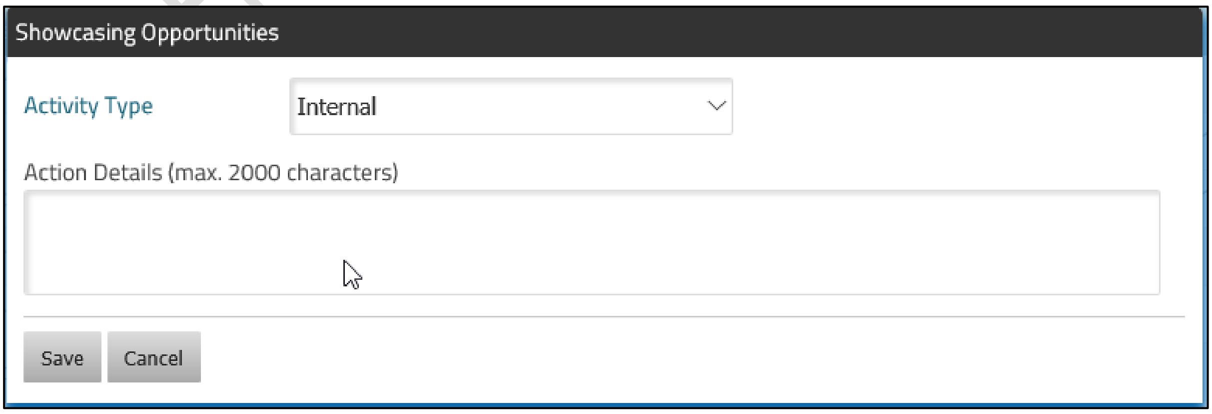


Figure 84: Showcasing Opportunities

Any other items that the employee feels have a place in the IDP can be entered using Figure 85: Special/ Other Items.

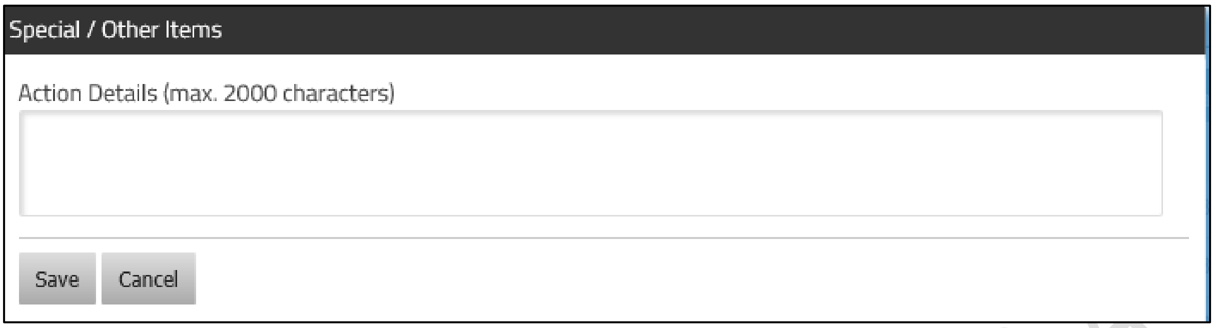


Figure 85: Special/ Other Items

A key feature is that all the components described above would trigger adding action items for the employee, so that they can be tracked to closure. These can be accessed in the Action Items report, and would trigger Email Alerts if E-Mail Settings and the email address in the Add Employees are correctly configured.

REPORTS

Navigation:

Data Capture >> Expertise Building >> Individual Development Plan

The page shown in Figure 76: IDP- Employee Growth Drivers- Section and Figure 77: IDP, Organisational Growth Drivers Section works as the report for the IDP of an employee or their direct reports.

SPECIAL FEATURES

A key feature is that all the components described above would trigger adding action items for the employee, so that they can be tracked to closure. These can be accessed in the Action Items report, and would trigger Email Alerts if E-Mail Settings and the email address in the Add Employees are correctly configured.

ROLLS UP TO

This is connected to the Talent Map in principle. The user must update the talent map as soon as the same is achieved.

OTHER LINKS

Whether or not a user has an updated IDP can be seen at a glance from the Maturity compliance Dashboard.

SUCCESSION PLANNING

PURPOSE

Succession planning is a useful tool to plan for the growth of an enterprise by effective role enhancement and backfilling gaps.

FRAMEWORK

Succession Planning requires an updated Employee Database (Add Employees), and the List of Skills in the Talent Framework (Talent Maps and Gaps-Framework). This is also conceptually linked to the Individual Development Plan (Individual Development Plan) of the individual Employee.

CAPTURE

Navigation

Data Capture >> Expertise Building >> Succession Planning

The page shown in Figure 86: List of Employees for whom a Succession Plan Exists. This table lists the parameters captured for each incumbent for whom a succession plan exists.

On clicking the icon or clicking Add Item, you can edit or add a succession plan.

Data Capture > Succession Planning

Succession Planning

Add Item

Incumbent	Grade	Role	Active	Risk	Actions
Pankaj Agarwal	Not Defined	Procurement	True	High	
Rahul Vijay	Not Defined	Program Management	True	Medium	
Ripi Singh	Not Defined	xyz	True	High	
Sunny Pandey	Not Defined	this text is null	True	Low	
Vaibhav Garg	Senior Management	asdf	False	High	

Figure 86: List of Employees for whom a Succession Plan Exists

CAPTURING DETAILS FOR THE INCUMBENT

As shown in Figure 87: Add a Succession plan for an Incumbent, there are multiple fields that need to be added with respect to the employee for whom succession plan is to be prepared.

The following fields need to be added

a. Incumbent- Name Search – Enter the name of the Incumbent
b. Risk – Dropdown, options High/Medium/Low- Select the Level of risk to the organisation originating from the person's exodus.
c. Active today- Yes/No Checkbox- Specify whether the person is doing the specified role TODAY
d. Grade- Automatic- This is automatically picked up from the employee database. See Add Employee Grades and Add Employees
e. Role- Free Text- Mention in detail the role that the employee has in the organisation, for which a successor is sought.
f. Retention Incentive- Free Text- Mention in detail the steps that need to be taken to retain the incumbent. Note: This field is only available for editing if the retention risk is high.

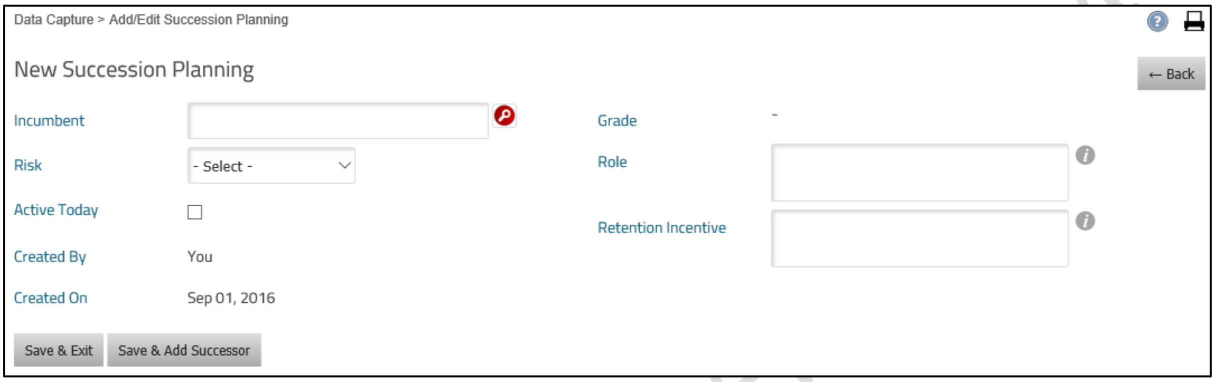


Figure 87: Add a Succession plan for an Incumbent

The user can then click Save & Exit if they plan to add successors later. The user will use the icon to add successors later. Refer Figure 89: Edit Existing Succession Plan. Alternatively, they can click Save & Add Successor if they choose to go ahead to Capturing Details for the Successors.

CAPTURING DETAILS FOR THE SUCCESSORS

The details for a successor to a given incumbent, as shown in Figure 88: Add Successors for the Incumbent has a few important fields to update.

a. Incumbent Name: pre-fetched by the application
b. Successor- Name search- Mention the proposed successor
c. When ready- Dropdown, options Now, 6 Months, 1 Year and 2 Years
d. Mentor- Name search- an employee that is selected to be a mentor to the successor
e. Incentive- Free Text – Mention the incentive that is to be given to the successor if they succeed.
f. Key development Gaps (up to 5)- Dropdown – from the list of skills in the talent Framework.
g. Other development Gaps- free text- If there are other development gaps other than those in the talent framework, mention those here, separated by commas.

Figure 88: Add Successors for the Incumbent

On clicking save on the page shown in Figure 88: Add Successors for the Incumbent Figure 87: Add a Succession plan for an Incumbent, you are returned to a page shown in Figure 89: Edit Existing Succession Plan

You can continue adding multiple successors to the same incumbent by clicking Save & Add Successor .

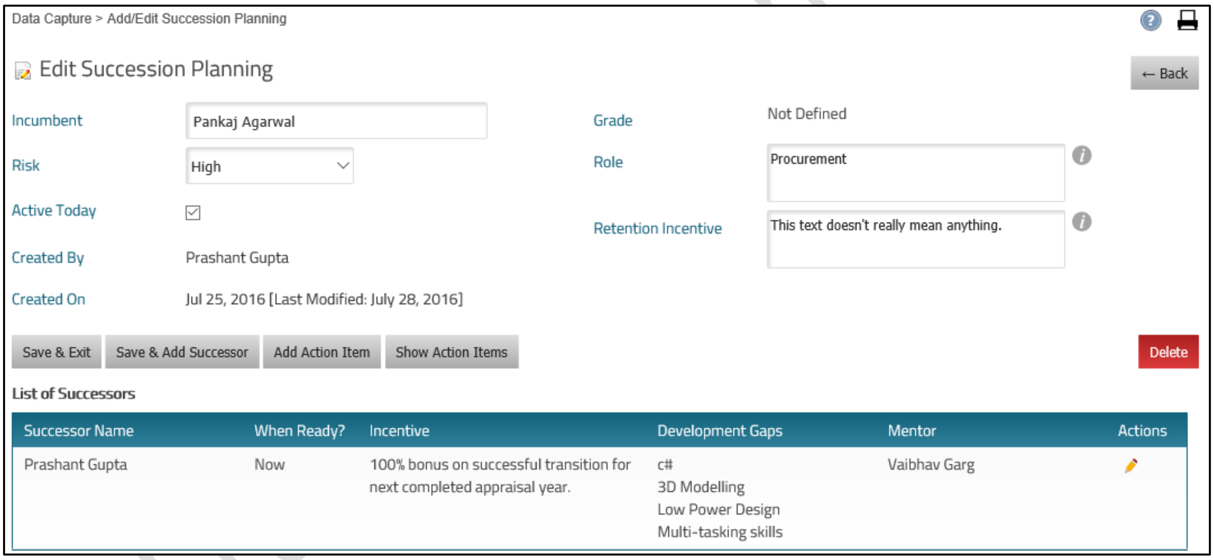


Figure 89: Edit Existing Succession Plan

REPORTS

Navigation:

Reports >> Succession Planning

On navigating to the page shown in Figure 90: Succession Planning Report, you can see a hierarchical report of all incumbents and their successors along with the captured details.

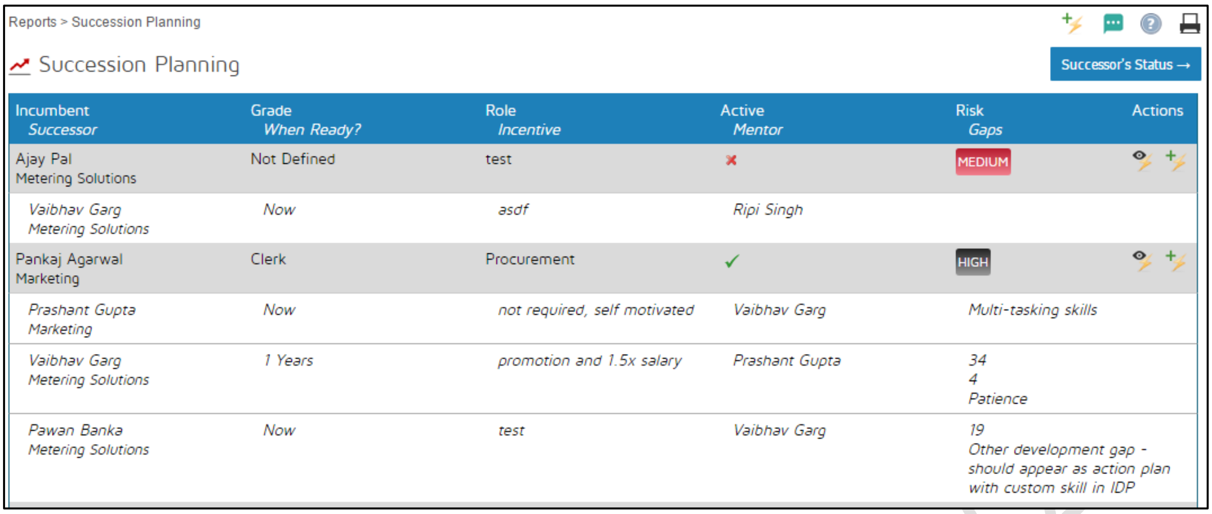


Figure 90: Succession Planning Report

On the right side of the page, you can choose to enter an action item related to the specific incumbent. This is enabled using the icon to add action items, and the icon to view the action items linked to the specific incumbent. Note that the icon will only appear if one or more action items exist for the specific entry.

The consolidated report of all action items, including the ones entered here, can be seen in Action Items Reports.

SPECIAL FEATURES

The Key development gaps of the successor are added to their respective IDPs under "Functional Trainings for the next job".

Also, in order for a succession plan to succeed, every successor should also have a succession plan. This is ensured by clicking the Successor's Status → button on the page shown in Figure 90: Succession Planning Report. This shows all the successors and the status of whether they have a valid succession plan in the system.

OTHER LINKS

IDP

RISK MANAGEMENT

PURPOSE

Risk Management Module facilitates identification, quantification and prioritization of Risks to enterprise, Business Units and individual projects. This also enables creation of mitigation and contingency plans for the same.

FRAMEWORK

Risk Management requires a list of Business Units, added using Add Business Unit and the List of Projects

CAPTURE

Navigation:

Data Capture >> Offerings >> Risk Management

On navigating to the page shown in Figure 91: List of Risks that the user has created, all the risks that the user has entered are visible.

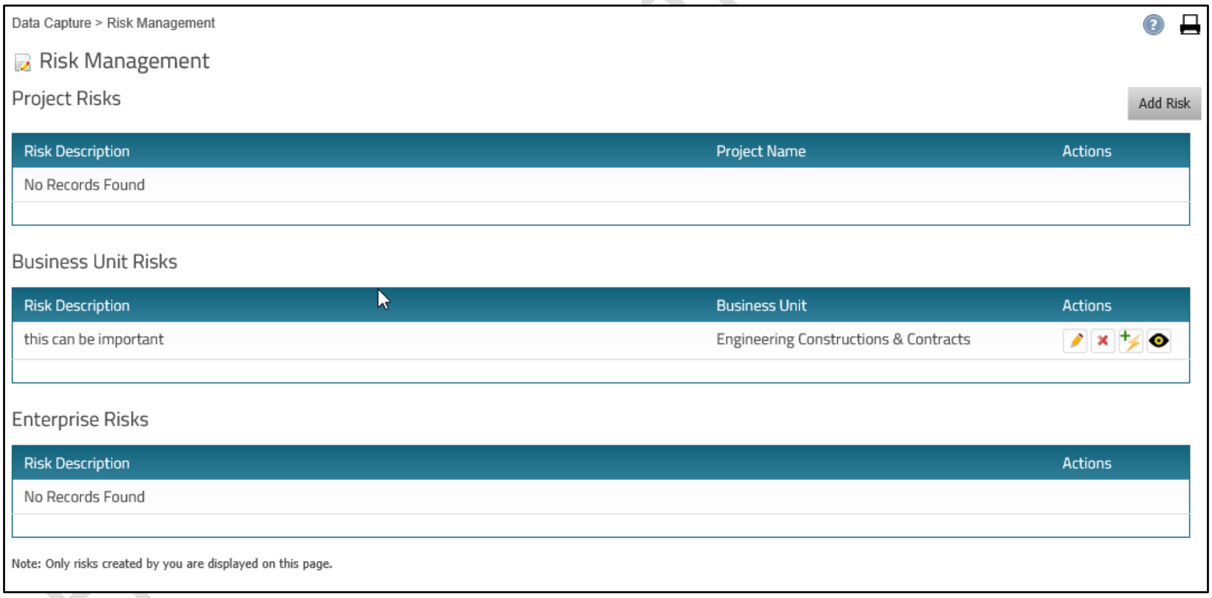


Figure 91: List of Risks that the user has created

On clicking 

, a screen similar to Figure 92: Add a Risk and quantify it appears. The risk can either be an Enterprise risk, A BU risk or a project risk.

If the Risk is a Project Risk, the name of the project needs to be selected from the dropdown. This dropdown is populated from the values in the Project Master.

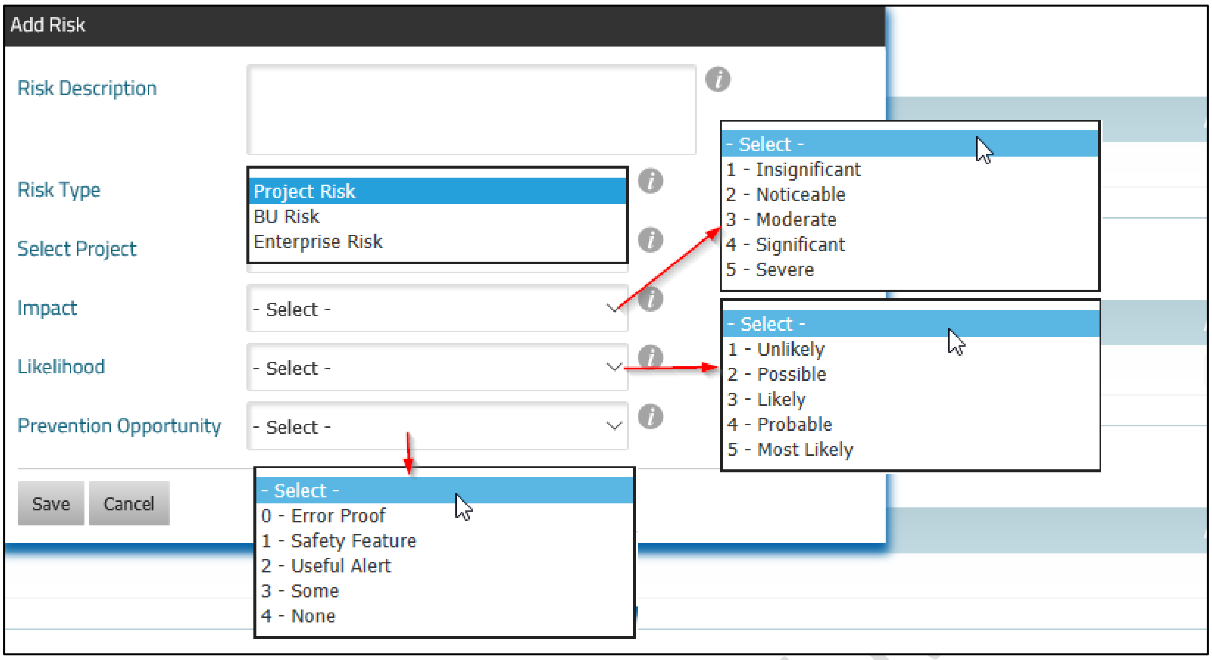


Figure 92: Add a Risk and quantify it

REPORTS

Navigation:

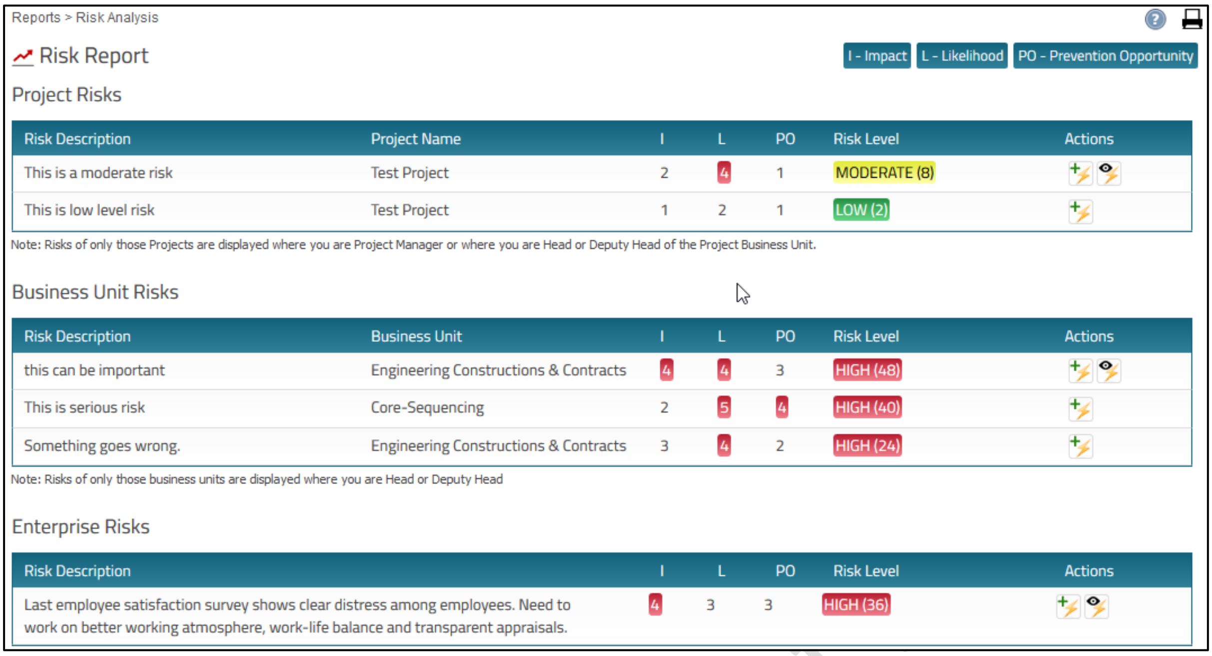
Reports >> Risk Analysis

On navigating to the page visible in Figure 93: Risk Report with Hotspots, a list of risks categorised among Project Risks, Business Unit Risks and Enterprise Risks is seen.

Note that Risks of only those Projects are displayed where you are Project Manager or where you are Head or Deputy Head of the Project Business Unit.

Also Note that Risks of only those business units are displayed where you are Head or Deputy Head.

The Enterprise risks are visible to BU Heads and Deputy Heads in addition to the application administrators.



Reports > Risk Analysis

Risk Report

I - Impact | L - Likelihood | PO - Prevention Opportunity

Project Risks

Risk Description	Project Name	I	L	PO	Risk Level	Actions
This is a moderate risk	Test Project	2	4	1	MODERATE (8)	
This is low level risk	Test Project	1	2	1	LOW (2)	

Note: Risks of only those Projects are displayed where you are Project Manager or where you are Head or Deputy Head of the Project Business Unit.

Business Unit Risks

Risk Description	Business Unit	I	L	PO	Risk Level	Actions
this can be important	Engineering Constructions & Contracts	4	4	3	HIGH (48)	
This is serious risk	Core-Sequencing	2	5	4	HIGH (40)	
Something goes wrong.	Engineering Constructions & Contracts	3	4	2	HIGH (24)	

Note: Risks of only those business units are displayed where you are Head or Deputy Head

Enterprise Risks

Risk Description	I	L	PO	Risk Level	Actions
Last employee satisfaction survey shows clear distress among employees. Need to work on better working atmosphere, work-life balance and transparent appraisals.	4	3	3	HIGH (36)	

Figure 93: Risk Report with Hotspots

The risks are highlighted with hotspots. Where Impact, Likelihood or Prevention Opportunity is greater than 4, The score is highlighted in RED.

The RPN is calculated as a product of Impact, Likelihood or Prevention Opportunity scores and is reported as:

0-3	NO RISK. No action required.
4-17	LOW - Be aware and keep improving
18-48	MODERATE - Have an approved risk mitigation plan
48-99	HIGH - Prioritize risk mitigation actions and demonstrate confidence in plan
100	SERIOUS - STOP Reduce risk before proceeding further

The mitigation and contingency action plans can be added using the  icon to add action items, and the  icon to view the action items linked to the specific risk. Note that the  icon will only appear if one or more action items exist for the specific risk.

The consolidated report of all action items, including the ones entered here, can be seen in Action Items Reports.

SPECIAL FEATURES

In addition to the Access rights defined using the Access Details module, the Enterprise and BU level risks will only be visible to BU Heads and Dy Heads.

COMMUNICATION CADENCE

PURPOSE

The Purpose of Communication Cadence module is to manage Intra-enterprise communication on a regular cadence.

FRAMEWORK

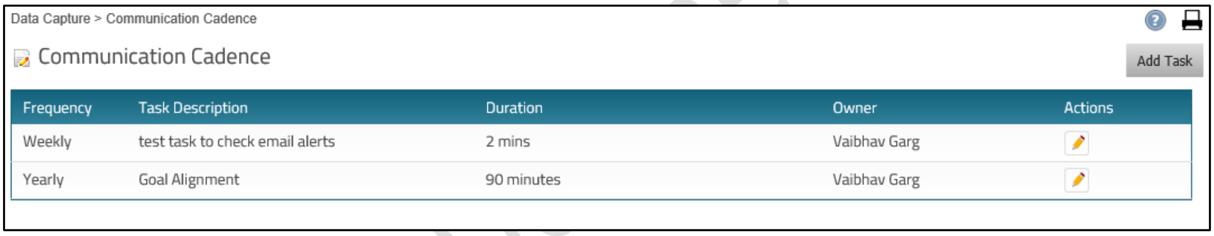
Communication Cadence requires an updated employee database.

CAPTURE

Navigation:

Data capture >> Efficiency Improvement >> Communication cadence

On navigating to the page shown in Figure 94: List of Communication Events with Cadence, you see all events and their cadence in a table. You can either click on icon to edit or the to add a new event.



Frequency	Task Description	Duration	Owner	Actions
Weekly	test task to check email alerts	2 mins	Vaibhav Garg	
Yearly	Goal Alignment	90 minutes	Vaibhav Garg	

Figure 94: List of Communication Events with Cadence

The user lands on a page shown in Figure 95: Add Communication event with its Cadence. They need to enter the following details

a. Task Description- Free text
b. Duration- Free Text- The details on how long the communication event is expected to last.
c. Frequency: Dropdown with options- For each of the cadence frequency options, the user sees options to specify exactly when the event takes place.
    a. Daily- as shown in Figure 96: Cadence - Daily
    b. Weekly- as shown in Figure 97: Cadence - Weekly
    c. Monthly- as shown in Figure 98: Cadence - Monthly
    d. Quarterly- as shown in Figure 99: Cadence - Quarterly
    e. Yearly- as shown in Figure 100: Cadence – Yearly

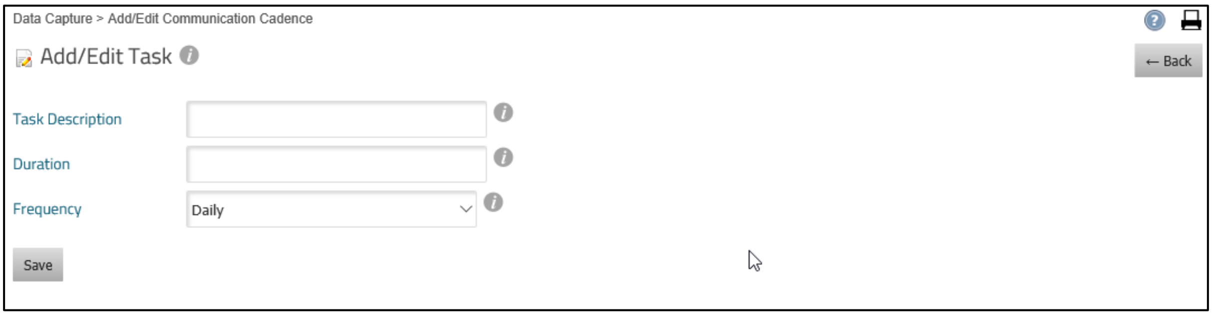


Figure 95: Add Communication event with its Cadence

Figure 96: Cadence - Daily

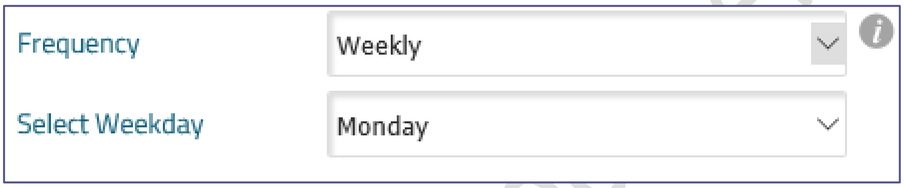


Figure 97: Cadence - Weekly

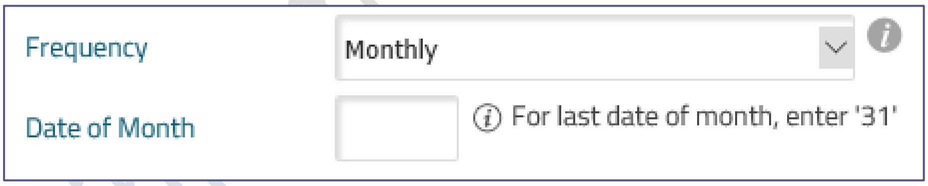


Figure 98: Cadence - Monthly

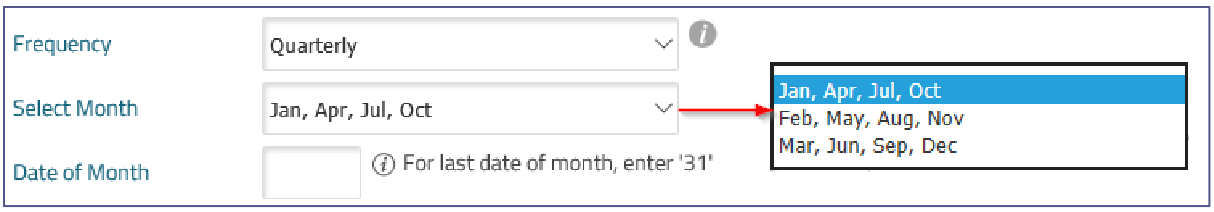


Figure 99: Cadence - Quarterly

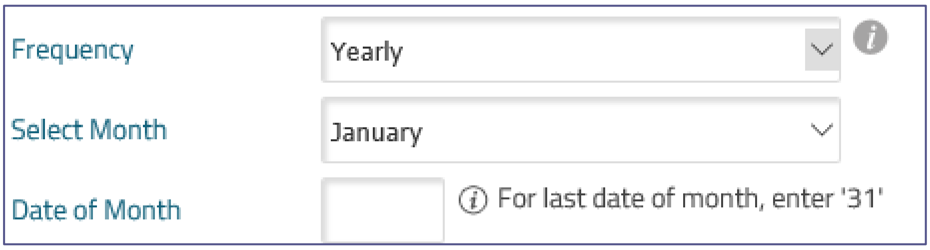


Figure 100: Cadence – Yearly

REPORTS

The communication cadence report can be accessed via the icon on the top navigation bar, as shown in Figure 101: Communication Cadence Report. The user can hover for the full name of the event, and click for all captured details as shown in Figure 102: Communication Cadence Details on Clicking.

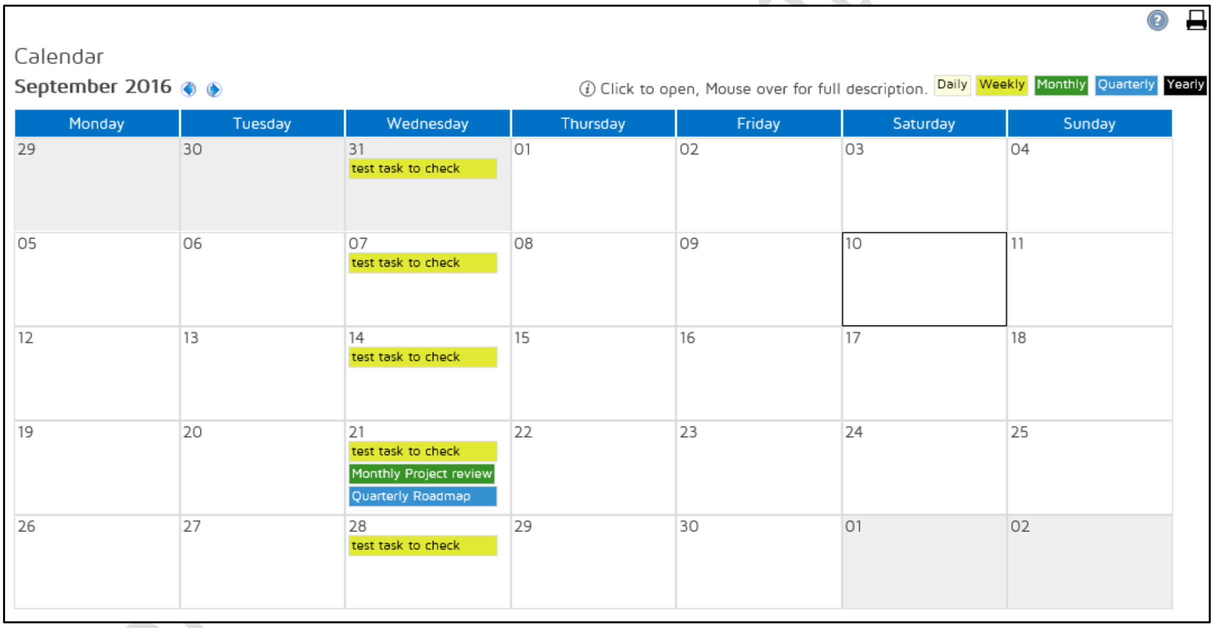


Figure 101: Communication Cadence Report

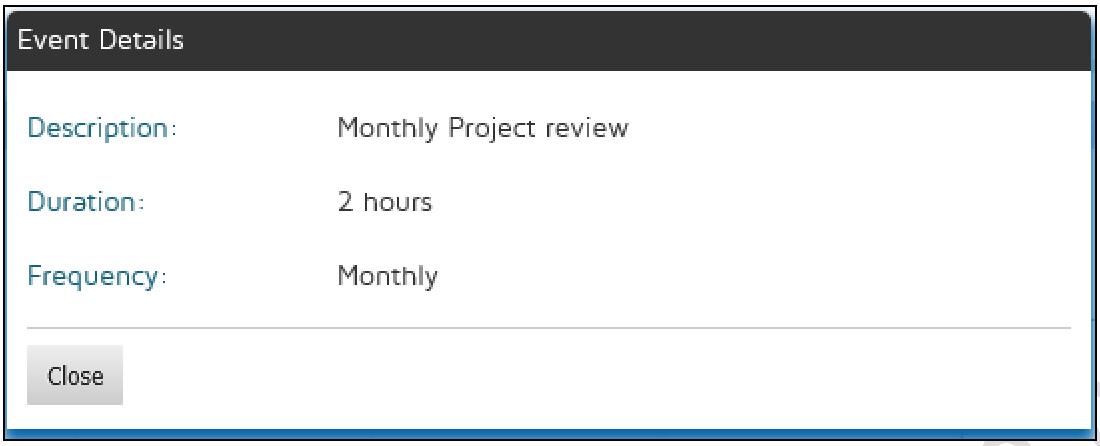


Figure 102: Communication Cadence Details on Clicking

SPECIAL FEATURES

The user is alerted by email before each communication cadence event. The duration between the email and the actual event date depends upon the frequency of the event and is

a. For daily- No alerts
b. For weekly- a day before the event
c. For Monthly- Five days before the event
d. For Quarterly- fifteen days before the event
e. For Yearly- thirty days before the event

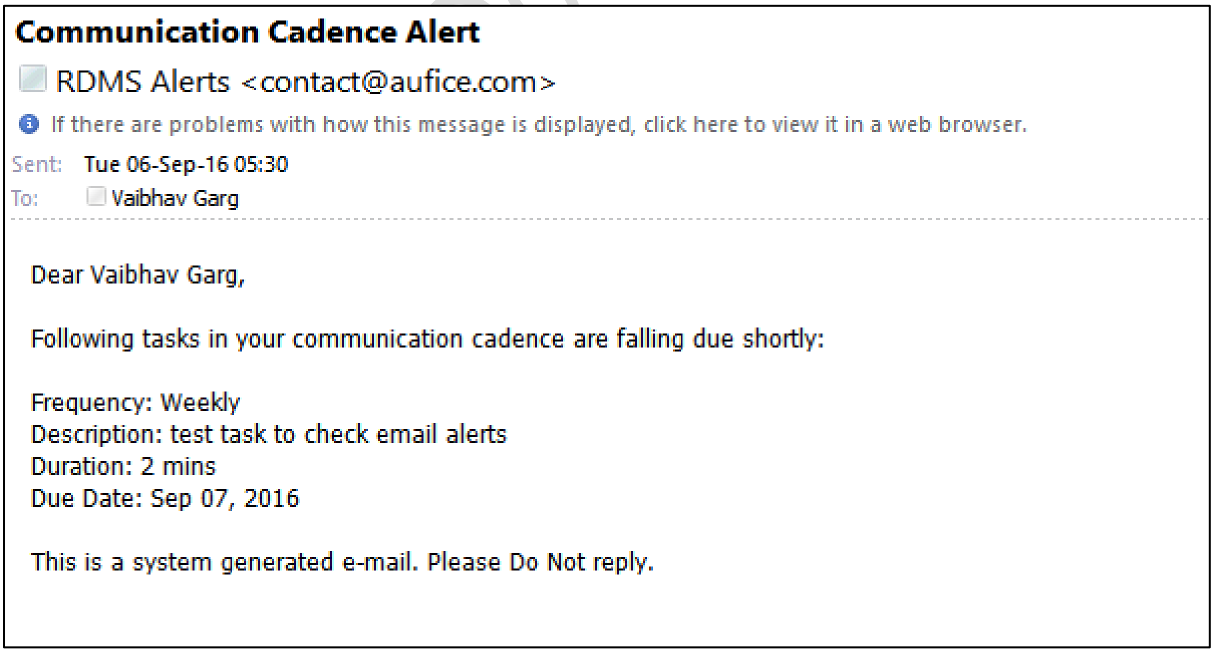


Figure 103: Communication Cadence Email alert

GROWTH STRATEGY

PURPOSE

The purpopse of this module is to be able to identify and evaluate business strategies for multifold growth in a given time duration, and compare the same to each other.

FRAMEWORK

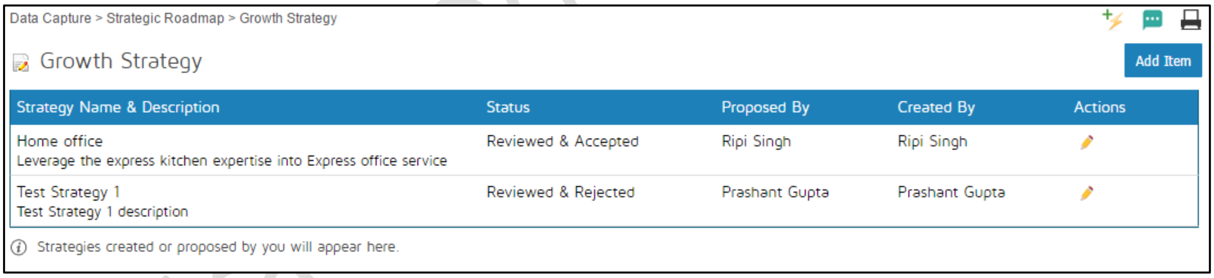
None.

CAPTURE

Navigation

Data Capture >> Strategic Roadmap >> Growth Strategy

On navigating to the page shown in Figure 104: Identified Growth Strategies, the user sees all growth strategies identifies by them



Strategy Name & Description	Status	Proposed By	Created By	Actions
Home office Leverage the express kitchen expertise into Express office service	Reviewed & Accepted	Ripi Singh	Ripi Singh	
Test Strategy 1 Test Strategy 1 description	Reviewed & Rejected	Prashant Gupta	Prashant Gupta	

Figure 104: Identified Growth Strategies

On clicking the Add Item button, the user sees the page as shown in Figure 105: Identify a new Growth Strategy.

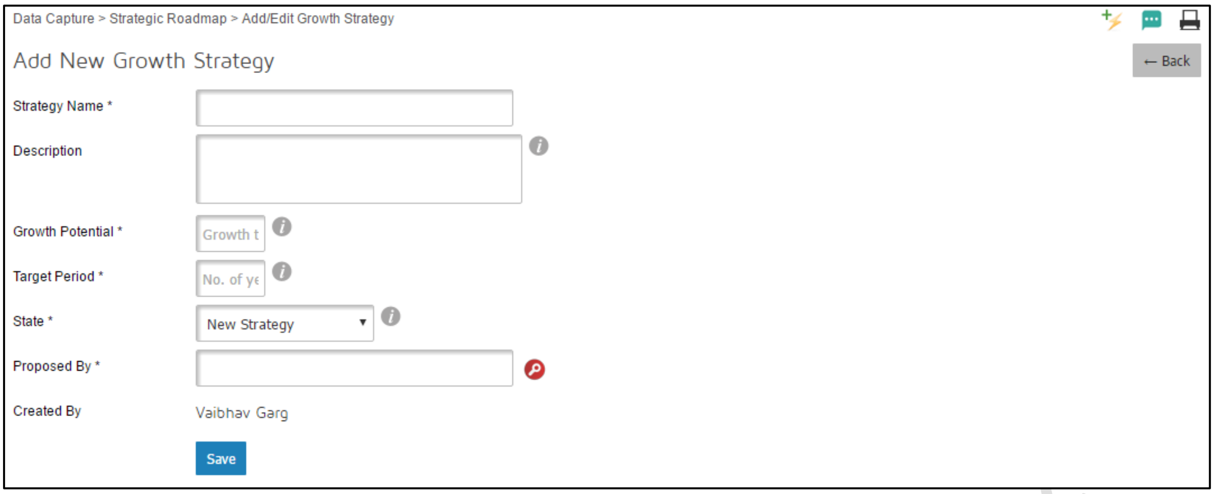


Figure 105: Identify a new Growth Strategy

To define a new growth strategy, the user must enter:

a. Strategy Name- a descriptive name for the strategy
b. Description- brief description of the strategy
c. Growth Potential- How many times is the business expected to grow?
d. Target Period-In how many years would the growth potential be realised in?
e. State – choose between “New Strategy”, “Reviewed and accepted”, “Reviewed and Deferred”, and “Reviewed and Rejected”
f. Proposed By- click on the lens icon and select an employee name who proposed the concept.

Click on 

button.

On clicking the 

button, the user sees the screen shown in Figure 106: Define a new Growth Strategy.

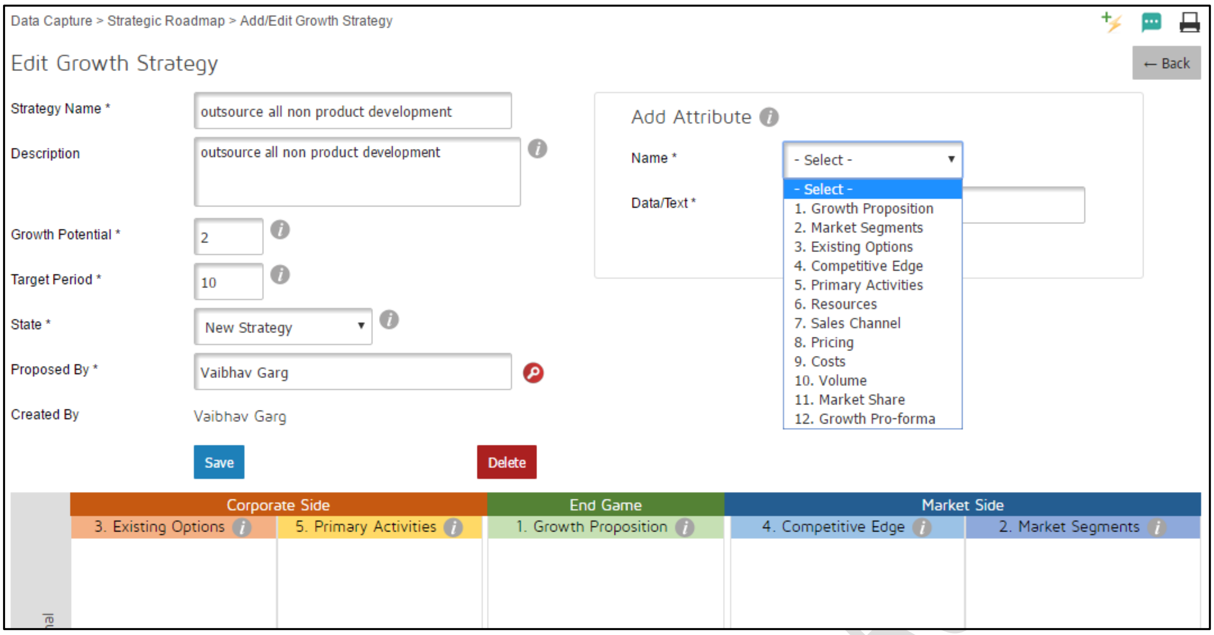


Figure 106: Define a new Growth Strategy

Using this screen, the user can choose attributes and enter their values against the specific attribute. This populates a growth canvas.

REPORTS

Navigation

Dashboards >> Growth startegy

On navigating to the page shown in Figure 107: List of all Reviewed and Accepted Growth Strategies, the user sees all reviewed and accepted strategies in a table.

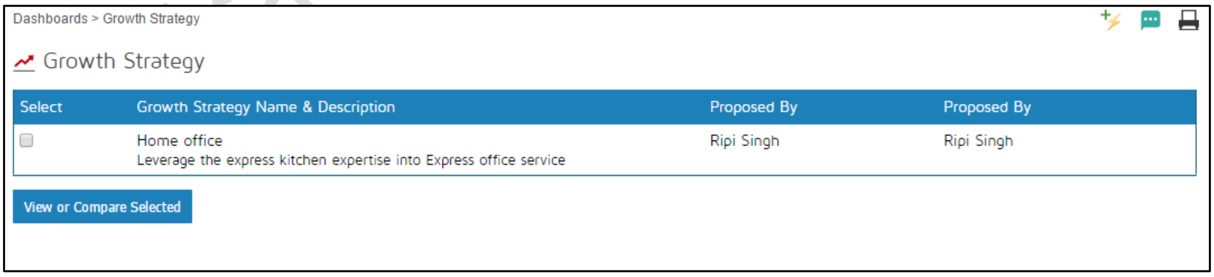


Figure 107: List of all Reviewed and Accepted Growth Strategies

The user can select up to 3 strategies using the checkboxes in the name and click on View or Compare Selected. This opens the page shown in Figure 108: View or compare Growth Strategies. This contains all the values against all attributes captured against the selected strategies. This also shows the growth potential and the time period in the form of NxMy against each strategy.

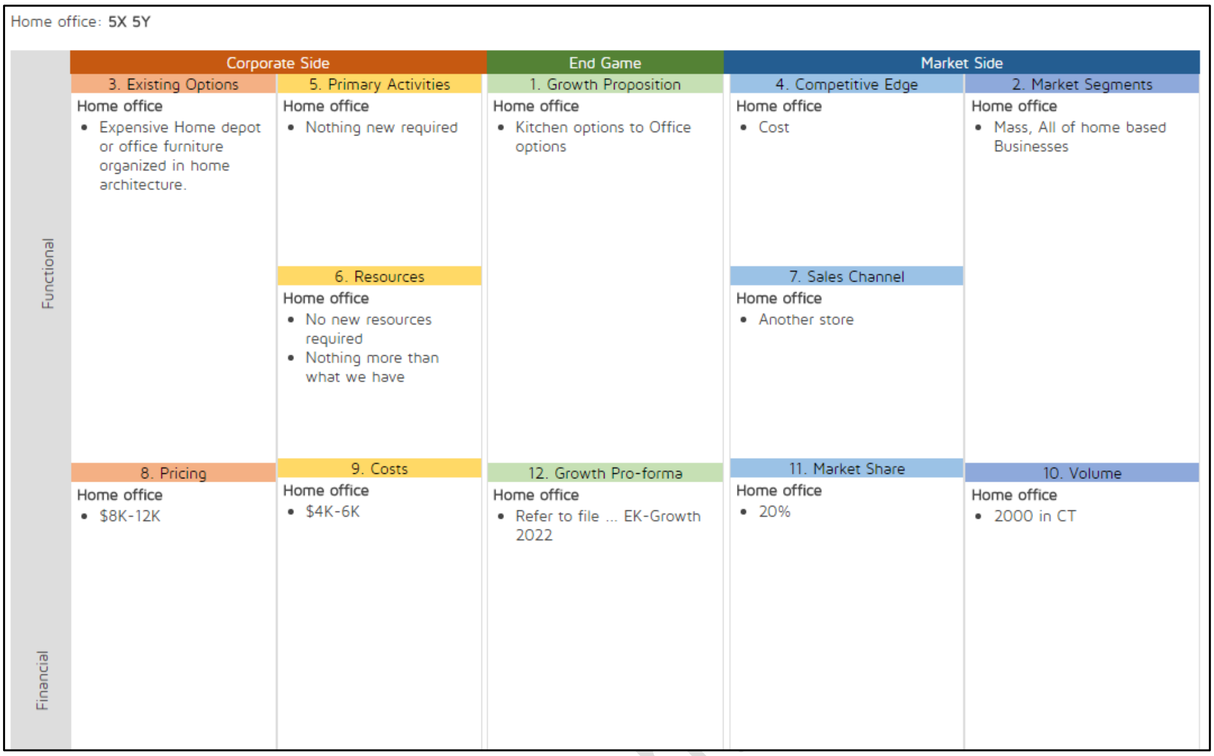


Figure 108: View or compare Growth Strategies

CONCEPT QUALIFICATION

PURPOSE

One page business case for a new idea/project

FRAMEWORK

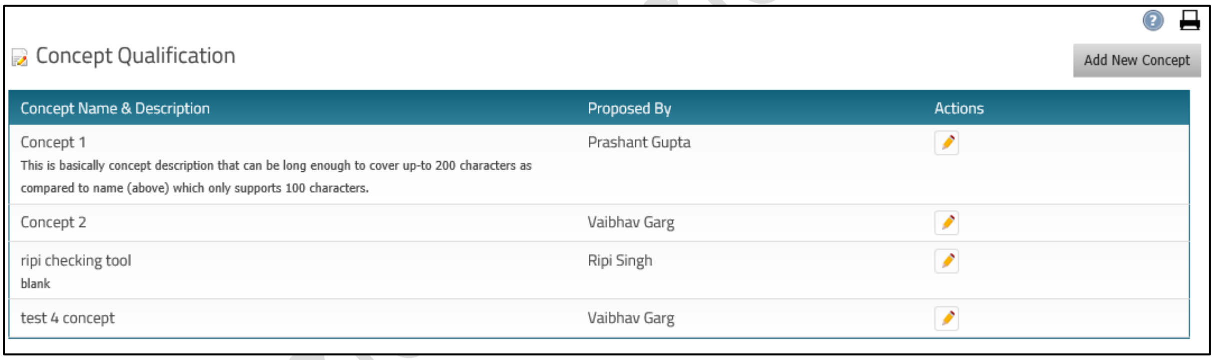
Concept qualification is a standalone tool, with no framework requirements.

CAPTURE

Navigation:

Data Capture >> Offerings >> Concept Qualification

On navigating to the page shown on Figure 109: List of Concepts, the user sees all concepts that they have entered.



Concept Name & Description	Proposed By	Actions
Concept 1 This is basically concept description that can be long enough to cover up-to 200 characters as compared to name (above) which only supports 100 characters.	Prashant Gupta	
Concept 2	Vaibhav Garg	
ripi checking tool blank	Ripi Singh	
test 4 concept	Vaibhav Garg	

Figure 109: List of Concepts

On clicking on Add New Concept or the icon to add or edit a concept, the user is taken to a page shown in Figure 110: Add a new Concept. The user needs to add the concept name, concept description and their or the proposer's name.

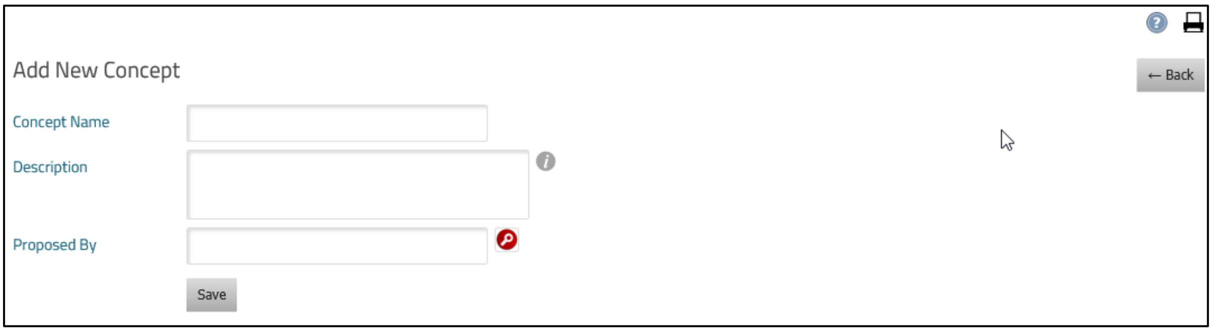


Figure 110: Add a new Concept

On clicking Save the user is shown the rest of the page as shown in Figure 111: Add Attributes to the Concept. The user adds various attributes to the concept using the Name - Select - dropdown and enters their respective test or data.

The visual updates in real time as soon as the user clicks Add to Concept. The user can edit and delete the entered data for the attribute using the icons in the visual.

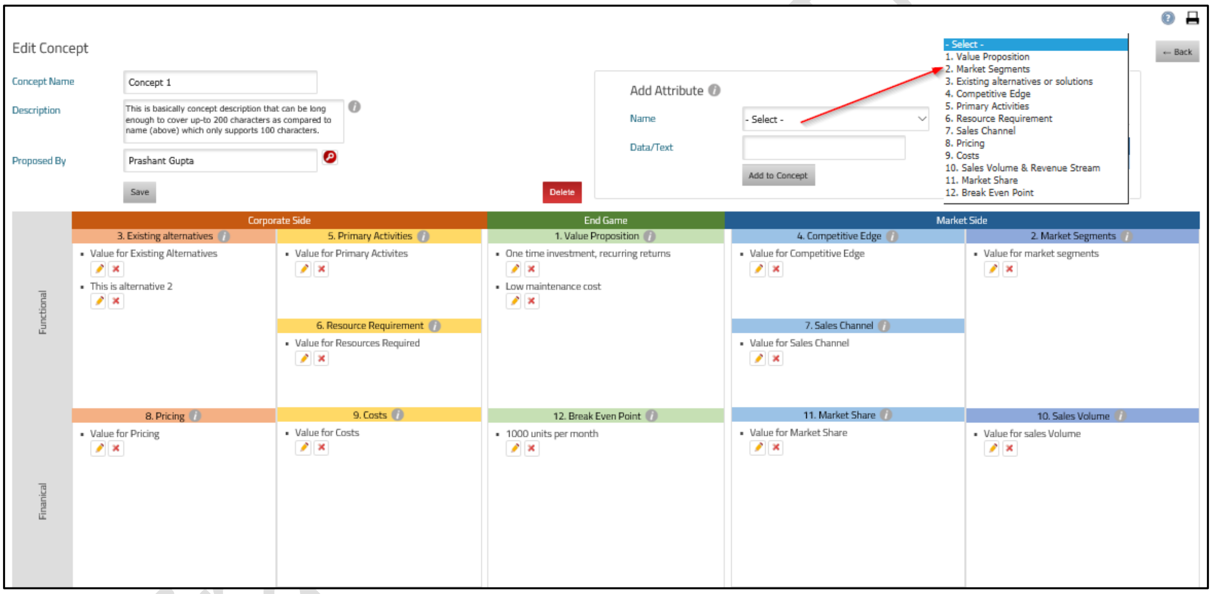


Figure 111: Add Attributes to the Concept

REPORTS

Navigation:

Reports >> Concept Qualification

On navigating to this page, the user is shown the list of concepts to view or compare, with a checkbox next to each one of them. If the user selects one concept to view, they are taken to a screen that shows the concept in a way similar to the bottom half of Figure 111: Add Attributes to the Concept. The admins can see all concepts and the BU heads and Deputy heads see the concepts proposed by their BU's employees.

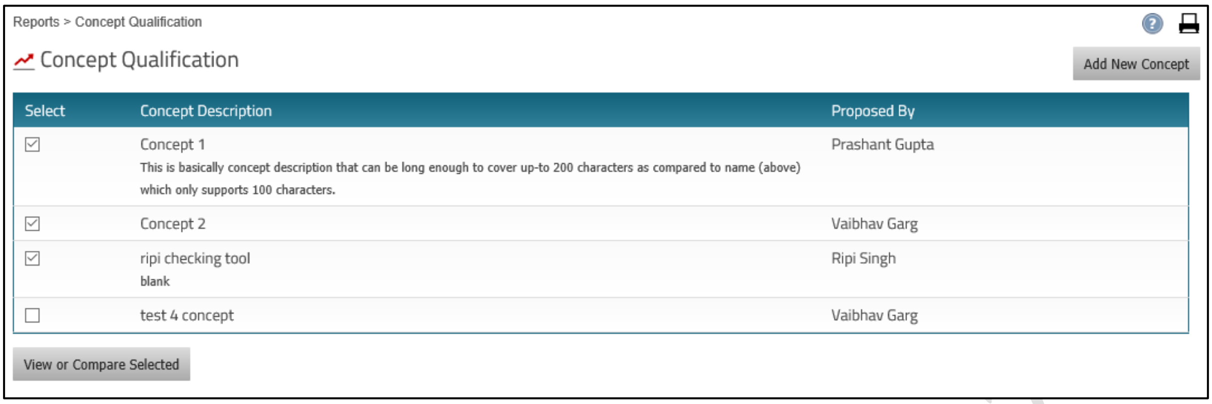


Figure 112: View or Compare Concepts

If the user selects up to 3 concepts to compare, they are shown a report shown in Figure 113: Concept , with the values of the attributes one below the other, separated by the names of the concepts.

If more than 3 concepts are selected for comparison, the application shows an error and does not let the user proceed.

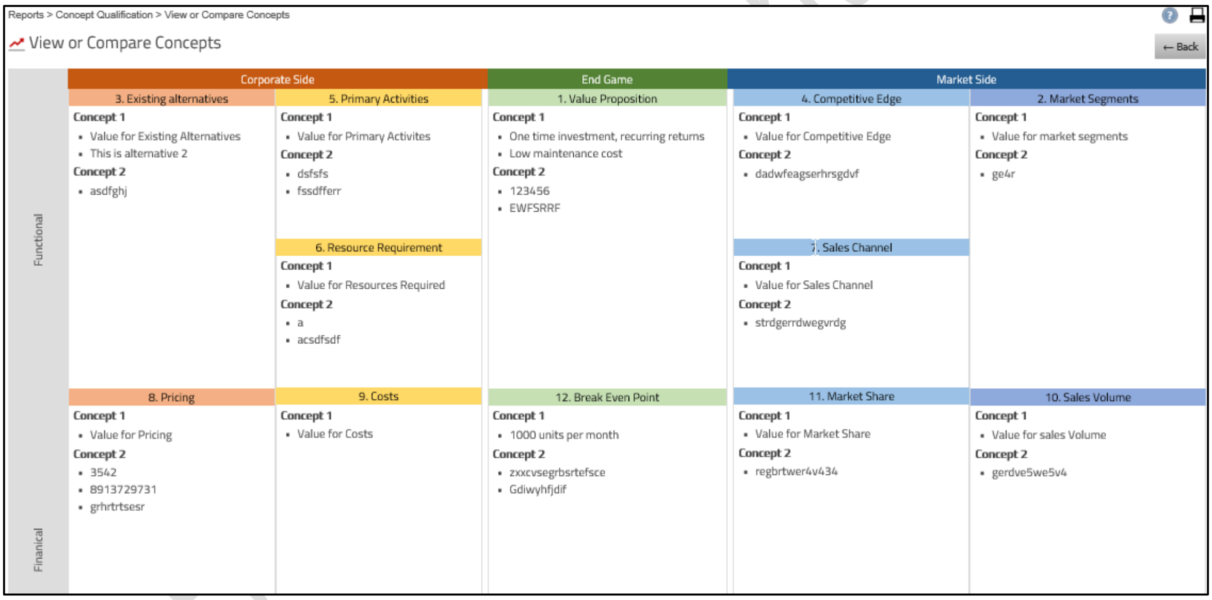


Figure 113: Concept Comparison

OTHER LINKS

Projects

ACTION ITEMS

PURPOSE

Action items are the most important support component of the system. This is linked to from most modules in the application. This supports email alerts as well.

These also act as the primary entry point to respond to surveys.

FRAMEWORK

The action item module requires the employee database to be updated. If the email settings in E-Mail Settings and Add Employees are updated, the module triggers an email a day before the action item becomes due.

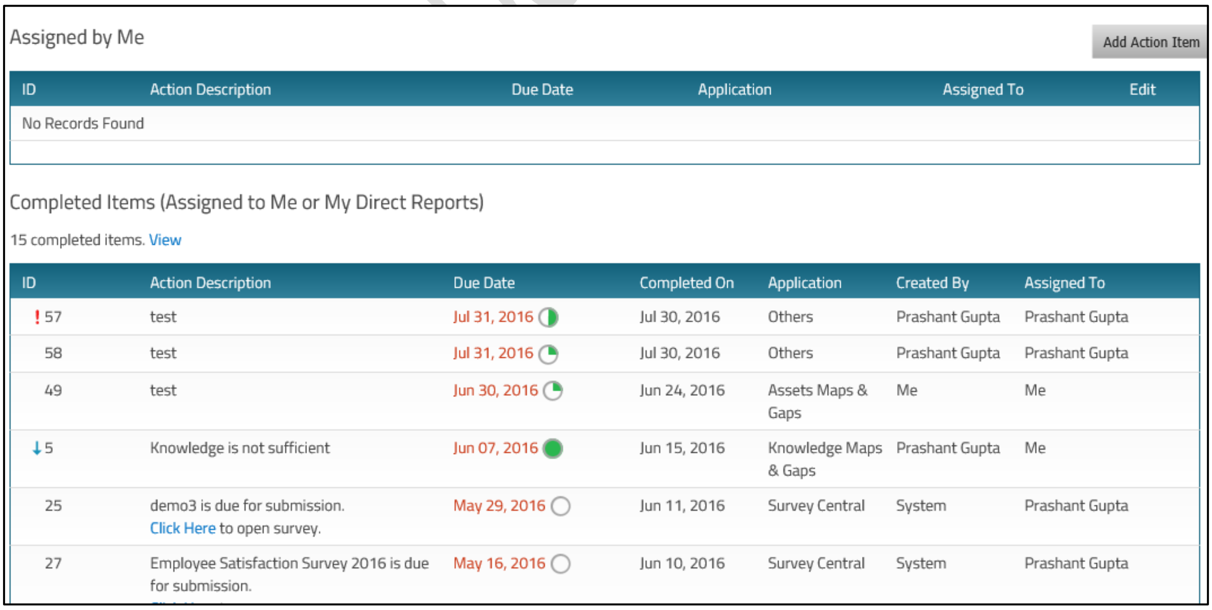
CAPTURE

Navigation:

a. Reports >> Action Item reports

b. From all modules where the icon appears. These are re-referenced from the respective modules.

Navigating to the page to add action items directly, as indicated in a, the page shown in Figure 114: Add action Items Directly appears. On clicking the Add Action Item or the icon, the page shown in Figure 115: Add Action Item Details is seen.



Assigned by Me

Add Action Item

ID	Action Description	Due Date	Application	Assigned To	Edit
No Records Found					

Completed Items (Assigned to Me or My Direct Reports)

15 completed items. View

ID	Action Description	Due Date	Completed On	Application	Created By	Assigned To
! 57	test	Jul 31, 2016	Jul 30, 2016	Others	Prashant Gupta	Prashant Gupta
58	test	Jul 31, 2016	Jul 30, 2016	Others	Prashant Gupta	Prashant Gupta
49	test	Jun 30, 2016	Jun 24, 2016	Assets Maps & Gaps	Me	Me
↓5	Knowledge is not sufficient	Jun 07, 2016	Jun 15, 2016	Knowledge Maps & Gaps	Prashant Gupta	Me
25	demo3 is due for submission. Click Here to open survey.	May 29, 2016	Jun 11, 2016	Survey Central	System	Prashant Gupta
27	Employee Satisfaction Survey 2016 is due for submission.	May 16, 2016	Jun 10, 2016	Survey Central	System	Prashant Gupta

Figure 114: Add action Items Directly

The the page shown in Figure 115: Add Action Item Details has several details.

a. Action Description- Free Text- The description of the action item.
b. Start Date-Due Date- Dates – Dates for the start and finish of the action.
c. Assigned To- Employee search- the person to whom the action item is assigned.
d. Priority- Select from High/Medium/Low – option to select Action Item Priority.
e. Completion %age- Option to select from 0%, 25%, 50%, 75% or 100%.
f. The button to Mark Done changes the state of the action item and moves it to the bottom of the report, under the "completed action items" category.
g. Action items Maintain the source of origination internally, automatically.

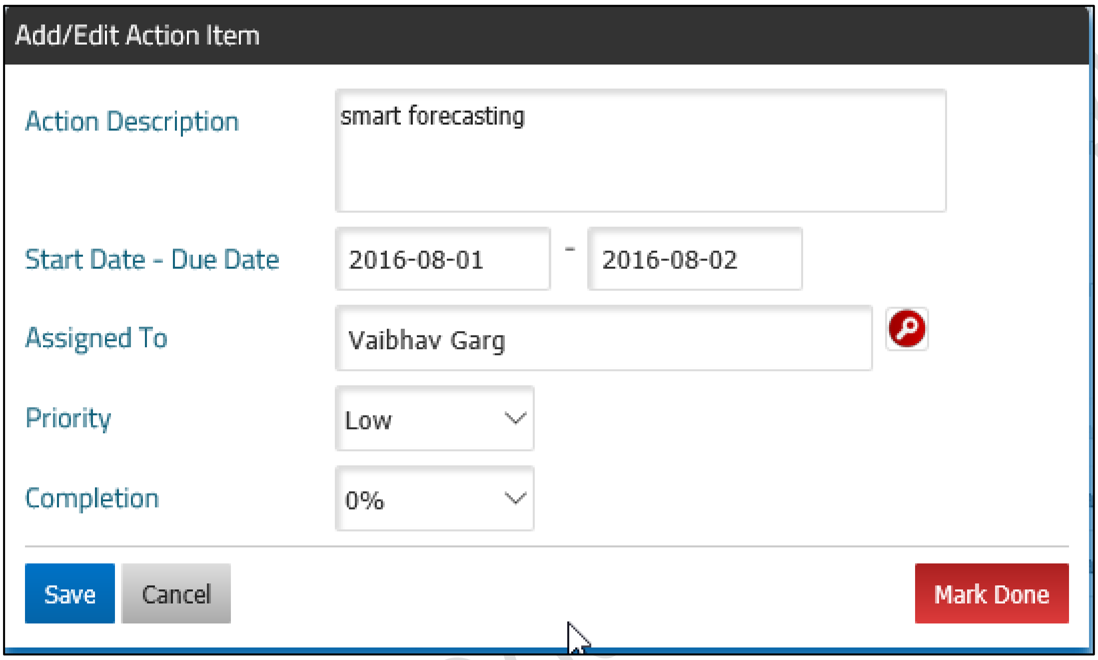


Figure 115: Add Action Item Details

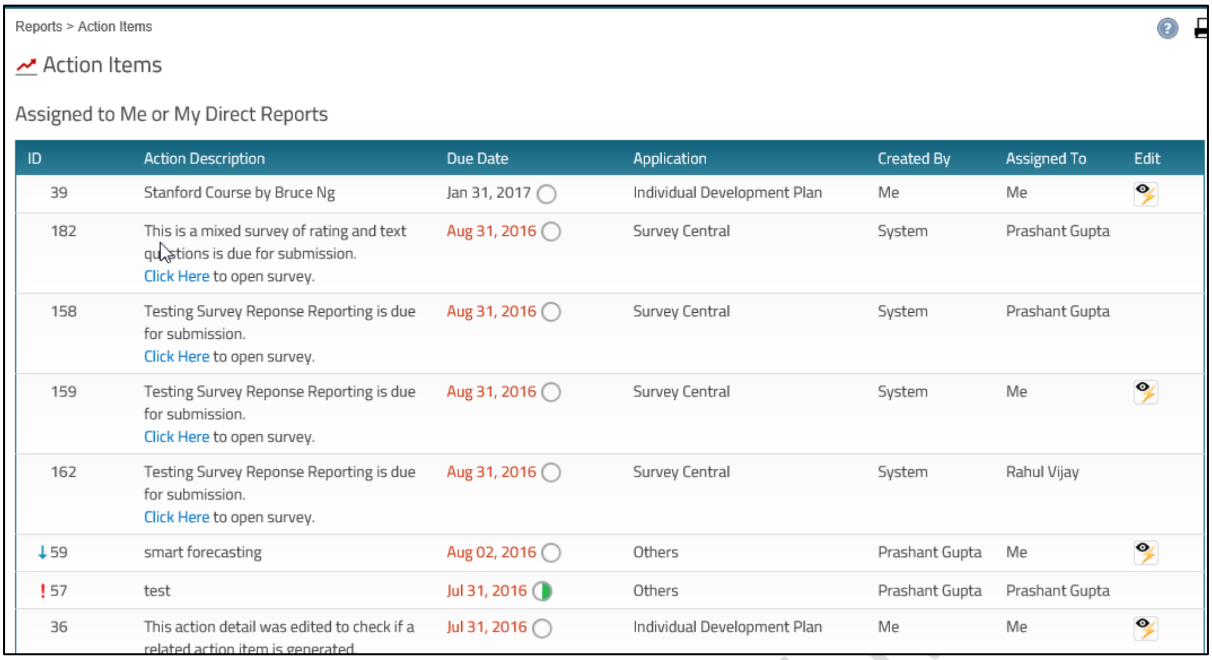
REPORTS

Navigation:

Reports >> Action Items

Action Item report has 3 major categories of action items.

a. Action items that are "assigned to me or to my direct reports", as shown in Figure 116: Self and Direct Reports All Action items.
b. Action items "assigned by me" to anyone else, as shown in Figure 117: Completed Action Items; and
c. Completed action items as shown in Figure 117: Completed Action Items.


Reports > Action Items

Action Items

Assigned to Me or My Direct Reports

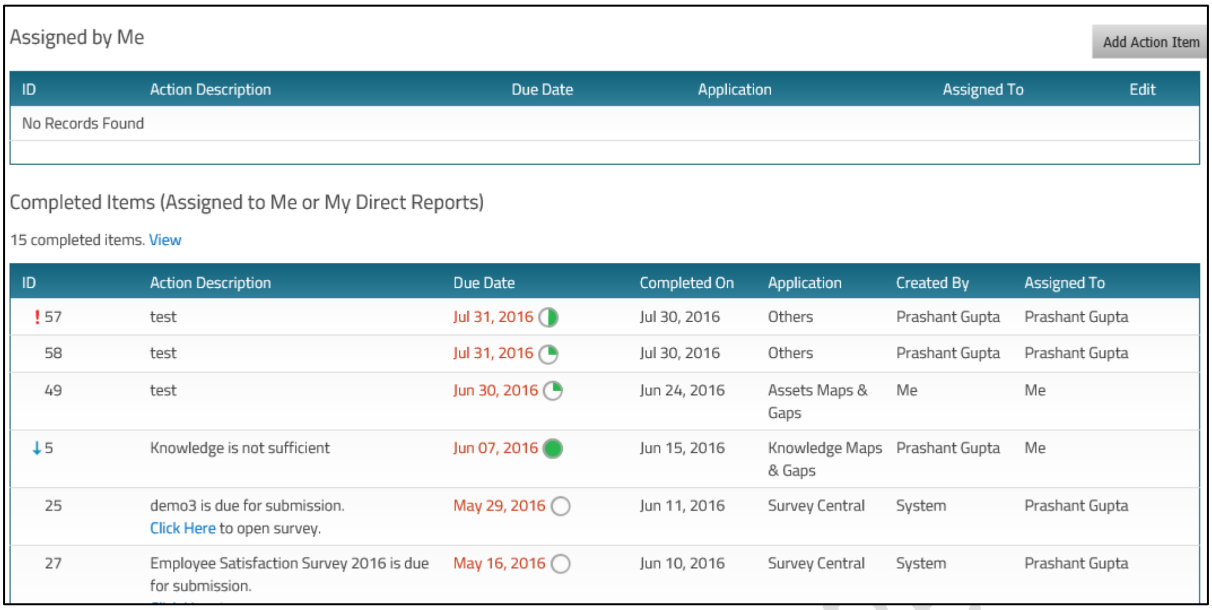
ID	Action Description	Due Date	Application	Created By	Assigned To	Edit
39	Stanford Course by Bruce Ng	Jan 31, 2017	Individual Development Plan	Me	Me	
182	This is a mixed survey of rating and text questions is due for submission. Click Here to open survey.	Aug 31, 2016	Survey Central	System	Prashant Gupta	
158	Testing Survey Reponse Reporting is due for submission. Click Here to open survey.	Aug 31, 2016	Survey Central	System	Prashant Gupta	
159	Testing Survey Reponse Reporting is due for submission. Click Here to open survey.	Aug 31, 2016	Survey Central	System	Me	
162	Testing Survey Reponse Reporting is due for submission. Click Here to open survey.	Aug 31, 2016	Survey Central	System	Rahul Vijay	
↓59	smart forecasting	Aug 02, 2016	Others	Prashant Gupta	Me	
!57	test	Jul 31, 2016	Others	Prashant Gupta	Prashant Gupta	
36	This action detail was edited to check if a related action item is generated	Jul 31, 2016	Individual Development Plan	Me	Me	

Figure 116: Self and Direct Reports All Action items

Each of these action items shows

a. ID with icon- The action item ID with icons depicting priority
   i. ! for High Priority action item
   ii. No icon for medium priority action item
   iii. ↓ for Low Priority action item.
b. Action description
c. Due Date for completion, along with icons depicting progress
   i. for 0%
   ii. for 25%
   iii. for 50%
   iv. for 75%; and
   v. for 100%
d. Application from where these originated
e. Assigned to whom
f. An option to edit and update the same via the icon.

Completed action items additionally have a “completed date” information field as well, while doing away with the progress icons.



Assigned by Me

Add Action Item

ID	Action Description	Due Date	Application	Assigned To	Edit
No Records Found					

Completed Items (Assigned to Me or My Direct Reports)

15 completed items. View

ID	Action Description	Due Date	Completed On	Application	Created By	Assigned To
! 57	test	Jul 31, 2016	Jul 30, 2016	Others	Prashant Gupta	Prashant Gupta
58	test	Jul 31, 2016	Jul 30, 2016	Others	Prashant Gupta	Prashant Gupta
49	test	Jun 30, 2016	Jun 24, 2016	Assets Maps & Gaps	Me	Me
↓5	Knowledge is not sufficient	Jun 07, 2016	Jun 15, 2016	Knowledge Maps & Gaps	Prashant Gupta	Me
25	demo3 is due for submission. Click Here to open survey.	May 29, 2016	Jun 11, 2016	Survey Central	System	Prashant Gupta
27	Employee Satisfaction Survey 2016 is due for submission.	May 16, 2016	Jun 10, 2016	Survey Central	System	Prashant Gupta

Figure 117: Completed Action Items

SPECIAL FEATURES

Trigger Email Alerts a day before the action item is due if E-Mail Settings and the email address in the Add Employees are correctly configured.

SMART FORECASTING

PURPOSE

Smart forecasting represents the industry trends with respect to product KPIs and project the trends into the future to derive next generation KPI values, which, when aggregated, lead to next generation products.

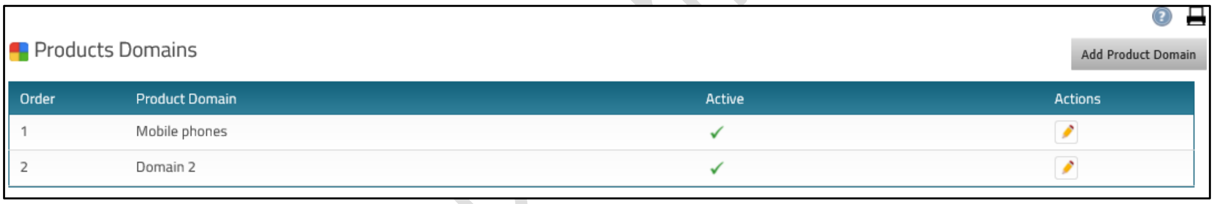
FRAMEWORK

PRODUCT DOMAINS

Navigation:

Framework >>Product Domains

On navigating to the page shown in Figure 118: Product Domains, the user sees the list of all Product Domains that the BU operates in. They can click the icon or the Add Product Domain button to take them to the page shown in Figure 119: Add Product Domain Details.



Order	Product Domain	Active	Actions
1	Mobile phones	✓	
2	Domain 2	✓	

Figure 118: Product Domains

The page shown in Figure 119: Add Product Domain Details has the following details that need to be populated:

a. The name of the Product Domain
b. The order- that affects the sequence in which this is displayed
c. Active – a checkbox to indicate whether the same is active or not
d. Timeline buckets- There are five buckets each in the past and the future. These are typically related to the development horizon of the product. You should ideally be looking at 3 times the period a typical

product generation lasts, or 3 times the development period of a typical product in the product domain.

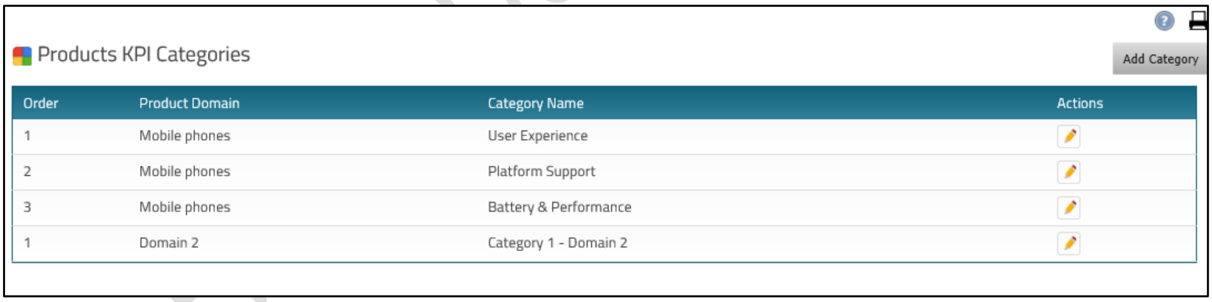
Figure 119: Add Product Domain Details

PRODUCT KPI CATEGORIES

Navigation

Framework >> Product KPI Categories

On navigating to the page shown in Figure 120: Product KPI Categories, a list of all categories for all KPIs for each product domain is displayed.



Order	Product Domain	Category Name	Actions
1	Mobile phones	User Experience	
2	Mobile phones	Platform Support	
3	Mobile phones	Battery & Performance	
1	Domain 2	Category 1 - Domain 2	

Figure 120: Product KPI Categories

The user can click the icon or the Add Category button to take them to the page shown Figure 121: Add Product KPI Categories for each Domain. The user is expected to select the product domain from the dropdown that is populated from the product domain master shown in Figure 118: Product Domains. The user is expected to type in the category name and select the sort order for display sequence of the categories.

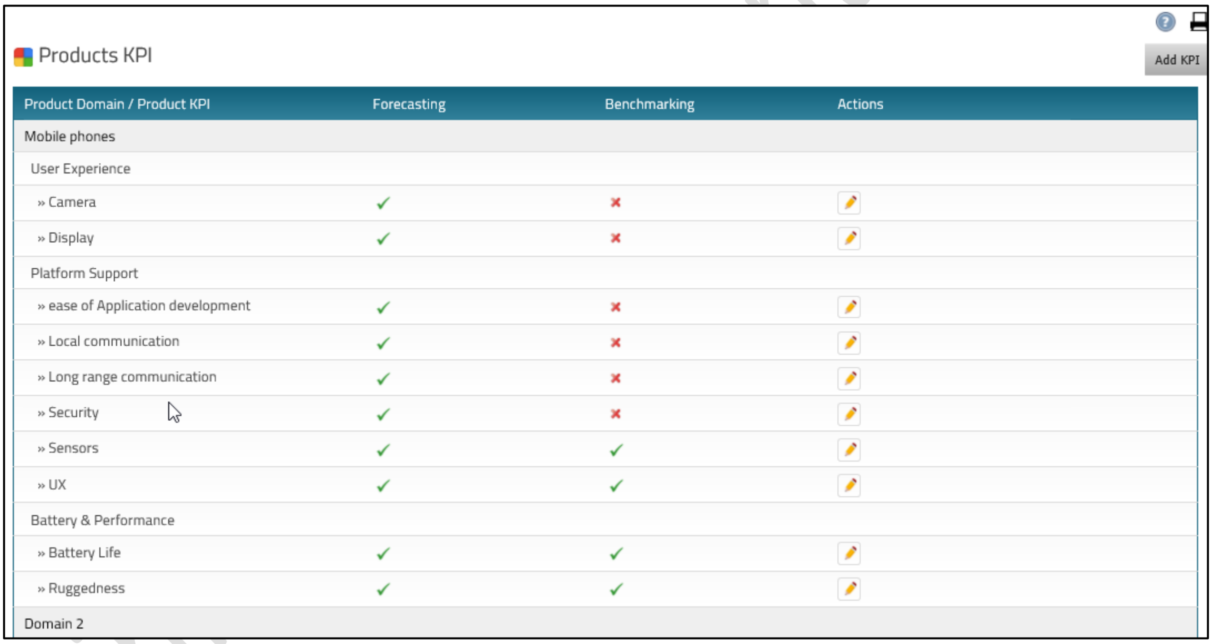
Figure 121: Add Product KPI Categories for each Domain

PRODUCT KPIs

Navigation:

Framework >> Product KPI

On navigating to the page shown in Figure 122: Product KPIs, by product domain and category, the user sees all product KPIs arranged by Domain and Product KPI Categories. The user can click the icon or the Add KPI button to take them to the page shown in Figure 123: Add Product KPI and Category.



Products KPI

Add KPI

Product Domain / Product KPI	Forecasting	Benchmarking	Actions
Mobile phones			
User Experience			
» Camera	✓	✗	✎
» Display	✓	✗	✎
Platform Support			
» ease of Application development	✓	✗	✎
» Local communication	✓	✗	✎
» Long range communication	✓	✗	✎
» Security	✓	✗	✎
» Sensors	✓	✓	✎
» UX	✓	✓	✎
Battery & Performance			
» Battery Life	✓	✓	✎
» Ruggedness	✓	✓	✎
Domain 2			

Figure 122: Product KPIs, by product domain and category

The user is expected to select the Product Doman >Category from the dropdown on the page and type in the KPI name. The user is expected to identify whether the KPI is a Forecasting KPI or a Benchmarking KPI, or both. This determines the KPIs that are available for capture in either module.

Figure 123: Add Product KPI and Category

CAPTURE

Navigation:

Data Capture >> Strategic Roadmap >> Smart Forecasting

On navigating to the page shown in Figure 124: Select Product Domain for Smart Forecasting, the user can select the product domain from the dropdown and click on Load.

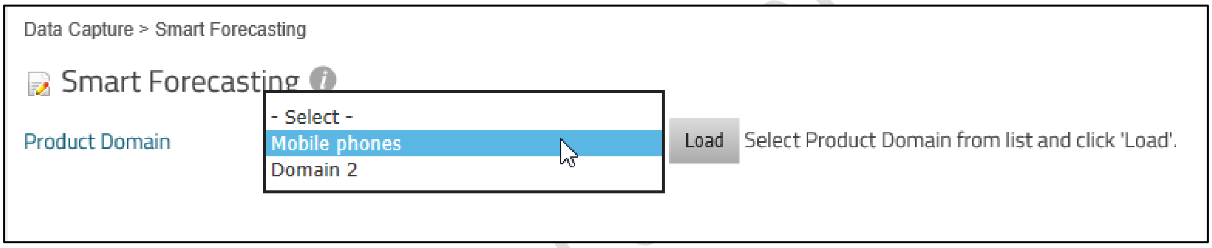


Figure 124: Select Product Domain for Smart Forecasting

This brings up the page shown in Figure 125: Smart Forecasting.

For each of the product KPI in each category, the user can enter the state-of-the-art in the past timeline buckets, enter the current state in the text box in the centre and extrapolate the state-of-the-art for futire timeline buckets.

The icons to add and view action items are linked to each KPI for any specific data collection or validation tasks that the user may need to assign to themselves or others.

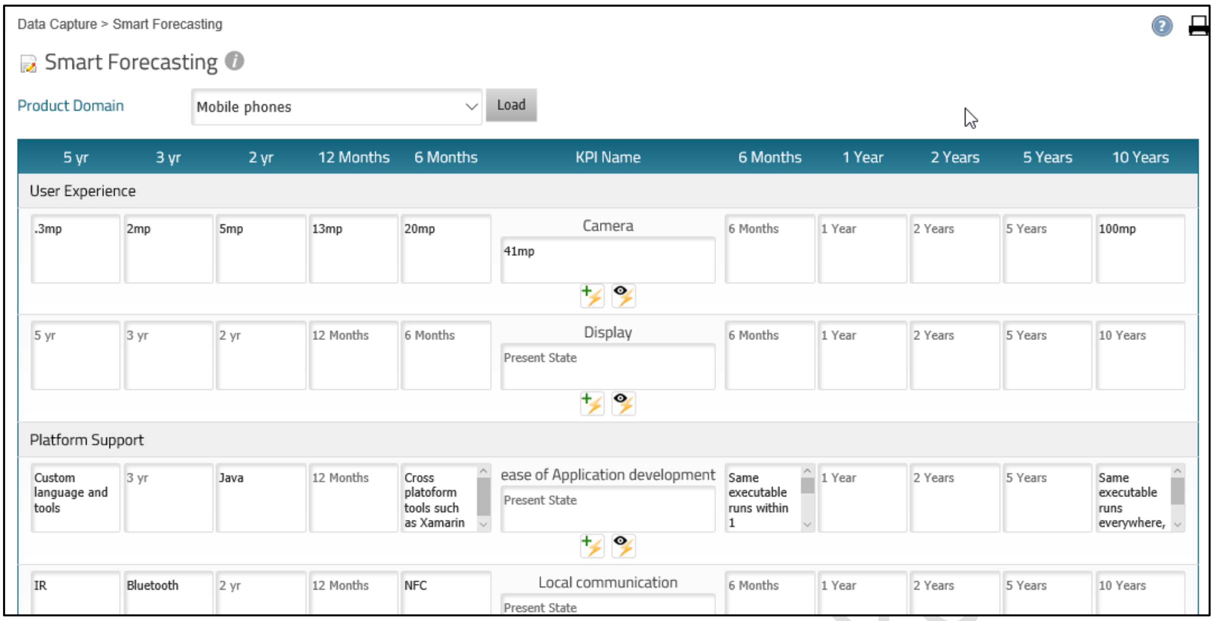


Figure 125: Smart Forecasting

BENCHMARKING

PURPOSE

Benchmarking module facilitates in ascertaining the gaps between ourselves and our best competitor with respect to product KPIs.

FRAMEWORK

PRODUCT DOMAINS

Navigation:

Framework >>Product Domains

On navigating to the page shown in Figure 126: Product Domains, the user sees the list of all Product Domains that the BU operates in. They can click the icon or the Add Product Domain button to take them to the page shown in Figure 127: Add Product Domain Details.

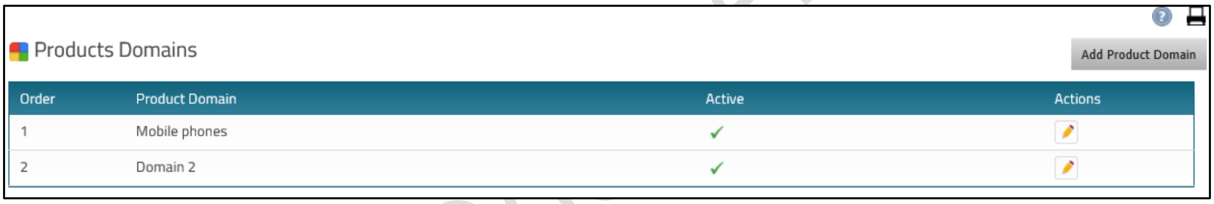


Figure 126: Product Domains

The page shown in Figure 127: Add Product Domain Details has the following details that need to be populated:

a. The name of the Product Domain
b. The order- that affects the sequence in which this is displayed
c. Active – a checkbox to indicate whether the same is active or not
d. Timeline buckets- There are five buckets each in the past and the future. These are typically related to the development horizon of the product. You should ideally be looking at 3 times the period a typical

product generation lasts, or 3 times the development period of a typical product in the product domain.

Figure 127: Add Product Domain Details

PRODUCT KPI CATEGORIES

Navigation

Framework >> Product KPI Categories

On navigating to the page shown in Figure 128: Product KPI Categories, a list of all categories for all KPIs for each product domain is displayed.

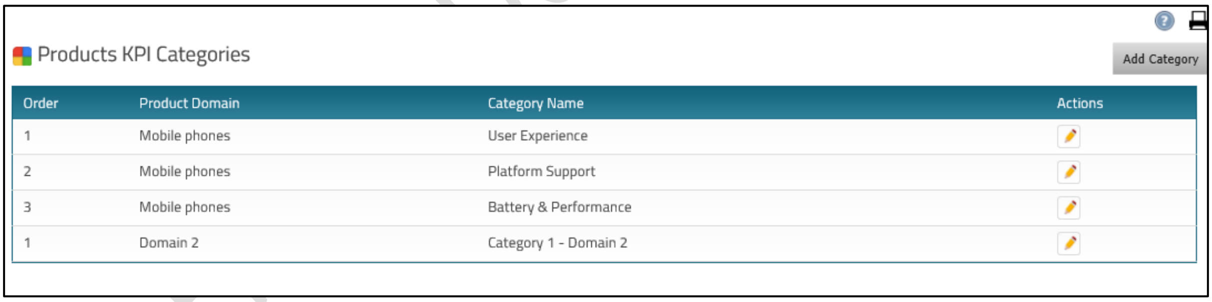


Figure 128: Product KPI Categories

The user can click the icon or the Add Category button to take them to the page shown in Figure 129: Add Product KPI Categories for each Domain. The user is expected to select the product domain from the dropdown that is populated from the product domain master shown in Figure 126: Product Domains. The user is expected to type in the category name and select the sort order for display sequence of the categories.

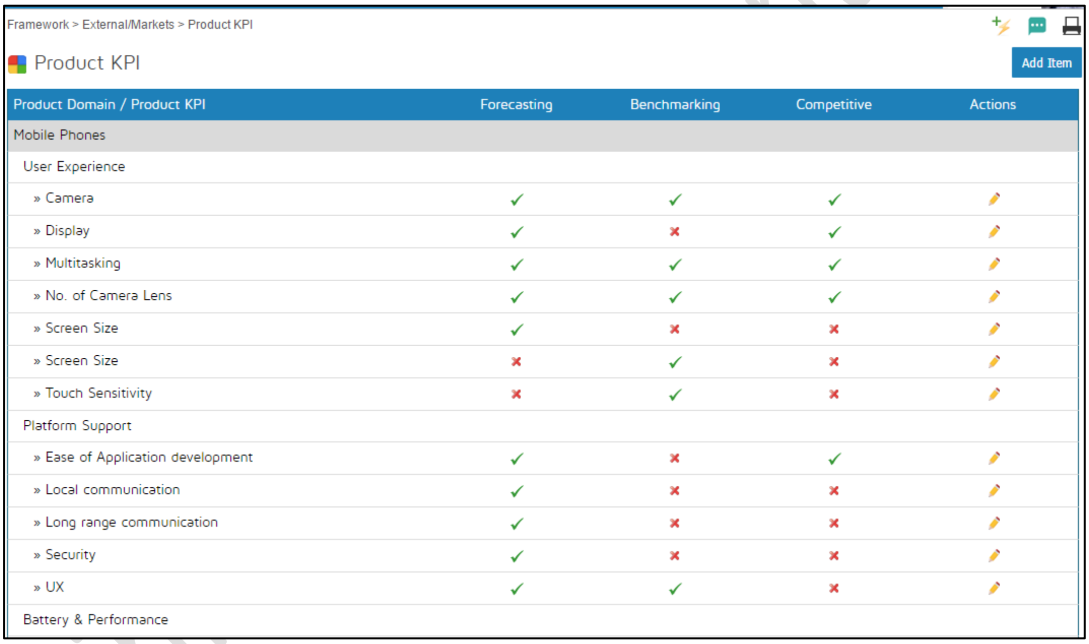
Figure 129: Add Product KPI Categories for each Domain

PRODUCT KPIs

Navigation:

Framework >> Product KPI

On navigating to the page shown in Figure 130: Product KPIs, by product domain and category, the user sees all product KPIs arranged by Domain and Product KPI Categories. The user can click the icon or the Add KPI button to take them to the page shown in Figure 131: Add Product KPI and Category.



Product Domain / Product KPI	Forecasting	Benchmarking	Competitive	Actions
Mobile Phones				
User Experience				
» Camera	✓	✓	✓	✎
» Display	✓	✗	✓	✎
» Multitasking	✓	✓	✓	✎
» No. of Camera Lens	✓	✓	✓	✎
» Screen Size	✓	✗	✗	✎
» Screen Size	✗	✓	✗	✎
» Touch Sensitivity	✗	✓	✗	✎
Platform Support				
» Ease of Application development	✓	✗	✓	✎
» Local communication	✓	✗	✗	✎
» Long range communication	✓	✗	✗	✎
» Security	✓	✗	✗	✎
» UX	✓	✓	✗	✎
Battery & Performance				

Figure 130: Product KPIs, by product domain and category

The user is expected to select the Product Doman >Category from the dropdown on the page and type in the KPI name. The user is expected to identify whether the KPI is a Forecasting KPI or a Benchmarking KPI, or both. This determines the KPIs that are available for capture in either module.

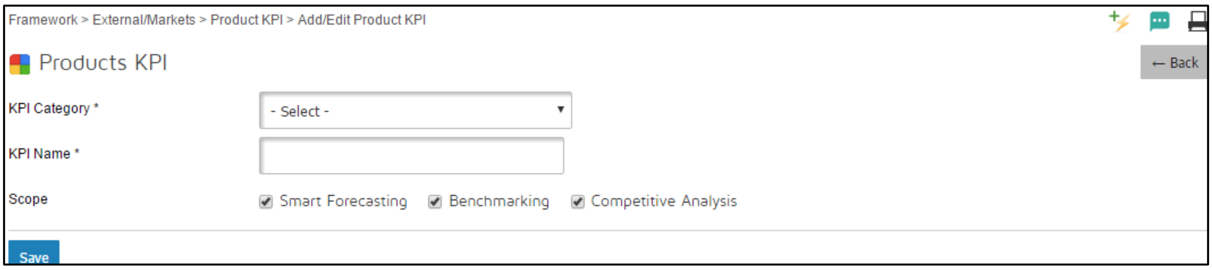


Figure 131: Add Product KPI and Category

COMPETITORS

Navigation

Framework >> Competitors

On navigating to the page shown in Figure 132: List of Competitors by Product Domains, the user is presented with the list of all competitors by product domains. The user can click the icon or the Add Competitor button to take them to the page shown in Figure 133: Add Competitor by Domain

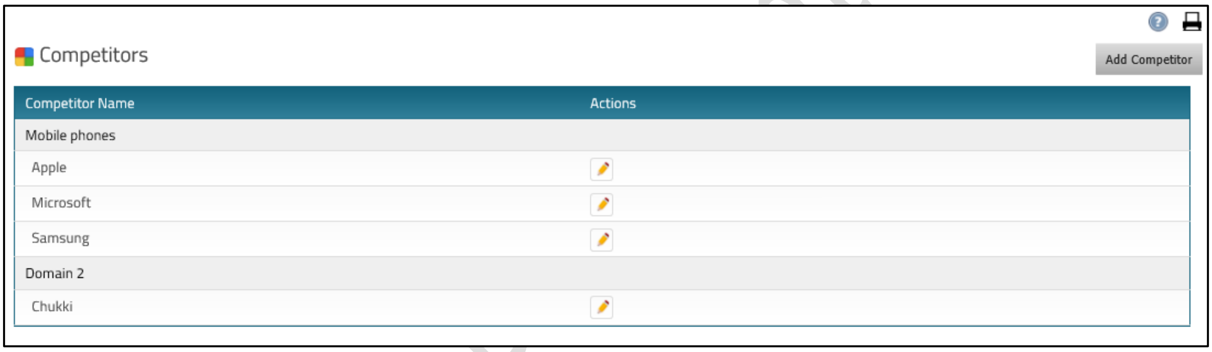


Figure 132: List of Competitors by Product Domains

The user is expected to select the product domain and type in the name of the competitor.

Figure 133: Add Competitor by Domain

CAPTURE

Navigation:

Data Capture >> Strategic Roadmap >> Smart Forecasting

On navigating to the page shown in Figure 134: Select Product Domain for Benchmarking, the user can select the product domain from the dropdown and click on Load.

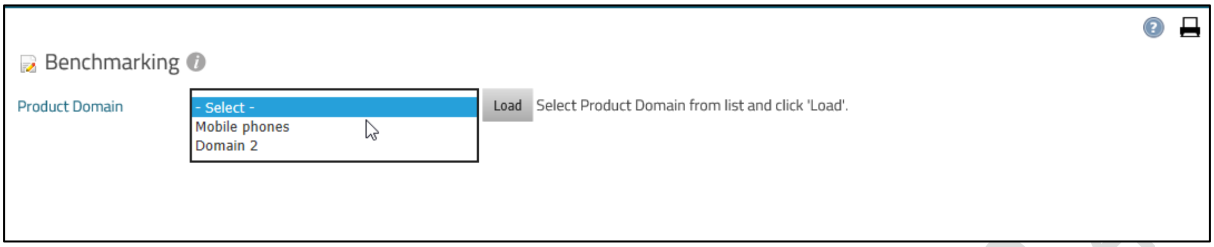


Figure 134: Select Product Domain for Benchmarking

This brings up the page shown in Figure 135: Benchmarking a Product Domain.

For each of the product KPI in a each category, user selects the competitor that is currently at the level corresponding to the timeline bucket in the column header. For instance, if Competitor A is 3 years behind us in a certain KPI, select competitor1 from the dropdown and type in the details in the text box just below the same.

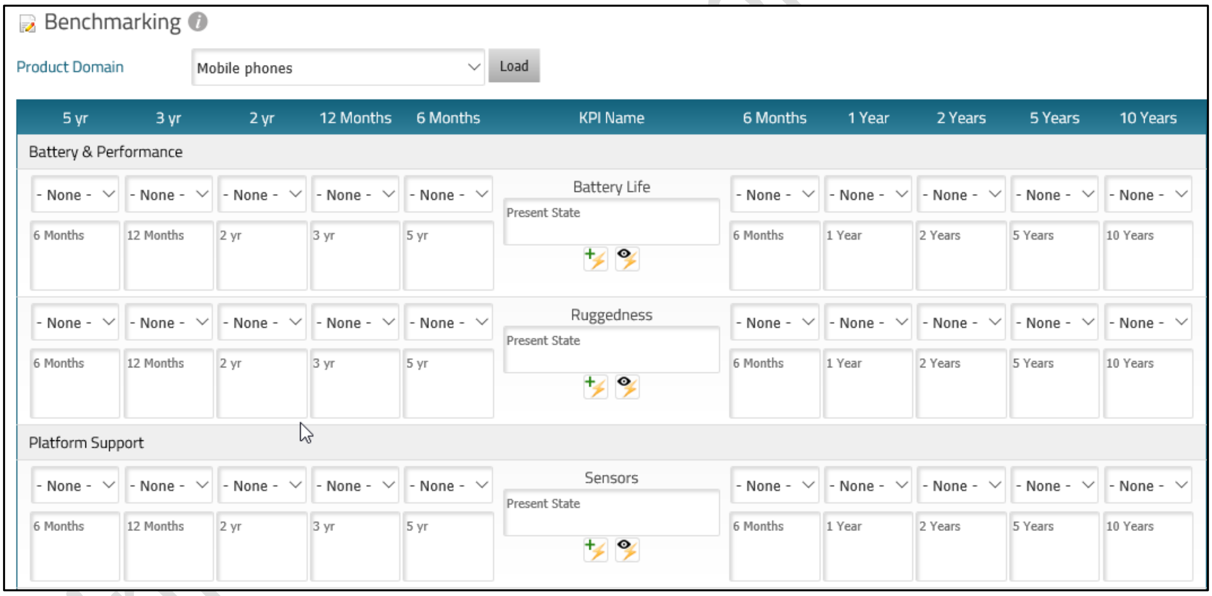


Figure 135: Benchmarking a Product Domain

ROLLS UP TO

Product Specifications

COMPETITIVE ANALYSIS

PURPOSE

The purpose of Competitive analysis is to compare our products with the best the competitor has with regards to the product KPIs.

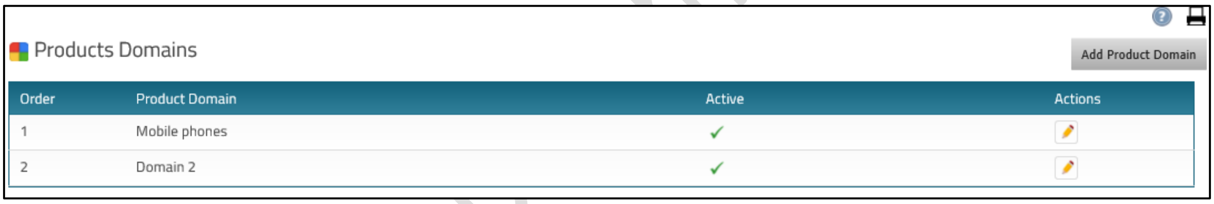
FRAMEWORK

PRODUCT DOMAINS

Navigation:

Framework >>Product Domains

On navigating to the page shown in Figure 136: Product Domains , the user sees the list of all Product Domains that the BU operates in. They can click the icon or the Add Product Domain button to take them to the page shown in Figure 137: Add Product Domain Details .



Products Domains

Add Product Domain

Order	Product Domain	Active	Actions
1	Mobile phones	✓	
2	Domain 2	✓	

Figure 136: Product Domains

The page shown in Figure 137: Add Product Domain Details has the following details that need to be populated:

a. The name of the Product Domain
b. The order- that affects the sequence in which this is displayed
c. Active – a checkbox to indicate whether the same is active or not
d. Timeline buckets- There are five buckets each in the past and the future. These are typically related to the development horizon of the product. You should ideally be looking at 3 times the period a typical

product generation lasts, or 3 times the development period of a typical product in the product domain.

Figure 137: Add Product Domain Details

PRODUCT KPI CATEGORIES

Navigation

Framework >> Product KPI Categories

On navigating to the page shown in Figure 138: Product KPI Categories , a list of all categories for all KPIs for each product domain is displayed.

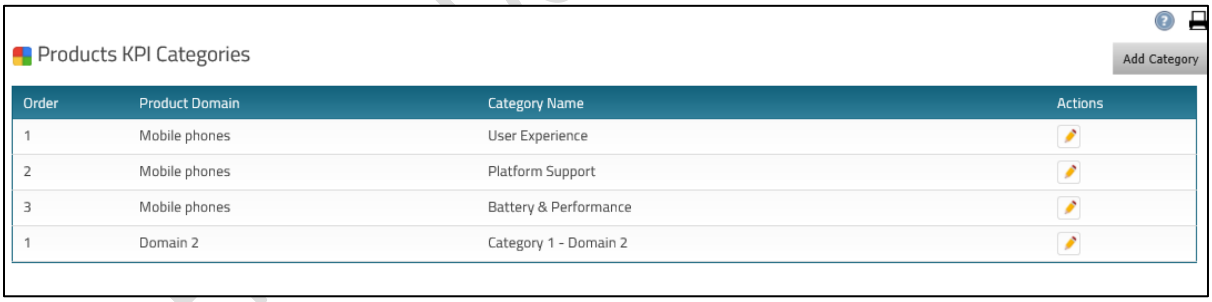


Figure 138: Product KPI Categories

The user can click the icon or the Add Category button to take them to the page shown inFigure 139: Add Product KPI Categories for each Domain. The user is expected to select the product domain from the dropdown that is populated from the product domain master shown in Figure 136: Product Domains. The user is expected to type in the category name and select the sort order for display sequence of the categories.

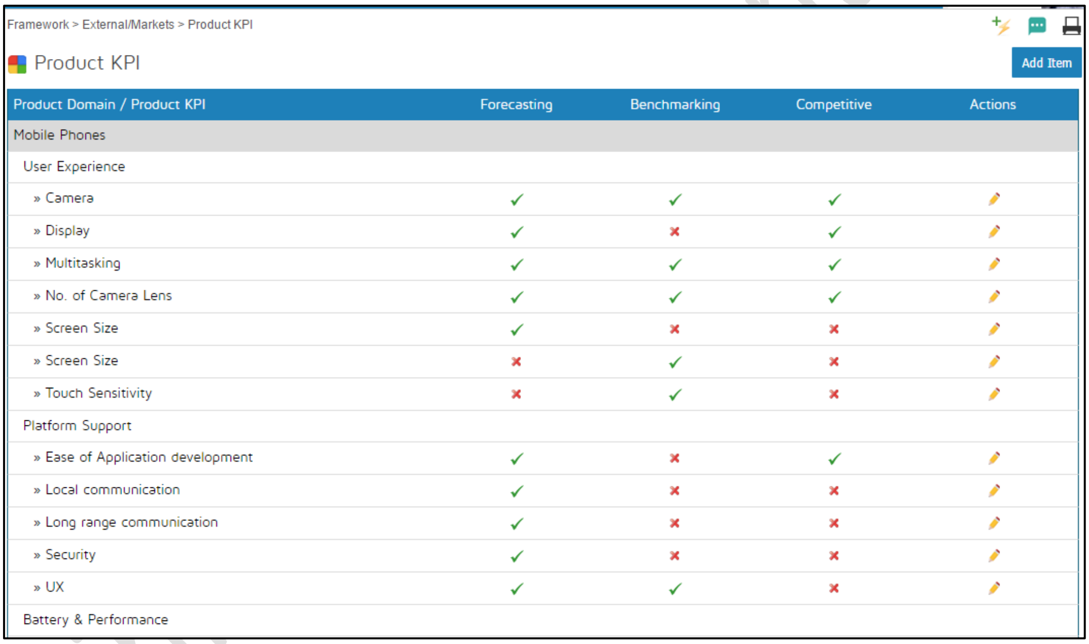
Figure 139: Add Product KPI Categories for each Domain

PRODUCT KPIs

Navigation:

Framework >> Product KPI

On navigating to the page shown in Figure 140: Product KPIs, by product domain and category, the user sees all product KPIs arranged by Domain and Product KPI Categories. The user can click the icon or the Add KPI button to take them to the page shown in Figure 141: Add Product KPI and Category.



Product Domain / Product KPI	Forecasting	Benchmarking	Competitive	Actions
Mobile Phones				
User Experience				
» Camera	✓	✓	✓	
» Display	✓	✗	✓	
» Multitasking	✓	✓	✓	
» No. of Camera Lens	✓	✓	✓	
» Screen Size	✓	✗	✗	
» Screen Size	✗	✓	✗	
» Touch Sensitivity	✗	✓	✗	
Platform Support				
» Ease of Application development	✓	✗	✓	
» Local communication	✓	✗	✗	
» Long range communication	✓	✗	✗	
» Security	✓	✗	✗	
» UX	✓	✓	✗	
Battery & Performance				

Figure 140: Product KPIs, by product domain and category

The user is expected to select the Product Doman >Category from the dropdown on the page and type in the KPI name. The user is expected to identify whether the KPI is a Forecasting KPI or a Benchmarking KPI, or both. This determines the KPIs that are available for capture in either module.

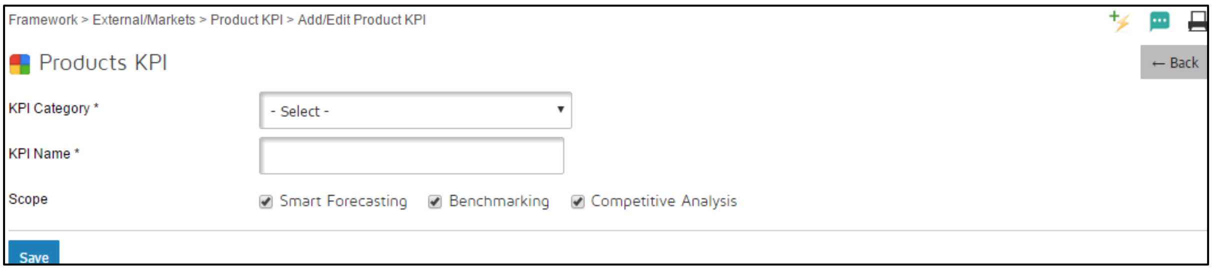


Figure 141: Add Product KPI and Category

COMPETITORS

Navigation

Framework >> Competitors

On navigating to the page shown in Figure 142: List of Competitors by Product Domains, the user is presented with the list of all competitors by product domains. The user can click the icon or the Add Competitor button to take them to the page shown in Figure 143: Add Competitor by Domain

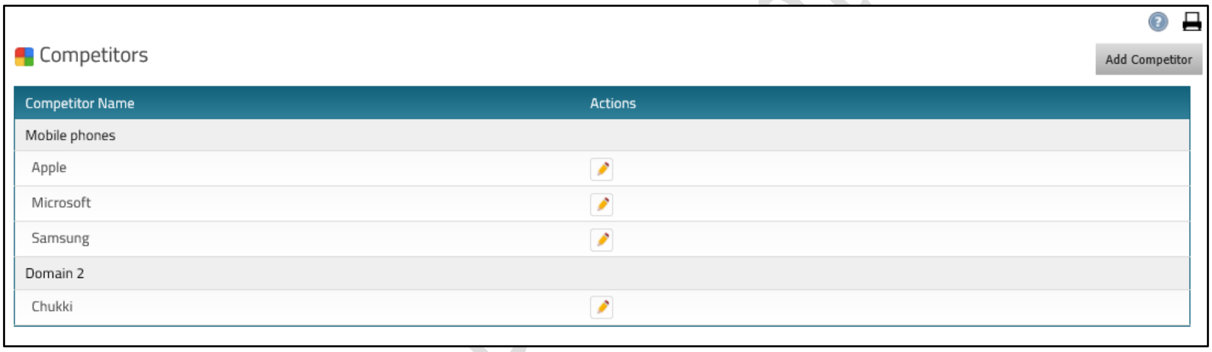


Figure 142: List of Competitors by Product Domains

The user is expected to select the product domain and type in the name of the competitor.

Figure 143: Add Competitor by Domain

CAPTURE

Navigation

Data Capture >> Strategic Roadmap >> Competitive Analysis

On navigating to the page shown in Figure 144: Select Product Domain for Competitive Analysis, the user selects the product doman from the dropdown.

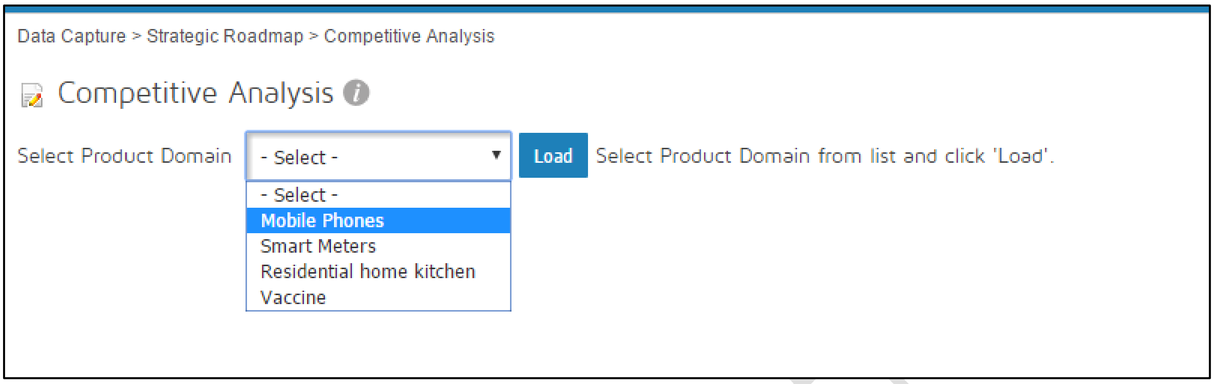


Figure 144: Select Product Domain for Competitive Analysis

All the product KPIs that have been selected for competitive analysis are shown here. The column names are all the competitors for a given product domain.

This is shown in Figure 145: Perform Competitive analysis

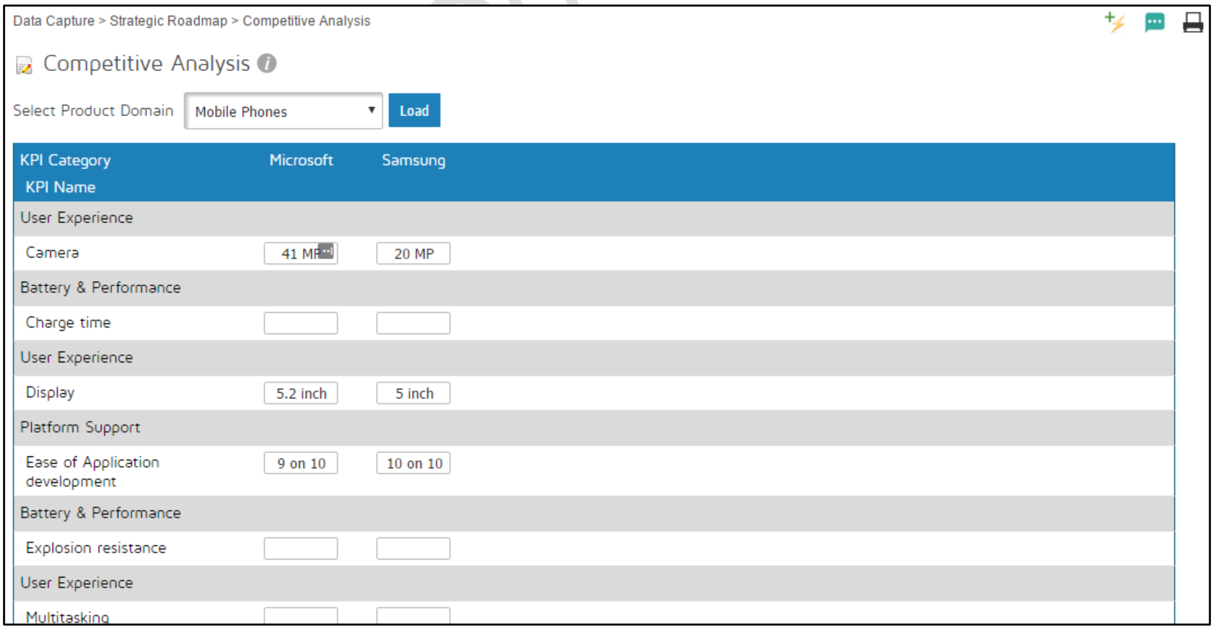


Figure 145: Perform Competitive analysis

ROLLS UP TO

PRODUCT SPECIFICATIONS

PURPOSE

The purpose of Product Specifications Module is to bring the information from Smart Forecasting, Benchmarking and Competitive Analysis together to define a new next generation product.

FRAMEWORK

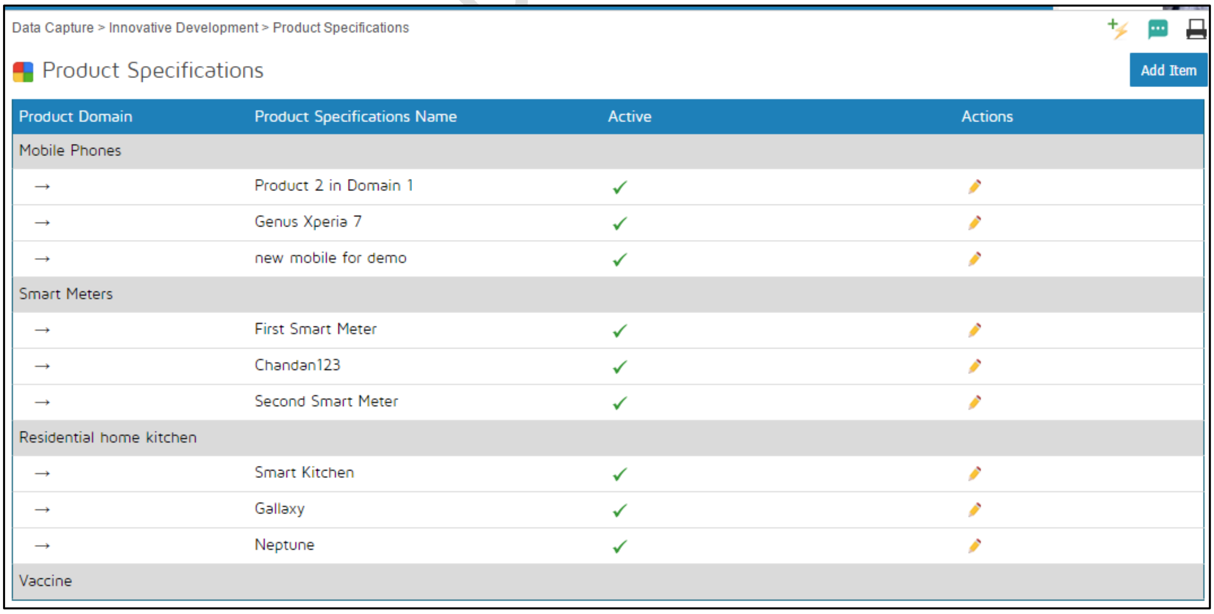
Inherits from Frameworks in Competitive Analysis Benchmarking and Smart Forecasting .

CAPTURE

Navigation

Data Capture >> Innovative Development >> Product Specifications

This page lists all Product Specifications defined in the system, as shown in Figure 146: Product Specifications-Landing Page



Product Domain	Product Specifications Name	Active	Actions
Mobile Phones			
→	Product 2 in Domain 1	✓	
→	Genus Xperia 7	✓	
→	new mobile for demo	✓	
Smart Meters			
→	First Smart Meter	✓	
→	Chandan123	✓	
→	Second Smart Meter	✓	
Residential home kitchen			
→	Smart Kitchen	✓	
→	Gallaxy	✓	
→	Neptune	✓	
Vaccine			

Figure 146: Product Specifications- Landing Page

On clicking the Add Item button, the page shown in Figure 147: Add New Product opens. This page requires the user to enter the product name and select the product domain that the product belongs to.

Figure 147: Add New Product

On clicking SAVE, the user is taken to the page shown in Figure 148: Specify Product specifications from previously entered Inputs.

All the Product domain KPIs appear in the left column. The user can click the icon to expand and view the data entered against that KPI using the Smart Forecasting, Benchmarking and Competitive Analysis Tools. These values aid the user in defining the product specifications which can then be entered in the text boxes next to each KPI.

Once this has been done, the Product specifications can be saved and linked to from the Projects capture.

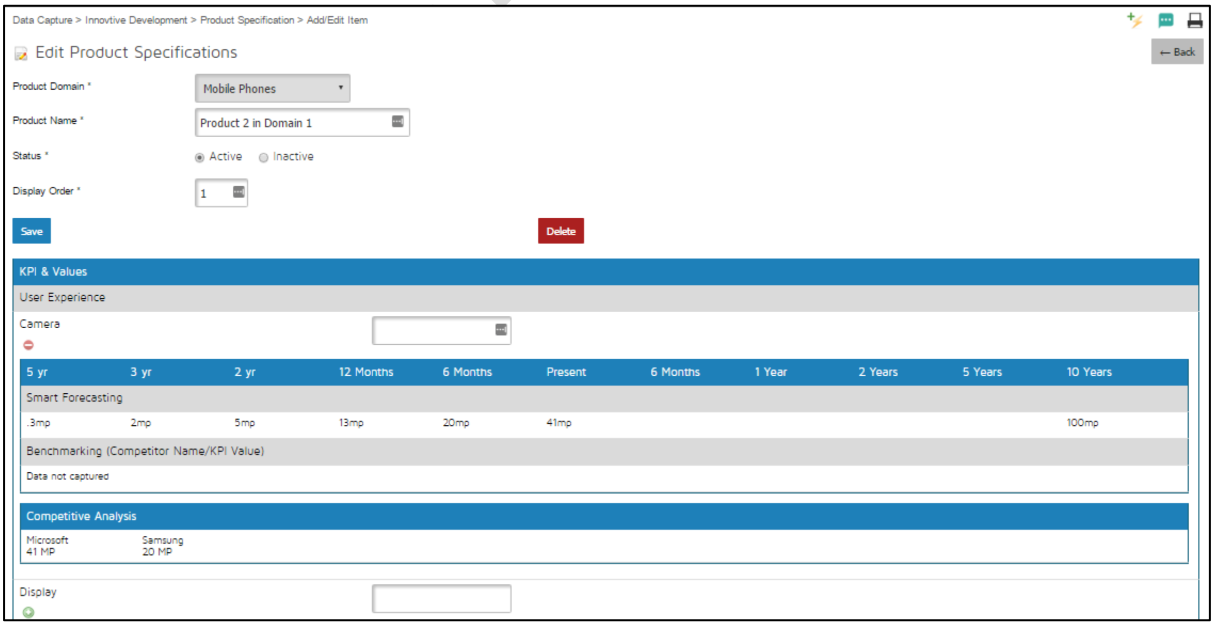


Figure 148: Specify Product specifications from previously entered Inputs

PROJECTS

PURPOSE

The purpose of the project Module is to

a. Provide the roadmap direction to the Enterprise by successive detailing of all projected endeavours in the form of projects and project needs
b. Provide a basic project management functionality to plan for people, information and assets to successfully execute a project; and track the execution through critical milestones or Project gates.

FRAMEWORK

PROJECT CATEGORIES

Navigation:

Framework >> Internal/Business >> Project categories

The Project Categories framework consists of the Types of Development projects that the Organisation would like to define. This is as shown in Figure 149: Project Categories.

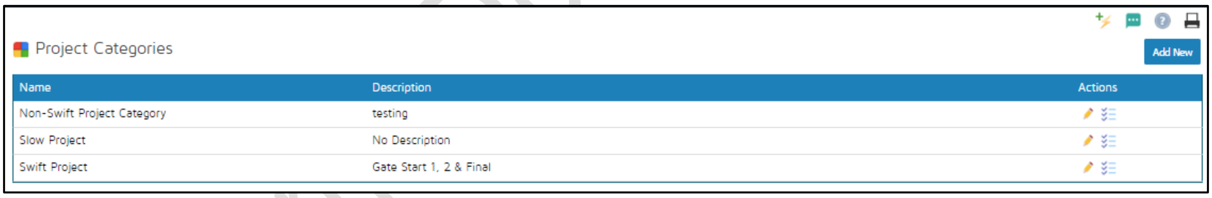


Figure 149: Project Categories

On clicking the Add New button, the user is taken to the screen as shown in Figure 150: Add a new Project Category. The user can specify the name of the category and a brief description of what the project category is about. If the user clisks the icon on the right of an already define Project Category, they can change the Name and the description of Project category using an identical screen as shown in Figure 150: Add a new Project Category.

Figure 150: Add a new Project Category

Each project category has a unique list of Project Gates (Milestones), with a fully customizable list of checkpoints for each milestone within each category.

This functionality is accessed for each Project category using the "Checklist" icon circled in RED as shown in Figure 151: Access Gate addition for a Category.

Figure 151: Access Gate addition for a Category

On clicking on the "Checklist Icon", the user is taken to the screen as shown in Figure 152: List of Gates for a Specified Project Category. On clicking on the Add Project Gate button, the user is shown the page as shown in Figure 153: Add a new project Gate.

Please note that the Project start and Project End gates are already defined in the system and can not be deleted. The user can, however, change the names and the Passing criteria.

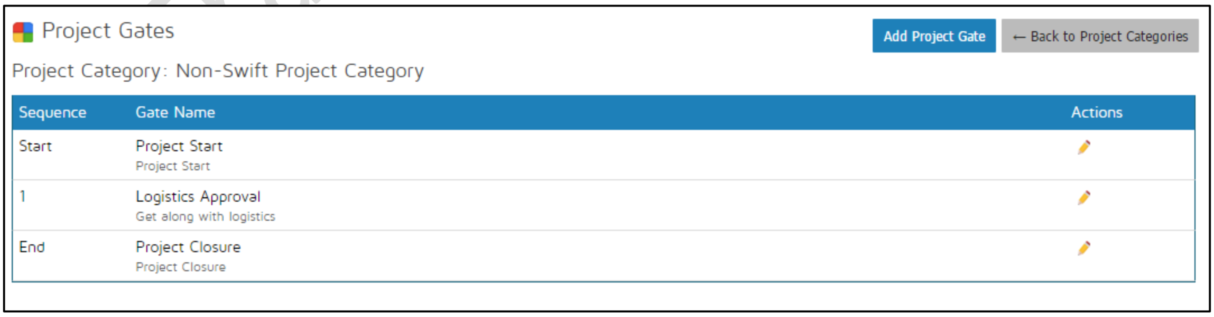


Figure 152: List of Gates for a Specified Project Category

On the screen, the user defines the name of the Project Gate and the Gate description. The Sequence number is the sequence of the Gate being defined within a project of the defined category.

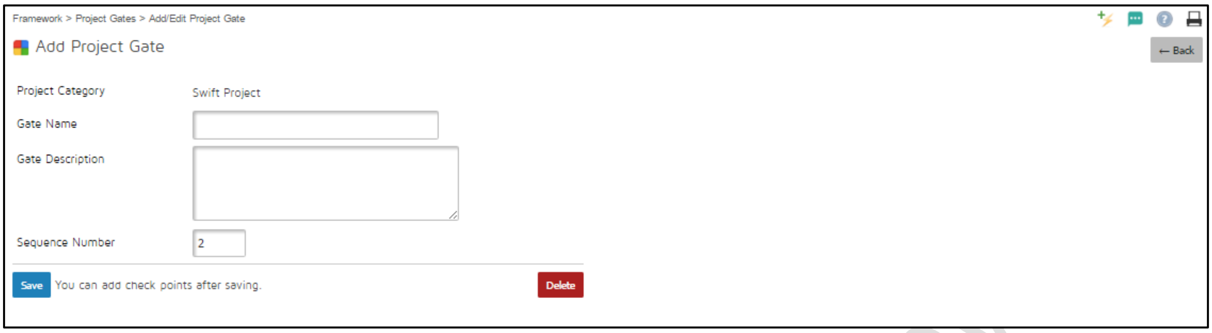


Figure 153: Add a new project Gate

On saving the basic details of a new project gate using the Save button, the user can now add the checkpoints for each gate. These checkpoints will be used for Gate reviews as discussed in the Project Execution- Gate Reviews section.

To add checkpoints to each gate, the user clicks the Add Check Point on the screen shown in Figure 154: Add Checkpoints to Gate within a Project Category.

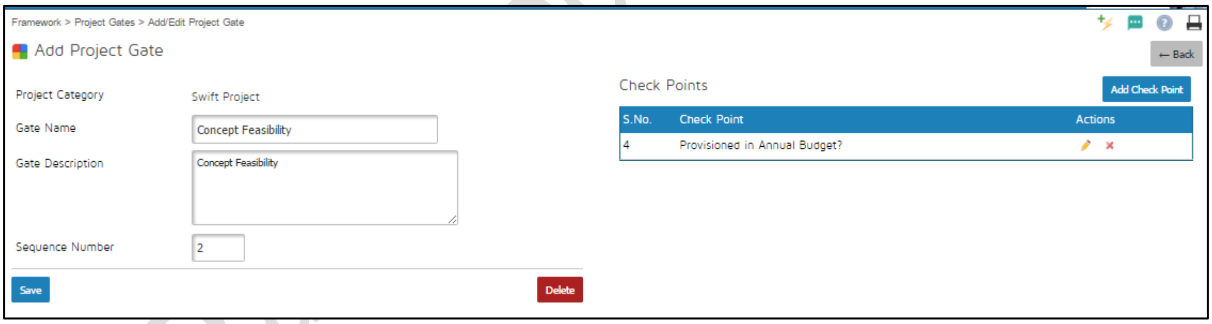


Figure 154: Add Checkpoints to Gate within a Project Category

The user can then add the checkpoint using the screen shown in Figure 155: Add Checkpoint to the selected Gate

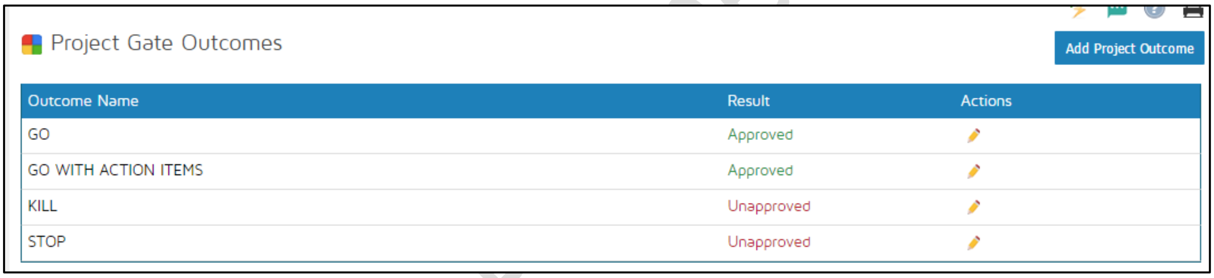
Figure 155: Add Checkpoint to the selected Gate

PROJECT GATE OUTCOMES

Navigation:

Framework >> Internal/Business >> Project Gate Outcomes

Any project gate review can have multiple Review outcomes that are specific to the Enterprise. These can lead to the project either passing through the Gate or being blocked at the Gate. These outcomes, as defined, are shown as in Figure 156: Project Gate Outcomes.



Outcome Name	Result	Actions
GO	Approved	
GO WITH ACTION ITEMS	Approved	
KILL	Unapproved	
STOP	Unapproved	

Figure 156: Project Gate Outcomes

The user can add additional Gate Review Outcomes using the screen by clicking the Add Project Outcome button that takes them to the screen shown in Figure 157: Add a Gate Review Outcome

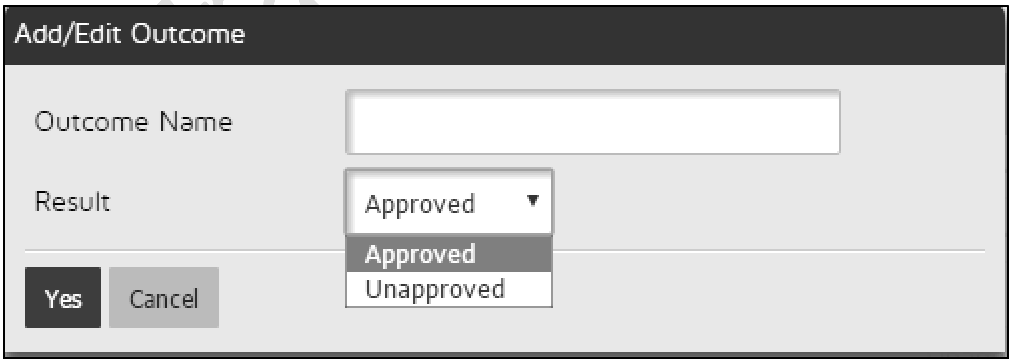


Figure 157: Add a Gate Review Outcome

On this screen, the user can define the name and the verdict (Result) of each gate review outcome.

MARKETS

Navigation:

Framework >> External\Markets >> Markets

On navigating to this screen shown in Figure 158: Markets, the user sees all potential markets across BUs that the projects can target using their products.

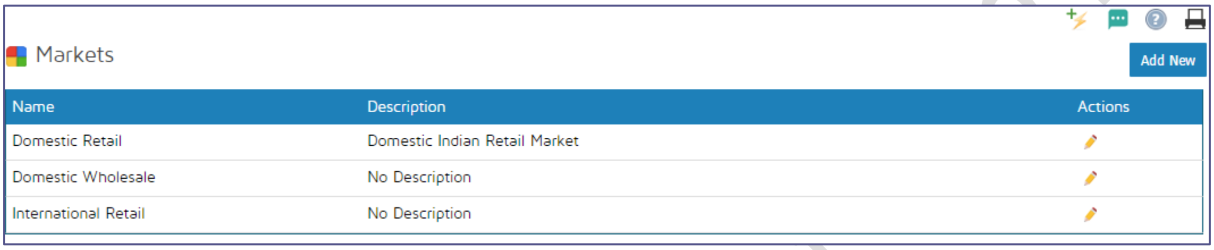


Figure 158: Markets

To add a new market, the user clicks the Add New button. On clicking, the user sees the screen as shown in Figure 159: Add a New Market. The User can specify the name and describe the Market being added.

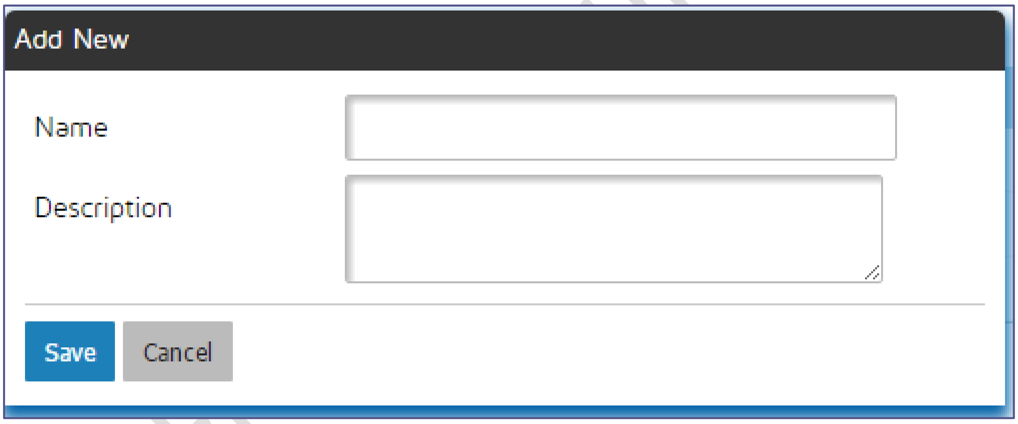
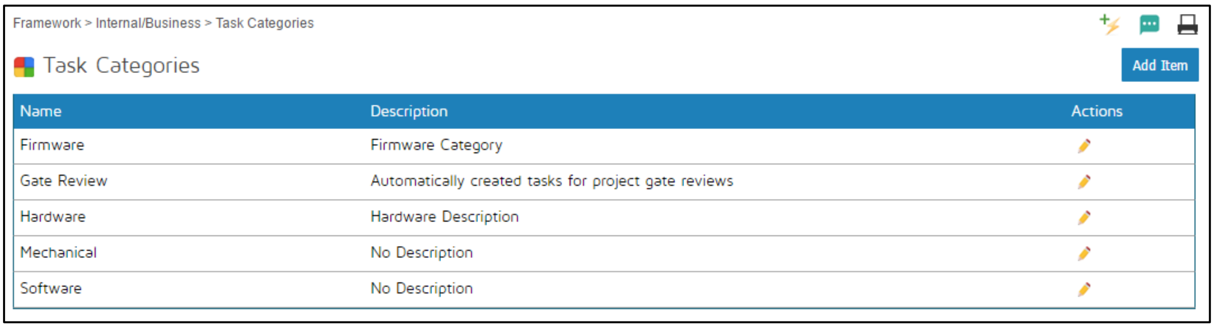


Figure 159: Add a New Market

TASK CATEGORIES

Navigation

Framework >> Internal/Business >> Task categories



Framework > Internal/Business > Task Categories

Task Categories

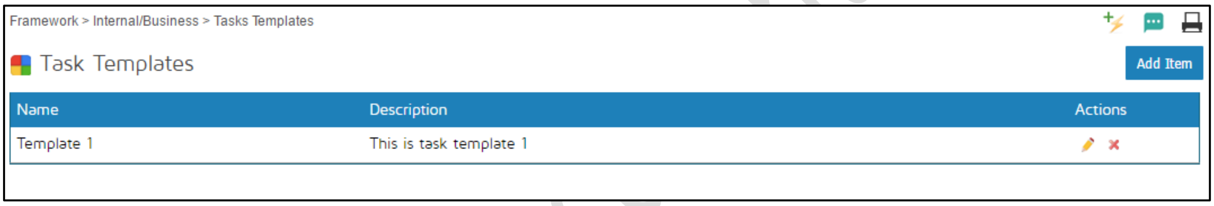
Add Item

Name	Description	Actions
Firmware	Firmware Category	
Gate Review	Automatically created tasks for project gate reviews	
Hardware	Hardware Description	
Mechanical	No Description	
Software	No Description	

Figure 160: Task Categories

The page shown in Figure 160: Task Categories allows the user to specify the broad categories that the task is categorised in, so that the same can be segregated while scheduling.

TASK TEMPLATES



Framework > Internal/Business > Tasks Templates

Task Templates

Add Item

Name	Description	Actions
Template 1	This is task template 1	

Figure 161: Task Templates

The form shown in Figure 161: Task Templates allows the users to create templates for typical projects, along with their castegories. This speeds up the schedule creation significantly as these templates can be used to prepopulate the schedule.

This is shown in Figure 162: Add/Edit Task Templates.

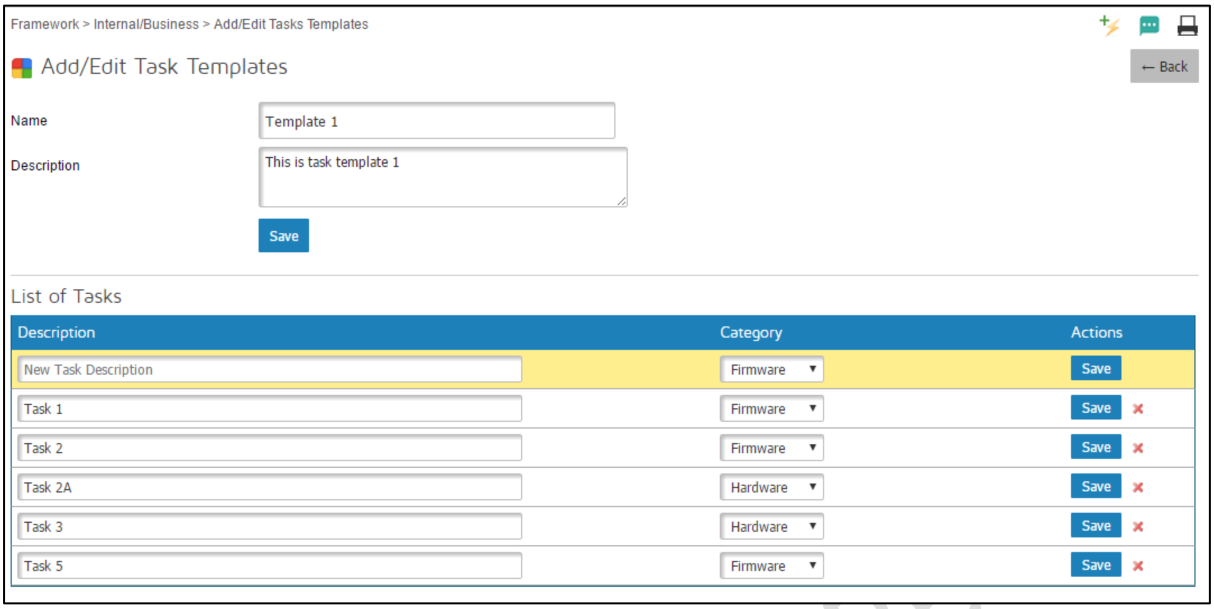


Figure 162: Add/Edit Task Templates

HOLIDAY CALENDAR

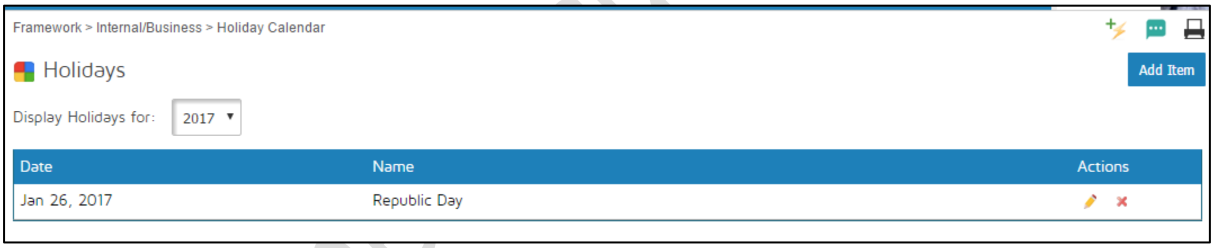


Figure 163: List of Holidays

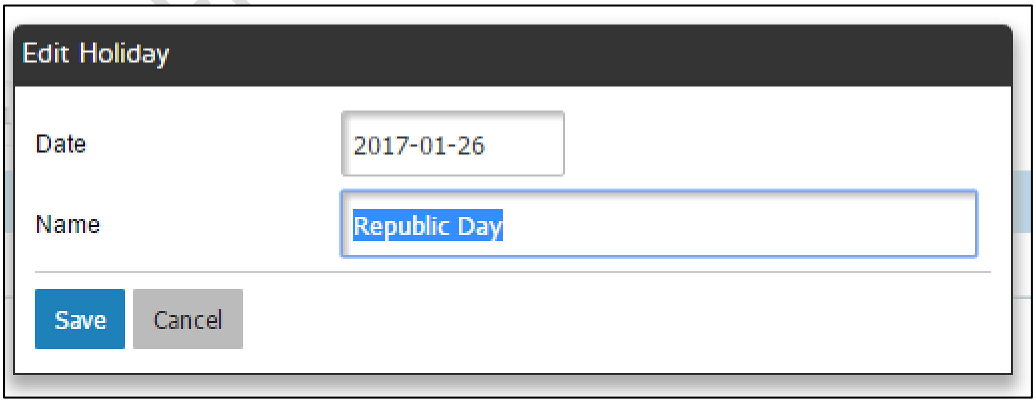


Figure 164: Add/Edit Holidays

The List of Annual Holidays are listed in this module as shown in Figure 163: List of Holidays. These can be edited and added using the page shown in Figure 164: Add/Edit Holidays.

WEEKLY OFFS

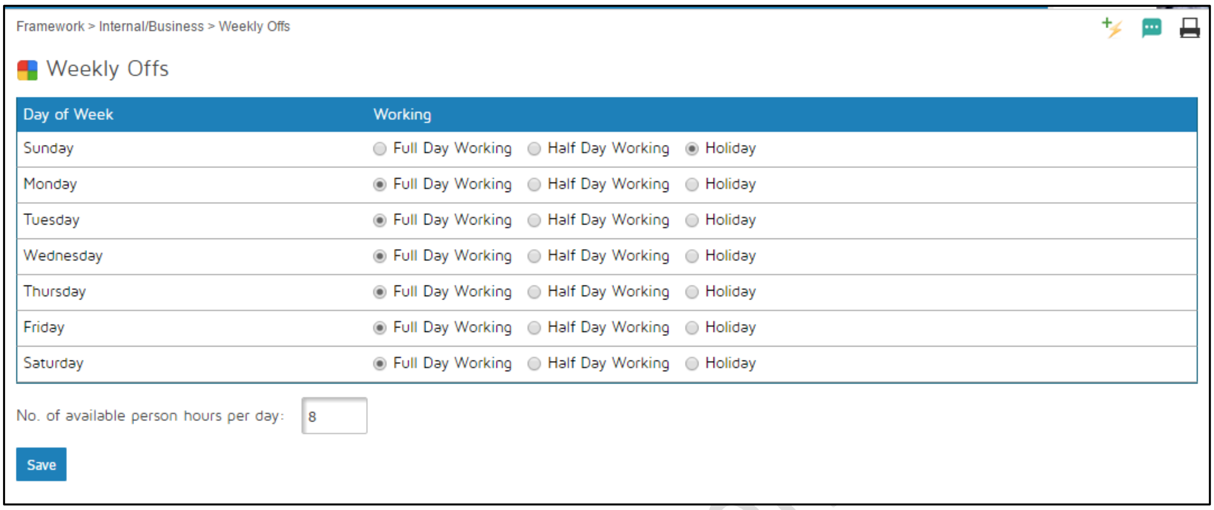


Figure 165: Weekly Off calendar

The page shown in Figure 165: Weekly Off calendar allows the user to create an enterprise level calendar with weekly offs and allows half days.

The hours available per day for an employee are also available here.

CAPTURE

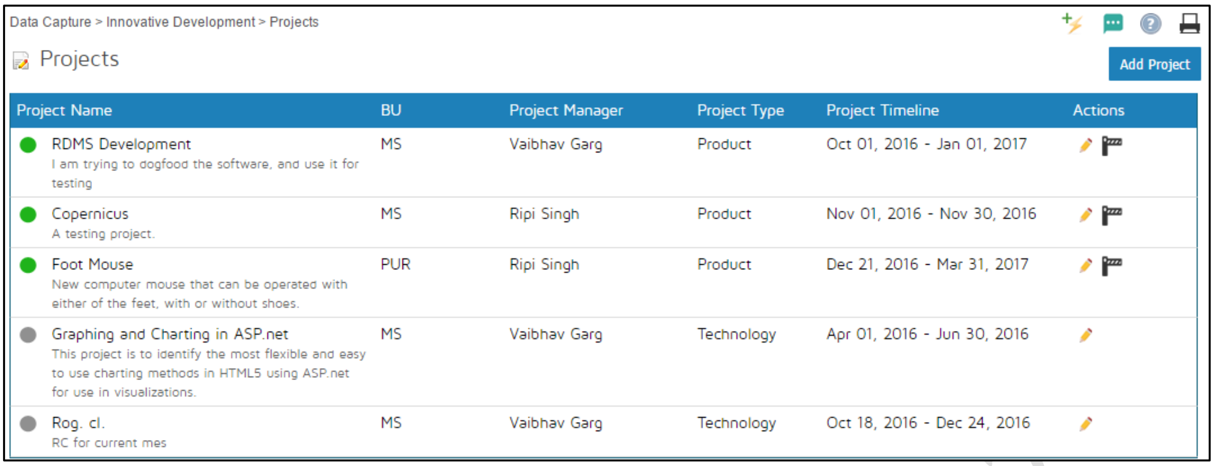
Navigation:

Data Capture>>Innovative Development >> Projects

On navigating to this page, the user sees the screen as shown in Figure 166: List of All Projects. This list shows all the projects that have been defined in the system.

The list shows-- at a glance – the name of the project, the business unit it belongs to, the name of the project manager, the type of the project – whether “Product” or “Technology”— , the project timelines, and the icons to edit.

The icon on the left turns green for published projects and is gray for unpublished projects. The icon appears only for published projects and is the entry point for Project Execution- Gate Reviews.



Data Capture > Innovative Development > Projects

Projects

Add Project

Project Name	BU	Project Manager	Project Type	Project Timeline	Actions
RDMS Development I am trying to dogfood the software, and use it for testing	MS	Vaibhav Garg	Product	Oct 01, 2016 - Jan 01, 2017	
Copernicus A testing project.	MS	Ripi Singh	Product	Nov 01, 2016 - Nov 30, 2016	
Foot Mouse New computer mouse that can be operated with either of the feet, with or without shoes.	PUR	Ripi Singh	Product	Dec 21, 2016 - Mar 31, 2017	
Graphing and Charting in ASP.net This project is to identify the most flexible and easy to use charting methods in HTML5 using ASP.net for use in visualizations.	MS	Vaibhav Garg	Technology	Apr 01, 2016 - Jun 30, 2016	
Rog. cl. RC for current mes	MS	Vaibhav Garg	Technology	Oct 18, 2016 - Dec 24, 2016	

Figure 166: List of All Projects

CAPTURE THE BASIC DETAILS

On clicking the Add Project button on the screen shown in Figure 166: List of All Projects, the user is taken to the page shown in Figure 167: Capture the Basic Project Details.

Figure 167: Capture the Basic Project Details

The form in Figure 167: Capture the Basic Project Details is designed to capture the following details.

a. The project Type: a choice between **Technology Development Project** and **Product Development Project**. Note that the chice made here CANNOT be changed at a later date once this is saved.
b. Project Name: This is free text to supply the name of the project.
c. Project Description: Describe the project in a few words here.
d. Project Category: The project category can be selected from the choices defined in Project Categories.

e. Business Unit: The name o f the business unit that owns the project. You may also select enterprise if this is a cross BU project.
f. Parent Project: This is applicable only for Technology Development Projects. The technology Development project may be leading upto the development of a product, in which case the Product development project is a parent to the Technology Development Project. More details are in Technology Requirements section.
g. Project Manager: Click on the icon and search for the name of the project manager.
h. Scheduled Start: Clicking on the field brings up a calendar from which you can select the schedued start date of the project.
i. Target completion: Clicking on the field brings up a calendar from which you can select the Target completion date of the project.
j. Priority: Select the project priority from High, Medium and Low
k. Add to Roadmap: This selects whether the project is shown as a part of the roadmap.
l. Market: This is a choice based on the markets added in the Framework (See Markets section). The primary market that the project is intended to address should be selected here.
m. Targetted Product Specs : The product specificications that the project will target should be entered here. This is a dropdown from the product specifications defined using the workflow in Product Specifications.
n. Primary KPI Affected: Specify the primary KPI in the Domain which the project addresses.
o. Knowledge Output: Every Technology Development Project results in a documented piece of knowledge. This piece of knowledge needs to be added to the framework so that the required and actual levels can be tracked using the Knowledge Maps and Gaps functionality. In this field, specify the name of the Kowledge item that will be added to the Knowledge framework under the technology classification. Product Development projects may leave this blank.
p. Investment- Budget: Specify the investment budgeted for this project.
q. Investment- approved: Specify the investment approved for this project.
r. Revenue (yr 1 to3): Forcast the additional revenue that this project will bring 1, 2 and 3 years post completion.
s. Margin (Yr 1 to 3): Forcast the additional profits that this project will bring 1, 2 and 3 years post completion.
t. Concepts Used: Specify (up to 2) concepts that are leveraged for this project, as defined in Concept Qualification section. Only the concepts that are “Reviewed and accepted” and “Used in a project” are available for selection. The status of the concept is automatically changed to “Used in a project” on selecting and saving in a project.

On clicking the Save button on the bottom left, the screen as shown in Figure 168: Project Page after Saving Basic Details is shown. The key change is that multiple additional buttons are now available for detailed planning of the project.

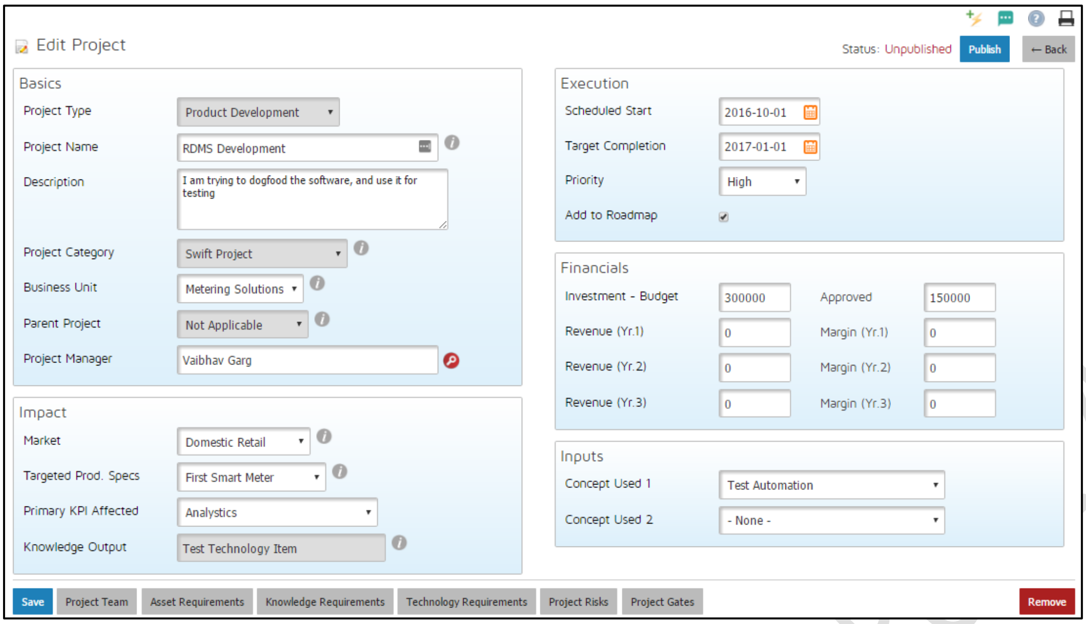


Figure 168: Project Page after Saving Basic Details

Please note that the "Technology Requirements" button (Technology Requirements) is not available for Technology Development Projects.

TEAM AND TALENT PLANNING

The first button from the left, Project Team , will take the user to the screen as shown in Figure 169: Project Team

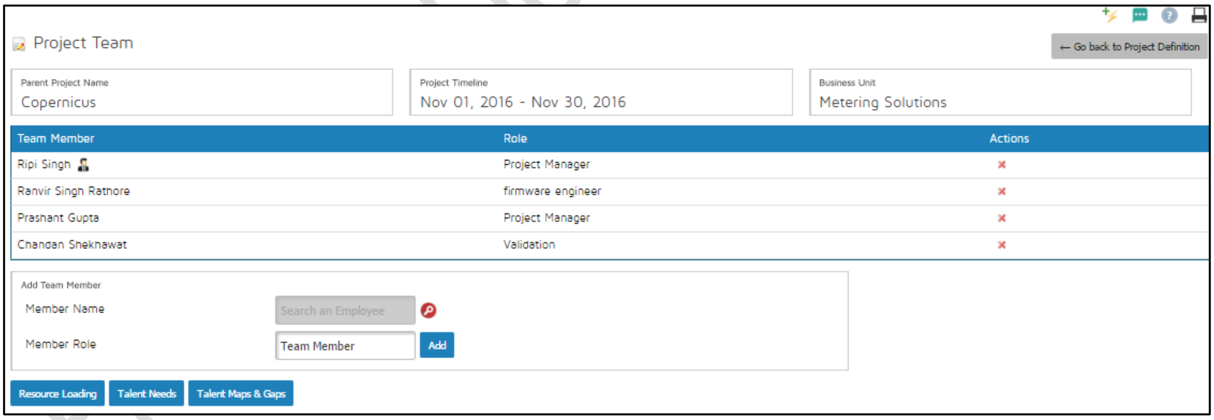


Figure 169: Project Team

On this screen, you can select your team members and specify their roles in the project.

To add a new team member, click on the icon as shown in Figure 169: Project Team, which shall take you to the screen as shown in Figure 170: Add Team Member. Here you can search for the team member by name.

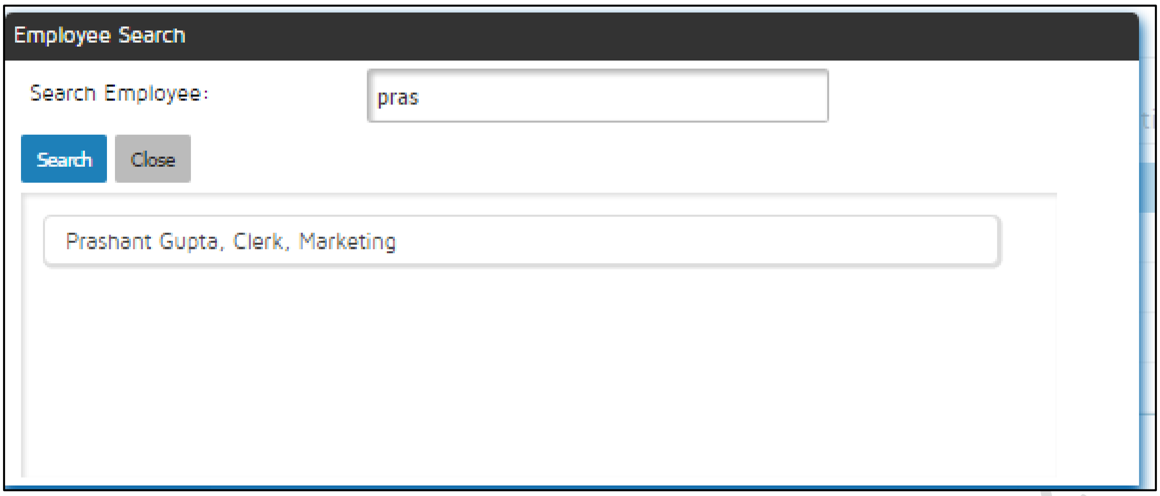
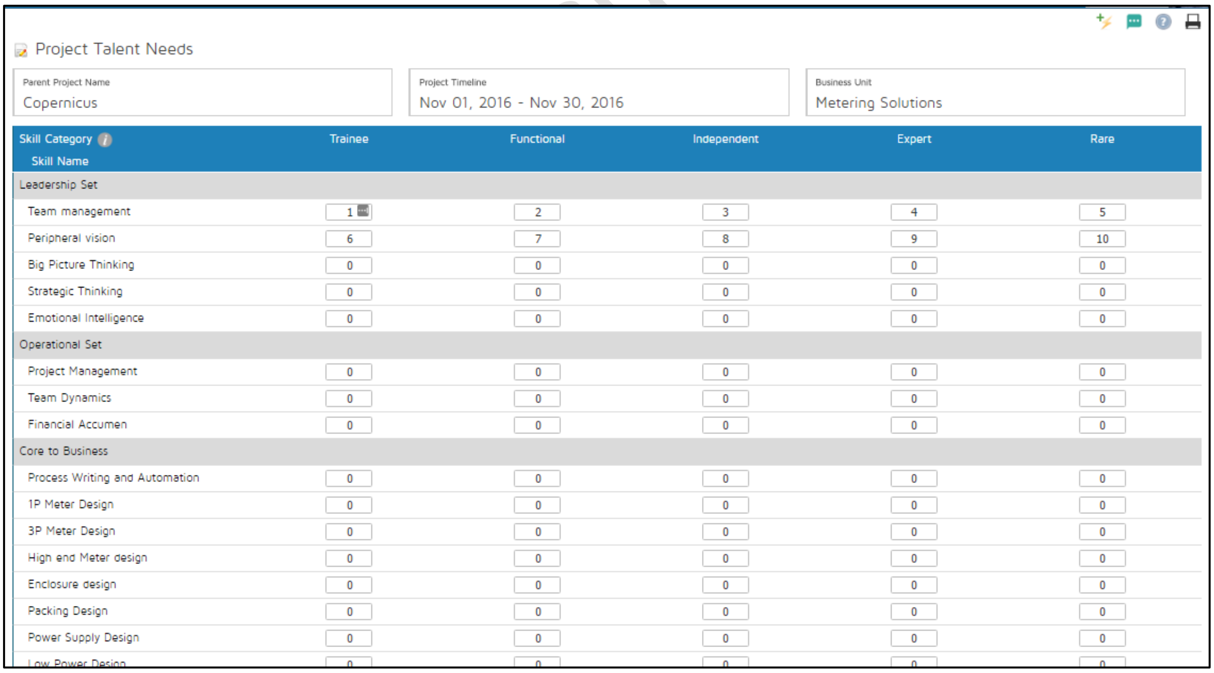


Figure 170: Add Team Member

After selecting the team member, specify the role of the member using the “Member Role” Field in the screen shown in Figure 169: Project Team and click Add.

After adding the team members, click on Talent Needs . This will allow you to specify what and how many skills/talent are needed for successful execution of the project, at each skill level. Once this is done, click Save. This is illustrated in Figure 171: Specifying the Project Talent Needs.



Project Talent Needs

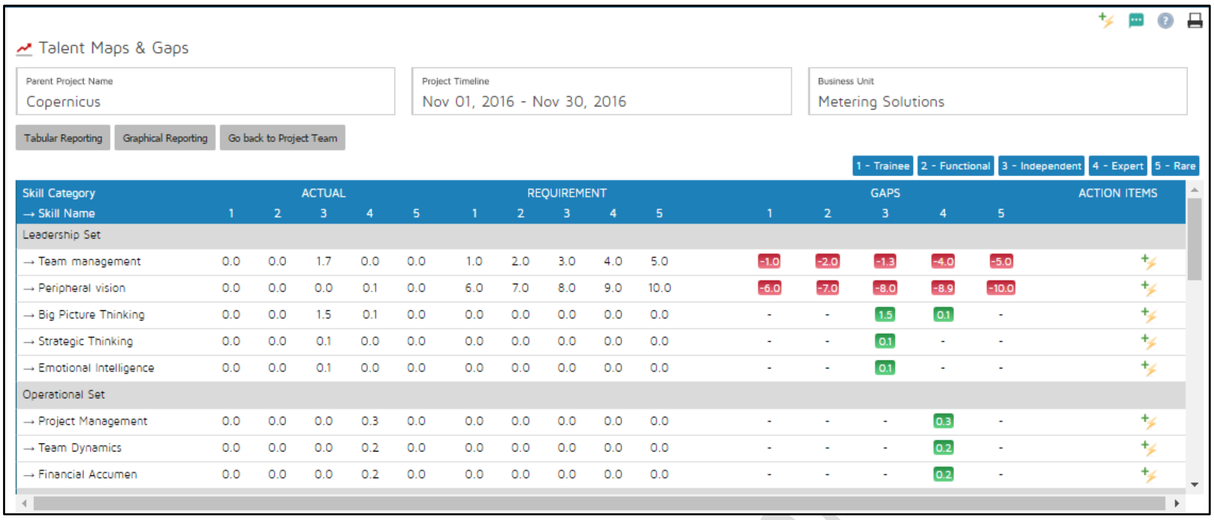
Parent Project Name	Project Timeline	Business Unit
Copernicus	Nov 01, 2016 - Nov 30, 2016	Metering Solutions

Skill Category / Skill Name	Trainee	Functional	Independent	Expert	Rare
Leadership Set					
Team management	1	2	3	4	5
Peripheral vision	6	7	8	9	10
Big Picture Thinking	0	0	0	0	0
Strategic Thinking	0	0	0	0	0
Emotional Intelligence	0	0	0	0	0
Operational Set					
Project Management	0	0	0	0	0
Team Dynamics	0	0	0	0	0
Financial Accumen	0	0	0	0	0
Core to Business					
Process Writing and Automation	0	0	0	0	0
1P Meter Design	0	0	0	0	0
3P Meter Design	0	0	0	0	0
High end Meter design	0	0	0	0	0
Enclosure design	0	0	0	0	0
Packing Design	0	0	0	0	0
Power Supply Design	0	0	0	0	0
Low Power Design	0	0	0	0	0

Figure 171: Specifying the Project Talent Needs

The talent map of each of these team members is already updated in the system using the Individual Employee Ratings module in the Talent Maps and Gaps workflow. The project manager has now updated the project talent needs using the workflow described above using Figure 171: Specifying the Project Talent Needs.

On clicking the Talent Maps & Gaps button, the application will report the Talent gaps with respect to the talent inputs of the team that has been selected and the talent needs of the project. This is as shown in Figure 172: Comparing the selected Teams Talent with the Project Talent Needs-Tabular. The Red background Gaps indicate shortfalls and the Green background Gaps indicate excess.



Skill Category → Skill Name	ACTUAL 1	2	3	4	5	REQUIREMENT 1	2	3	4	5	GAPS 1	2	3	4	5	ACTION ITEMS
Leadership Set																
→ Team management	0.0	0.0	1.7	0.0	0.0	1.0	2.0	3.0	4.0	5.0	-1.0	-2.0	-1.3	-4.0	-5.0	
→ Peripheral vision	0.0	0.0	0.0	0.1	0.0	6.0	7.0	8.0	9.0	10.0	-6.0	-7.0	-8.0	-8.9	-10.0	
→ Big Picture Thinking	0.0	0.0	1.5	0.1	0.0	0.0	0.0	0.0	0.0	0.0	-	-	1.5	0.1	-	
→ Strategic Thinking	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-	-	0.1	-	-	
→ Emotional Intelligence	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-	-	0.1	-	-	
Operational Set																
→ Project Management	0.0	0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0	0.0	-	-	-	0.3	-	
→ Team Dynamics	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	-	-	-	0.2	-	
→ Financial Accumen	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	-	-	-	0.2	-	

Figure 172: Comparing the selected Teams Talent with the Project Talent Needs-Tabular

Another visualisation of the same information can also be visualised in a graphical format by clicking Graphical Reporting button which takes you to the screen as shown in Figure 173: Comparing the selected Teams Talent with the Project Talent Needs-Graphical. The green filled circles indicate excess while the red bordered blank circles indicate shortfalls.

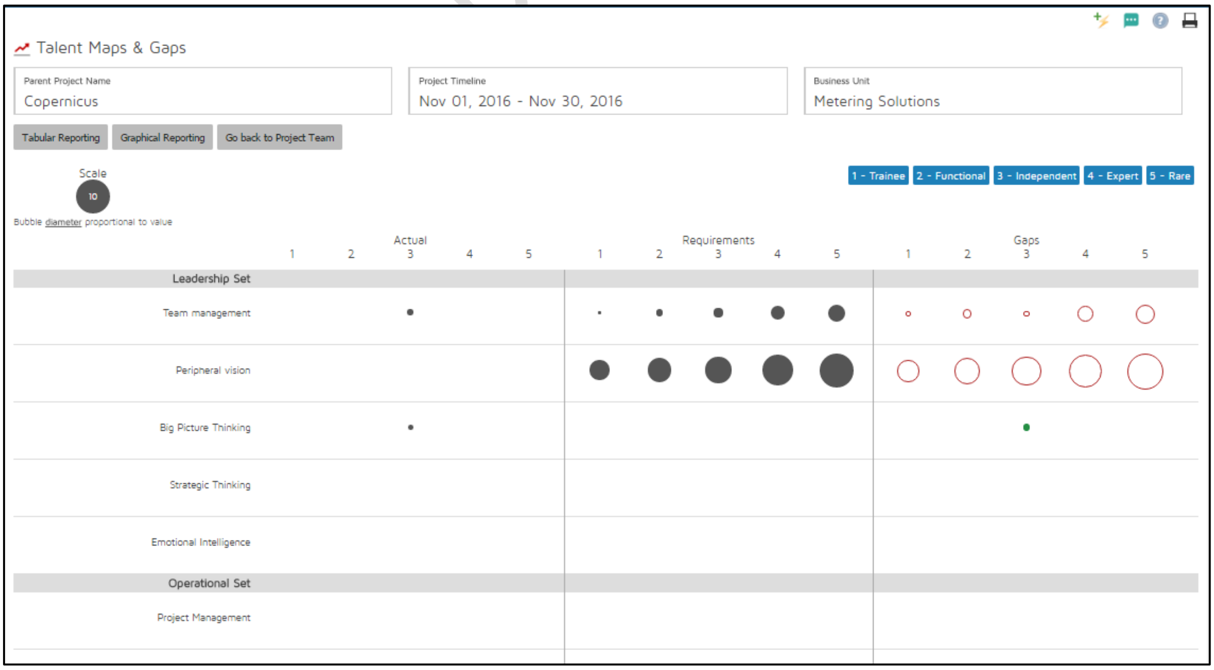


Figure 173: Comparing the selected Teams Talent with the Project Talent Needs-Graphical

RESOURCE LOADING

Another critical aspect, in addition to the team talent, is the team availability. Clicking the Resource Loading button on the screen shown in Figure 169: Project Team will take you to the screen as shown in Figure 174: View the Resource Loading and Adding the Project Loading for each Resource.

On this screen, the project manager can enter the percentage loading on a weekly basis for the project team members. The numbers on the right of each text box are the aggregate of loading from all other projects in the week under consideration. These are colour coded to indicate overallocation.

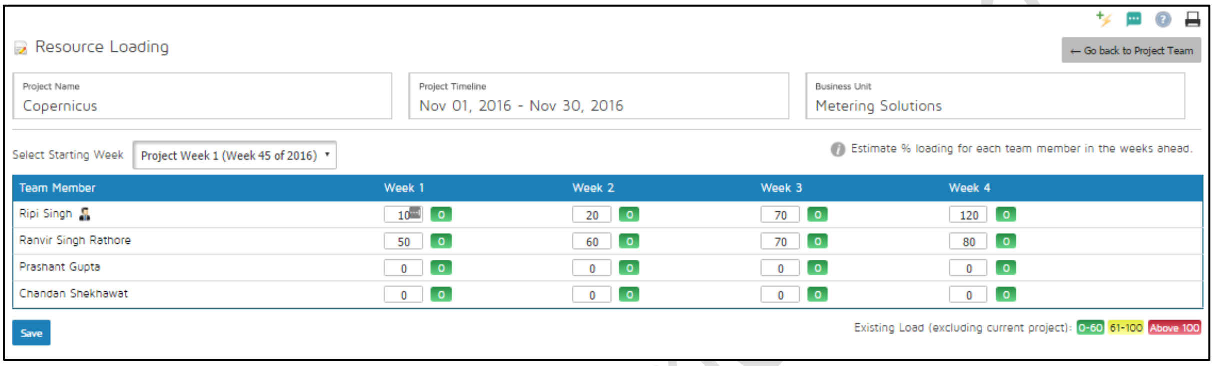


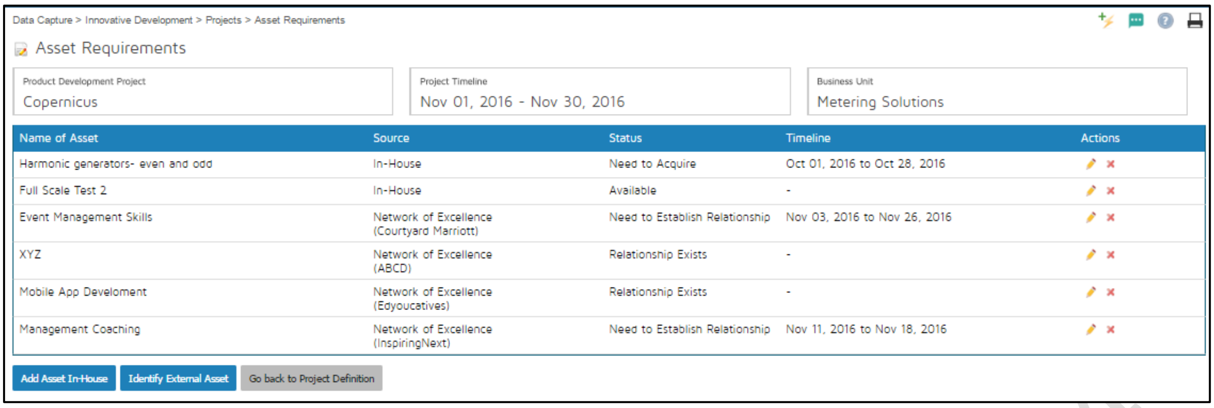
Figure 174: View the Resource Loading and Adding the Project Loading for each Resource

A special aspect to note here is that if the project starts or ends in the middle of the week, the project manager is expected to discount the percentage loading with respect to the number of days within the project life cycle.

As an example, if a resource is needed from the start of the project for 50% of the time, and the project starts from Wednesday, the project manager is expected to enter 5/7 (Wednesday through Sunday) of 50%, that is, 35%.

ASSET PLANNING

To execute a project successfully, the project manager has to plan for the asset requirements. On clicking the Asset Requirements , the user is taken to the screen as shown in Figure 175: List of all Assets Required by the Project. The aggregated assets from all projects, based on the time when they are being executed, are used as BU Asset needs to derive the BU and Enterprise Level Asset Maps and Gaps.


Data Capture > Innovative Development > Projects > Asset Requirements

Asset Requirements

Product Development Project: Copernicus | Project Timeline: Nov 01, 2016 - Nov 30, 2016 | Business Unit: Metering Solutions

Name of Asset	Source	Status	Timeline	Actions
Harmonic generators- even and odd	In-House	Need to Acquire	Oct 01, 2016 to Oct 28, 2016	
Full Scale Test 2	In-House	Available	-	
Event Management Skills	Network of Excellence (Courtyard Marriott)	Need to Establish Relationship	Nov 03, 2016 to Nov 26, 2016	
XYZ	Network of Excellence (ABCD)	Relationship Exists	-	
Mobile App Develoment	Network of Excellence (Edyoucatives)	Relationship Exists	-	
Management Coaching	Network of Excellence (InspiringNext)	Need to Establish Relationship	Nov 11, 2016 to Nov 18, 2016	

Add Asset In-House | Identify External Asset | Go back to Project Definition

Figure 175: List of all Assets Required by the Project

The assets can either be in-house assets, that are or will be a part of the asset framework, or can be external assets that are supposed to be sourced from the Enterprise's Network of Excellence

IN HOUSE ASSET

An in-house asset is the one that is either already a part of the Asset framework, or is planned to be a part of the same.

On clicking the **Add Asset In-House** button as shown in Figure 175: List of all Assets Required by the Project, the user is taken to the screen as shown in Figure 176: Add In-house assets that already exist in the Application Asset Framework. The user can then either select the asset from the Framework, or choose to add to the framework itself.

If the user chooses to select from the framework, the screen similar to Figure 176: Add In-house assets that already exist in the Application Asset Framework is seen where the user selects the name of the asset from the dropdown and selects the level and the quantity of the assets. The quantity of the Asset under consideration at the selected level is shown to the user on the right side of the screen, as shown in Figure 177: Current Quantity of the selected Asset Item.

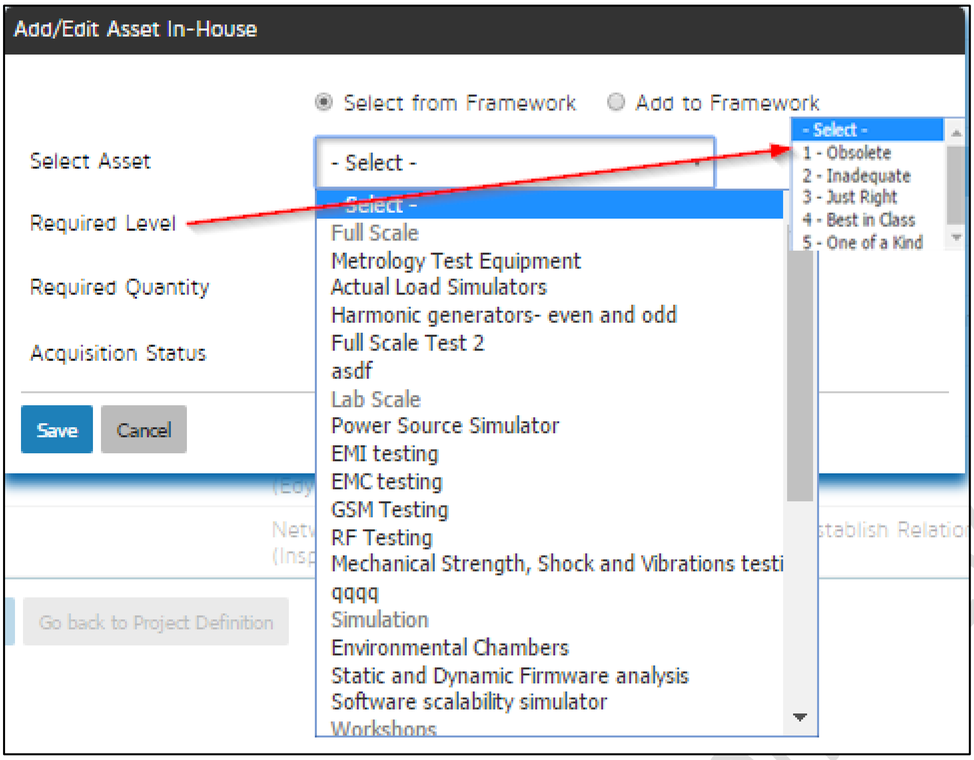


Figure 176: Add In-house assets that already exist in the Application Asset Framework

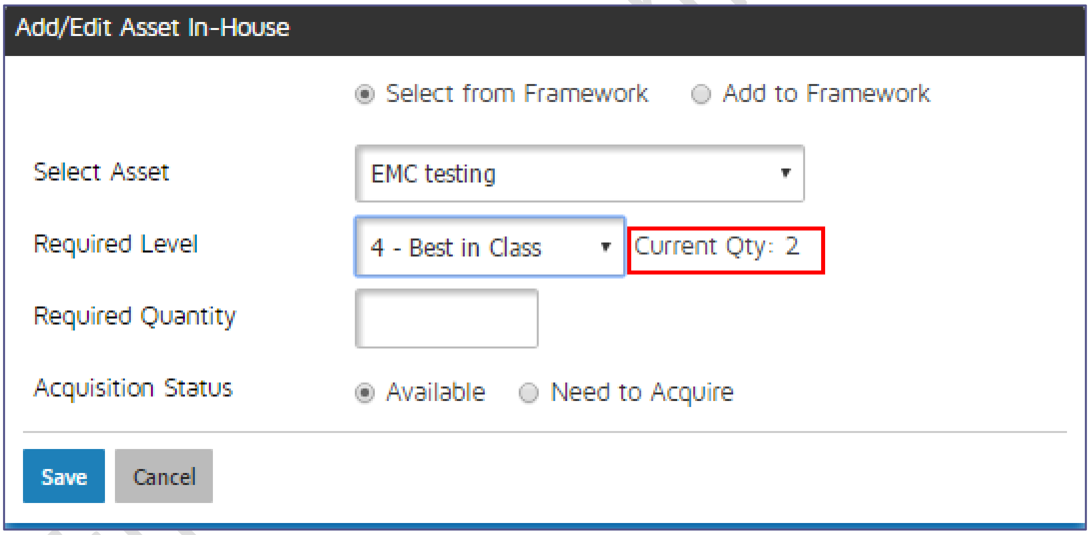


Figure 177: Current Quantity of the selected Asset Item

If the user chooses to add to the framework, a screen shown in Figure 178: Add a new asset to the project AND to the Application Asset Framework is seen. The user enters the name of the asset, its category, level and quantity and the same gets added to the Framework.

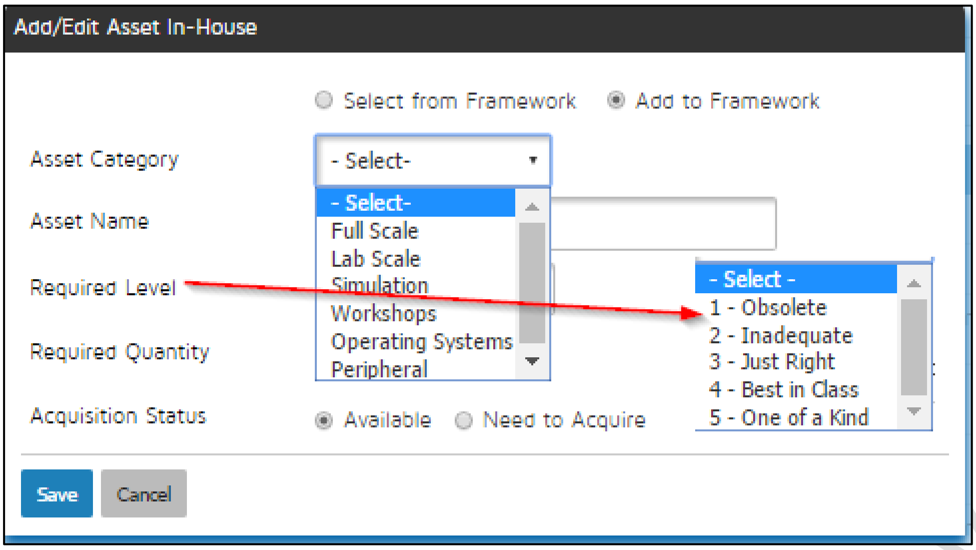


Figure 178: Add a new asset to the project AND to the Application Asset Framework

In both the above cases, the asset may already be available or it may need to be acquired. If the asset is available, the user can just save and proceed further.

If the asset needs to be acquired, as shown in Figure 179: Plan for asset acquisition if not available, the user needs to enter the start and end dates of acquisition.

The end date of acquisition needs to be on or before the end date of the project. The start date must be before the end date.

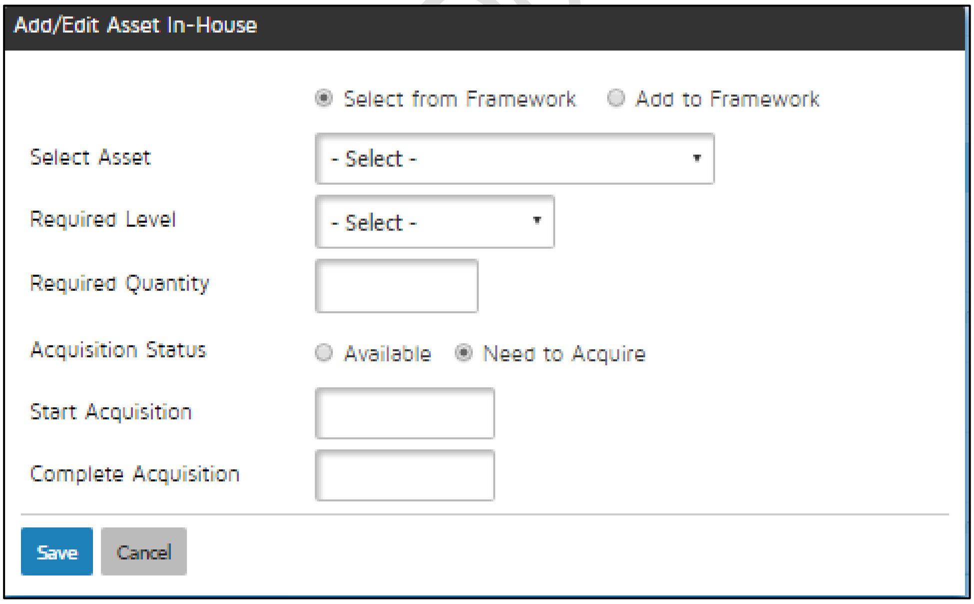


Figure 179: Plan for asset acquisition if not available

EXTERNAL ASSET SOURCED FROM NOE

An external asset may be planned for when the asset required is neither a part of the framework, nor is planned to be in the foreseeable future. This may include, but not limited to, expensive tools and equipment that are for a one-off use.

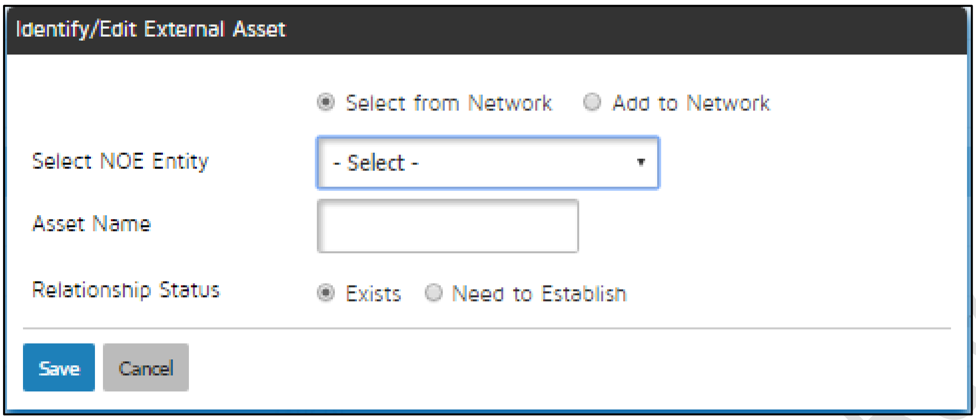


Figure 180: Identify an existing connection for Project Asset Need

To add an external Asset, click the Identify External Asset on the screen shown in Figure 175: List of all Assets Required by the Project. This opens up the screen as shown in Figure 180: Identify an existing connection for Project Asset Need.

If the NOE entity exists, you can select from the dropdown and enter the Asset name that you would like to use from the NOE. This is as shown in Figure 181: Add a new connection for Project Asset Need. An action item is creade to fill out the details.

If the NOE entity needs to be added, The user may enter the network type, the NOE entity name, The relationship strength and the Asset name. This adds the NOE basic details to the Network of excellence Database.

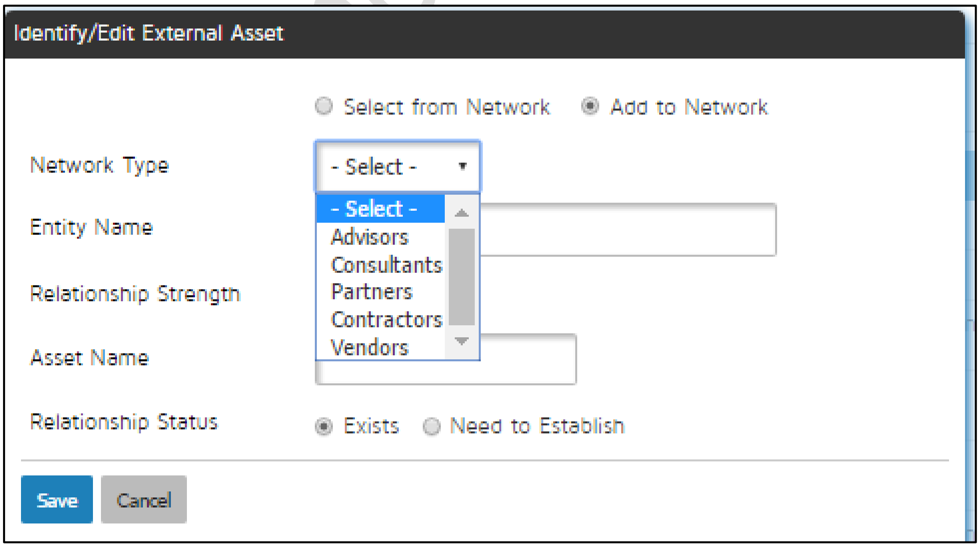


Figure 181: Add a new connection for Project Asset Need

In either of the 2 cases, the relationship may already exist or it may need to be established. If the same already exists, the user can click Save and proceed to add other items.

If the NOE relationship needs to be established, the screen shown in Figure 182: Initiate Relationship building if the relationship needs to be established afresh, is shown to the user. Using this, the user can specify the planned dates with regards to establishing the relationship.

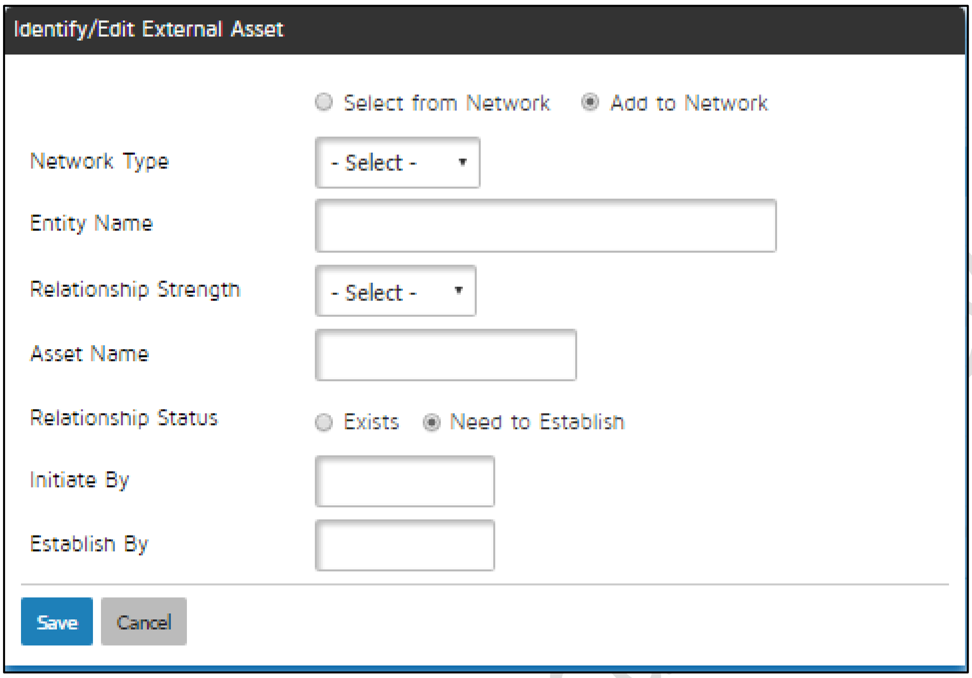


Figure 182: Initiate Relationship building if the relationship needs to be established afresh

KNOWLEDGE PLANNING

To execute a project successfully, the project manager has to plan for the asset requirements. On clicking the Asset Requirements, the user is taken to the screen as shown in Figure 175: List of all Assets Required by the Project. The aggregated Knowledge items from all projects, based on the time when they are being executed, are used as BU Knowledge needs to derive the BU and Enterprise Level Knowledge Maps and Gaps.

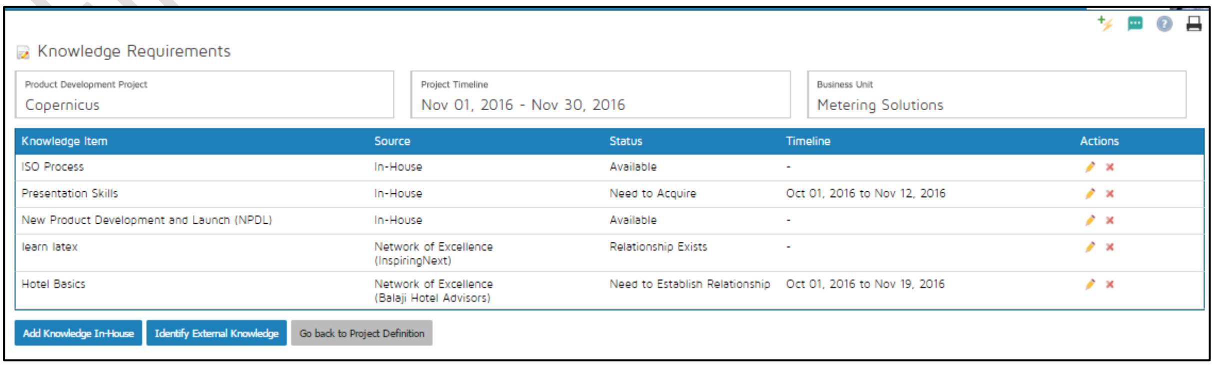


Figure 183: List of all Knowledge Items Required by the Project

IN HOUSE KNOWLEDGE

An in-house Knowledge item is the one that is either already a part of the Knowledge framework, or is planned to be a part of the same.

On clicking the Add Knowledge In-House button as shown in Figure 183: List of all Knowledge Items Required by the Project, the user is taken to the screen as shown in Figure 184: Add In-house Knowledge Items that already exist in the Application Knowledge Framework. The user can then either select the Knowledge from the Framework, or choose to add to the framework itself.

If the user chooses to select from the framework, the screen similar to Figure 184: Add In-house Knowledge Items that already exist in the Application Knowledge Framework is seen where the user selects the name of the Knowledge from the dropdown and selects the level and the quantity of the Knowledge items.

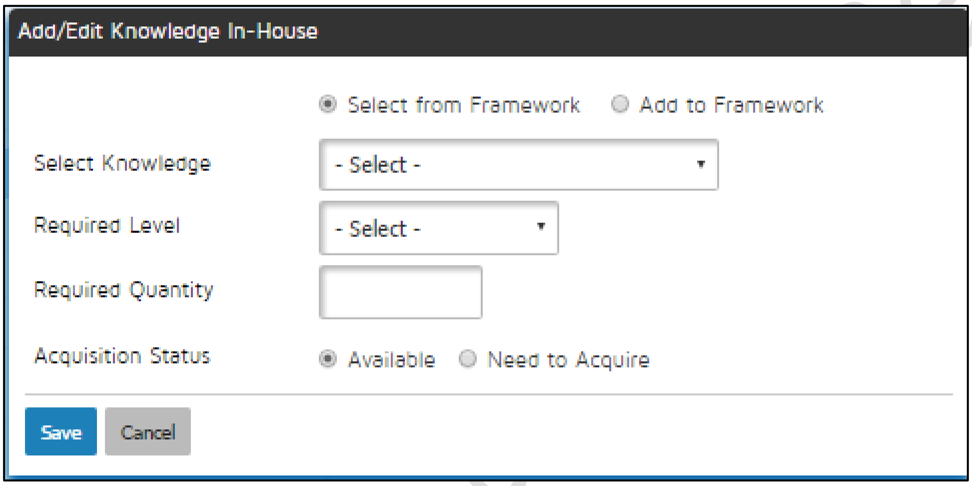


Figure 184: Add In-house Knowledge Items that already exist in the Application Knowledge Framework

If the user chooses to add to the framework, a screen shown in Figure 185: Add a new knowledge item to the project AND to the Application Knowledge Framework is seen. The user enters the name of the Knowledge, its category, level and quantity and the same gets added to the Framework.

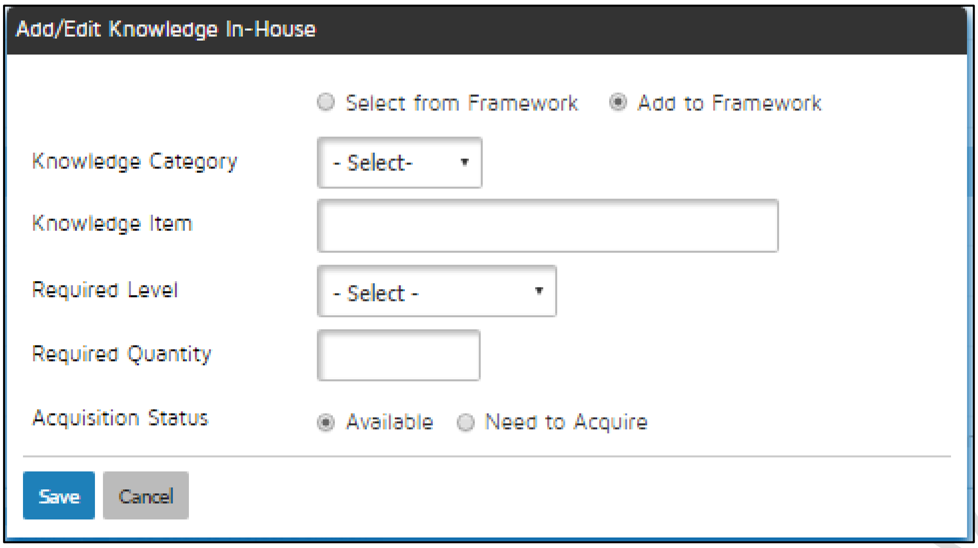


Figure 185: Add a new knowledge item to the project AND to the Application Knowledge Framework

In both the above cases, the Knowledge may already be available or it may need to be acquired. If the Knowledge is available, the user can just save and proceed further.

If the knowledge needs to be acquired, as shown in Figure 186: Plan for Knowledge acquisition if not available, the user needs to enter the start and end dates of acquisition.

The end date of acquisition needs to be on or before the end date of the project. The start date must be before the end date.

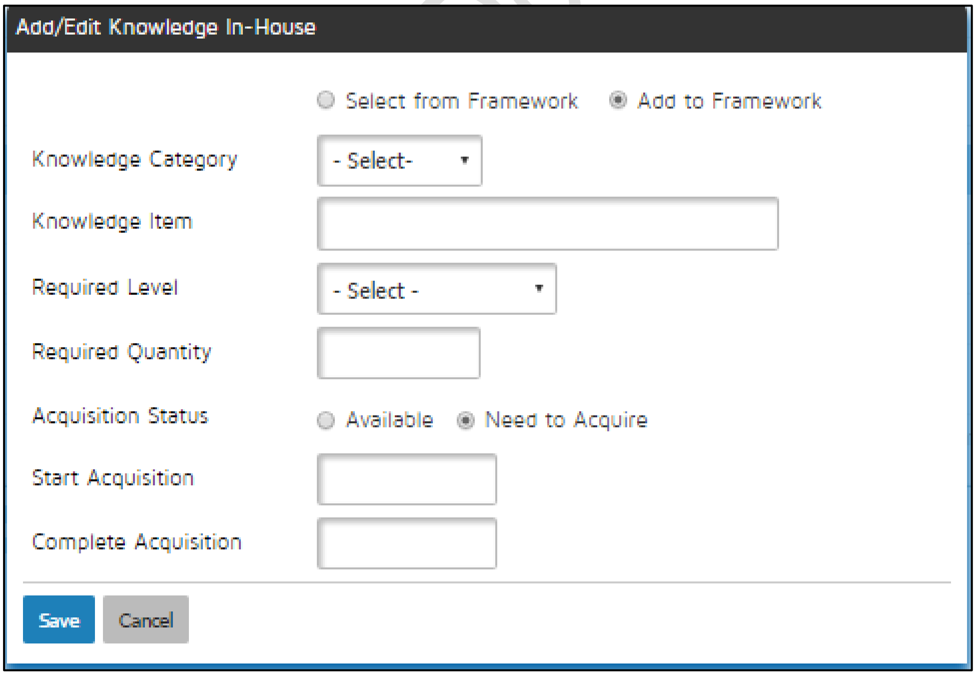


Figure 186: Plan for Knowledge acquisition if not available

KNOWLEDGE SOURCED FROM NOE

An external knowledge item may be planned for when the asset required is neither a part of the framework, nor is planned to be in the foreseeable future. This may include, but not limited to, expensive royalty and licensing requirements that are impractical to develop in house.

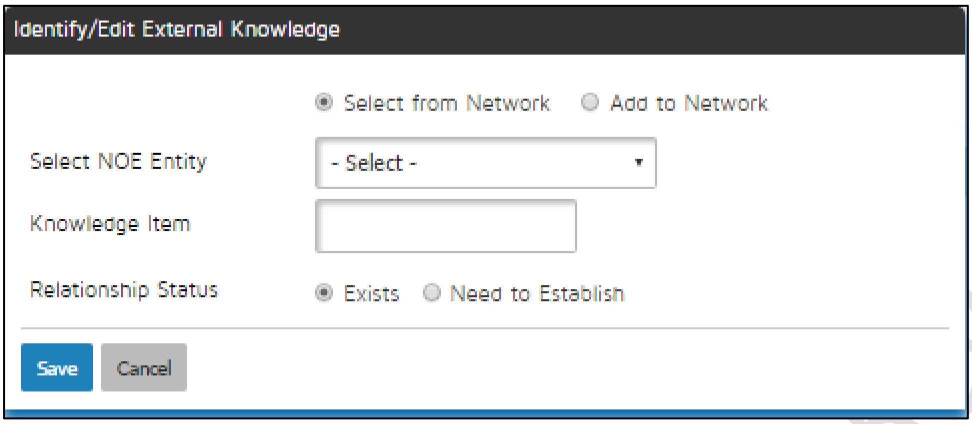


Figure 187: Identify an existing connection for Project Knowledge Needs

To add an external Asset, click the Identify External Asset on the screen shown in Figure 183: List of all Knowledge Items Required by the Project. This opens up the screen as shown in Figure 187: Identify an existing connection for Project Knowledge Needs.

If the NOE entity exists, you can select from the dropdown and enter the Knowledge name that you would like to use from the NOE. This is as shown in Figure 188: Add a new connection for Project Knowledge Needs

If the NOE entity needs to be added, The user may enter the network type, the NOE entity name, The relationship strength and the Knowledge name. This adds the NOE basic details to the Network of excellence Database.

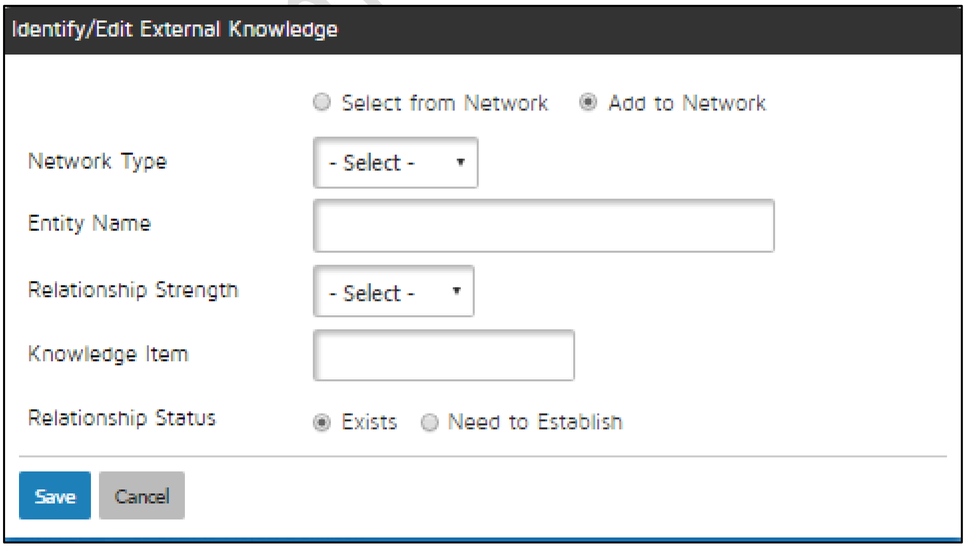


Figure 188: Add a new connection for Project Knowledge Needs

In either of the 2 cases, the relationship may already exist or it may need to be established. If the same already exists, the user can click Save and proceed to add other items.

If the NOE relationship needs to be established, the screen shown in Figure 189: Initiate Relationship building if the relationship needs to be established afresh, is shown to the user. Using this, the user can specify the planned dates with regards to establishing the relationship.

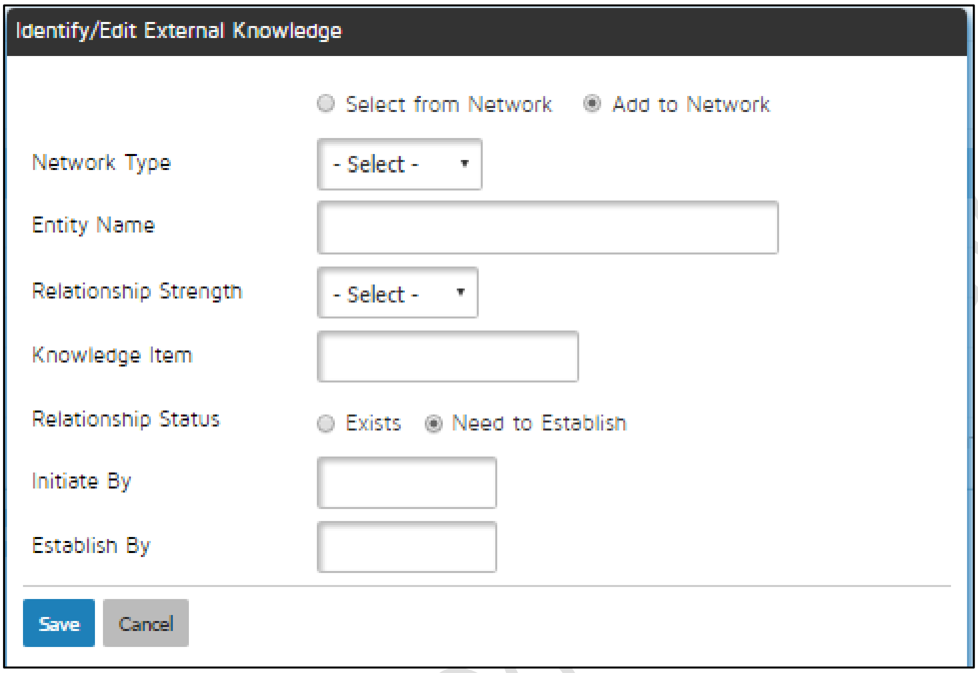


Figure 189: Initiate Relationship building if the relationship needs to be established afresh

TECHNOLOGY REQUIREMENTS

Technology requirements for a Product Development Project cover the scenario where a new technology has to be developed in order to successfully complete the Product Development.

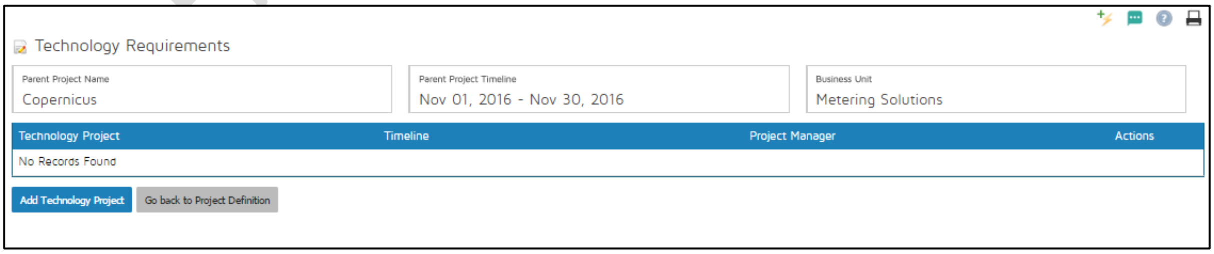


Figure 190: List of Technology Projects that need to be done before the Product's project can be completed

Clicking the Technology Requirements button on the screen shown in Figure 168: Project Page after Saving Basic Details, You come to the screen as shown in Figure 190: List of Technology Projects that need to be done before the Product's project can be completed. This lists all the technology projects that need to be completed before the product development project can be finished.

On clicking the Add Technology Project button on the screen shown in Figure 190: List of Technology Projects that need to be done before the Product's project can be completed, a screen as shown in Figure 191: Create a new linked Technology Project opens up. The user must enter

a. The name of the project
b. Project description
c. Priority of the project
d. The estimated project start and Project end date. The application does not allow the end date of the technology project to be later that the end date of the parent product devlopment project

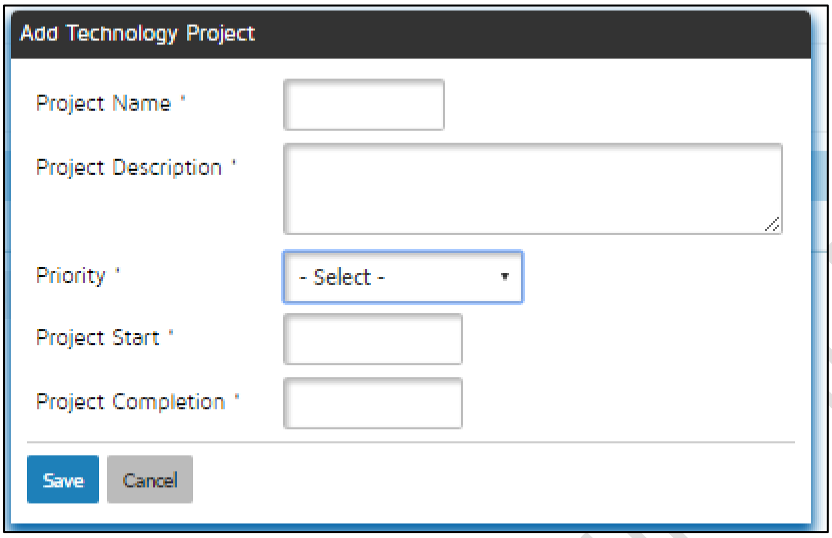


Figure 191: Create a new linked Technology Project

Saving these details leads to a creation of technology project with minimal details, which can be seen in the list of projects as shown in Figure 166: List of All Projects. The Parent project field of the Technology development project is set to the Product development project

Also, a high priority action item is created for the project manager of the Parent Product development project to fill out all the details for the newly created Technology Development Project.

The action items are viewable from the action item reports.

PROJECT RISK MANAGEMENT

On clicking the button on the screen shown in Figure 168: Project Page after Saving Basic Details, the user is taken to the project as shown in Figure 192: List of all project risks along with their RPN

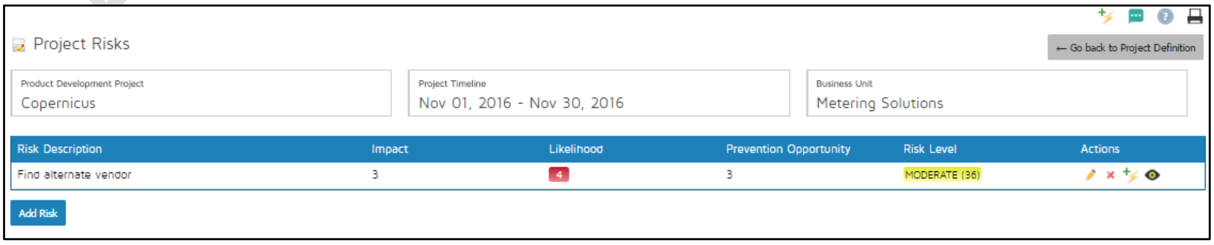


Figure 192: List of all project risks along with their RPN

The screen lists all identified prject risks, along with their RPN and Impact/Likelihood and Prevention Opportunity. Then same is colour coded for Easy visualisation.

On clicking the Add Risk button, the user is taken to the screen shown in Figure 193: Add a new risk to the Project.

a.

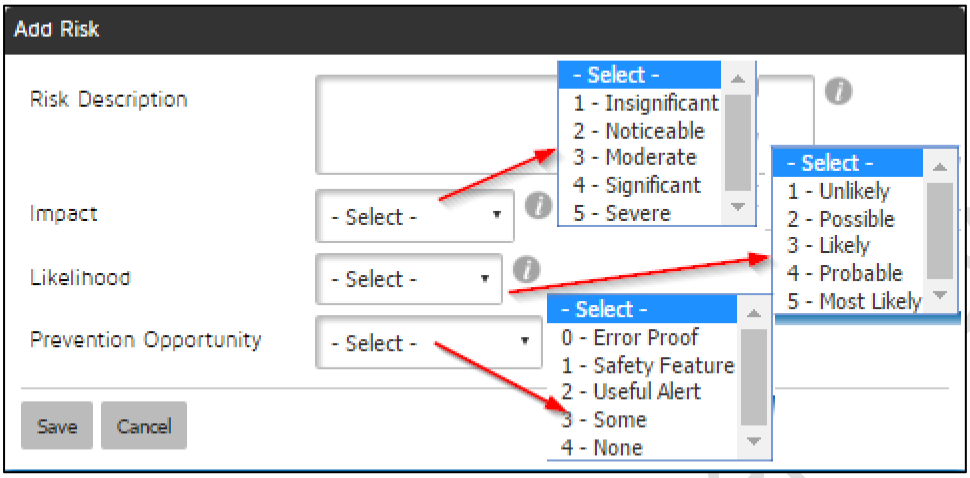


Figure 193: Add a new risk to the Project

The toolbar to the right of each risk ( ) enables (from left to right):

a. icon enables editing the risk entered above
b. icon enables deleting the risk entry
c. icon enables entering mitigation/contingency actions, as shown in Figure 194: Add Mitigation or Contingency Actions
d. icon enables viewing the actions entered against a specific risk. This is as shown in Figure 195: View all Action Items Linked to a Risk

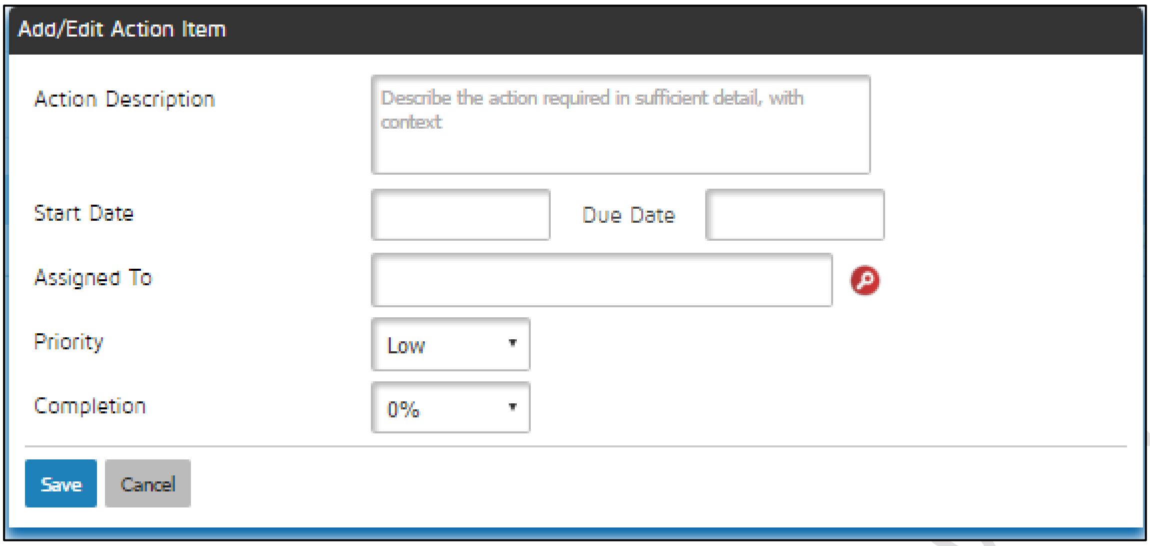
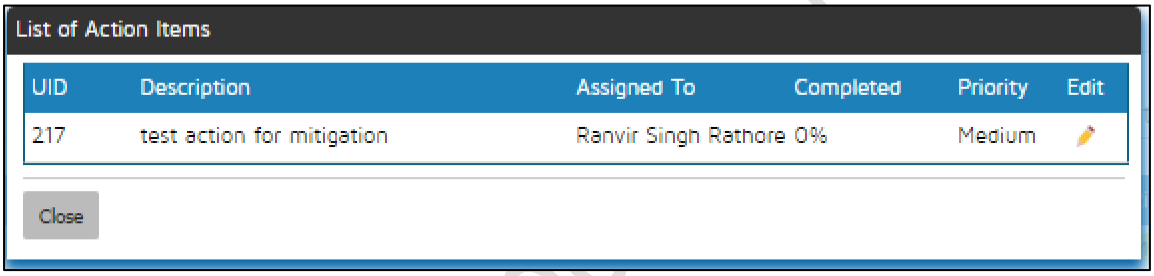


Figure 194: Add Mitigation or Contingency Actions


List of Action Items

UID	Description	Assigned To	Completed	Priority	Edit
217	test action for mitigation	Ranvir Singh Rathore	0%	Medium	

Close

Figure 195: View all Action Items Linked to a Risk

PROJECT TASKS

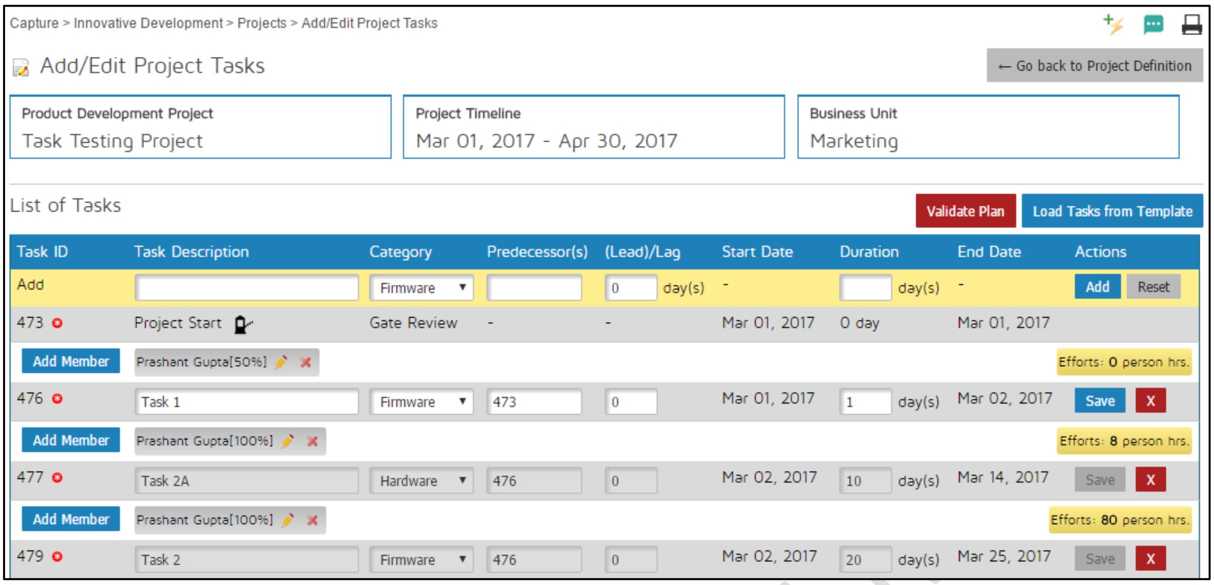


Figure 196: Add Project Tasks and Task Details

On clicking the Project Tasks button on the page shown in Figure 167: Capture the Basic Project Details, the user sees the page shown in Figure 196: Add Project Tasks and Task Details. This page enables multiple features:

a. The project gates linked to the project category selected in the page shown in Figure 167: Capture the Basic Project Details are automatically populated.
b. The yellow bar at the top of the task table allows the user to add a new task by entereing the task description, selectng the task category, selecting the predecessors of the task that must be comma seperated, the lag/ lead in signed days, and the duration of the task. Please note that all the dates are automatically calculated and can not be manually entered.
c. Once a task is added, members can be added to the task by clicking the Add Member button that brings up the page shown in Figure 197: Add resources to a Task. Here the project manager can select an employee and also specify the involvement of the member as a percentage of the total number of person hours available.
d. Once all the tasks have been added, the user can click on Validate Plan button to conduct various checks on the schedule, such as
    a. Check if all tasks have predecessors except the first task
    b. Check if all tasks have successors except the last task
    c. Check if the predecessor and successors do not have a circular relationship
    d. Check if there is at least 1 task that starts on the project start date
    e. Check if there is at least 1 task that ends on the project end date
    f. Task size warning – tasks larger than 3 days generate a warning
    g. Check if all tasks have resources assigned to them.
e. Validate plan also calculates the critical path and the tasks are marked by a if they do not have slack. Critical path is the longest sequence of activities in a project plan which must be completed on time for the project to complete on due date. An activity on the critical path cannot be started until its predecessor activity is complete; if it is delayed for a day, the entire project will be delayed for a day unless the activity following the delayed activity is completed a day earlier.

f. The effort in person hours is calculated for each task based on the number of resources, their percentage involvement, their grade level and the number of days.
g. The cost of each activity is calculated based on the effort and the rate specified in the grade of the selected resource.
h. Assigning a task to a resource also adds them to the project team, so that the talent maps can be reviewed again.
i. All the tasks added are converted to action items for the assigned resources, so that all the tracking machinery of an action item such as email notifications, escalations etc are available on the dashboard.

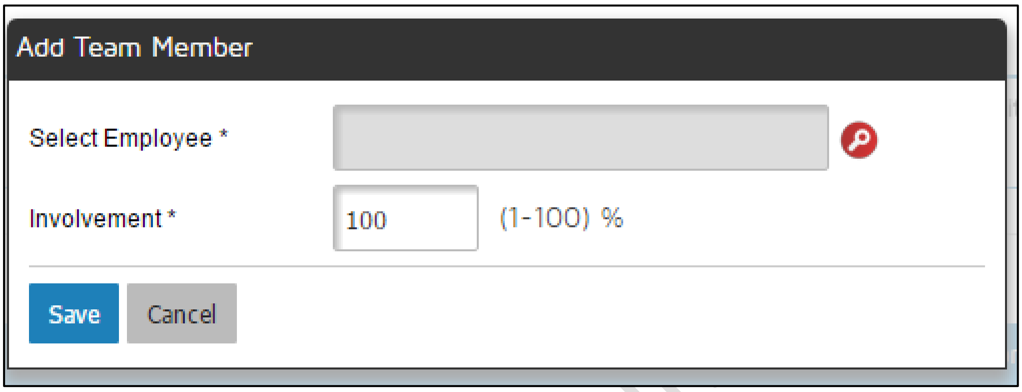


Figure 197: Add resources to a Task

PUBLISHING THE PROJECT

Clicking on the Publish button on the screen on Figure 168: Project Page after Saving Basic Details, would publish the project and prevent further changes to the project data entry. This will also oenable gate reviews. All publish and unpublish actions (Figure 198: Publish the Project for Go-Live) are logged with the user name and the date and time of the action. Unpublishing will reenable editing and disable access to gate reviews.

Figure 198: Publish the Project for Go-Live

PROJECT EXECUTION- GATE REVIEWS

If the project is published, the user sees a icon to the left of the project entry and a new icon appears to the right of the project entry. These are visible in the screen capture in Figure 199: Access Gate Reviews.

The icon is used during project execution to access gate review interface.

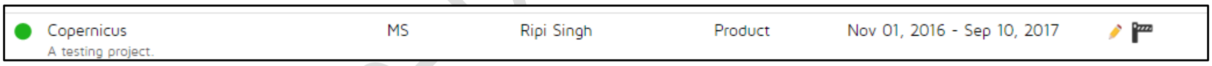


Figure 199: Access Gate Reviews

On clicking the icon, the screen shown in Figure 200: Project Gate Review Dashboard; with Checkpoints and all previous Review Records, can be seen.

Here, the user sees the checklist of the next due gate in the top left half, the status of all the project gates on the top right half; and a running log of all gate reviews held in the past along with their outcomes in the bottom of the screen.

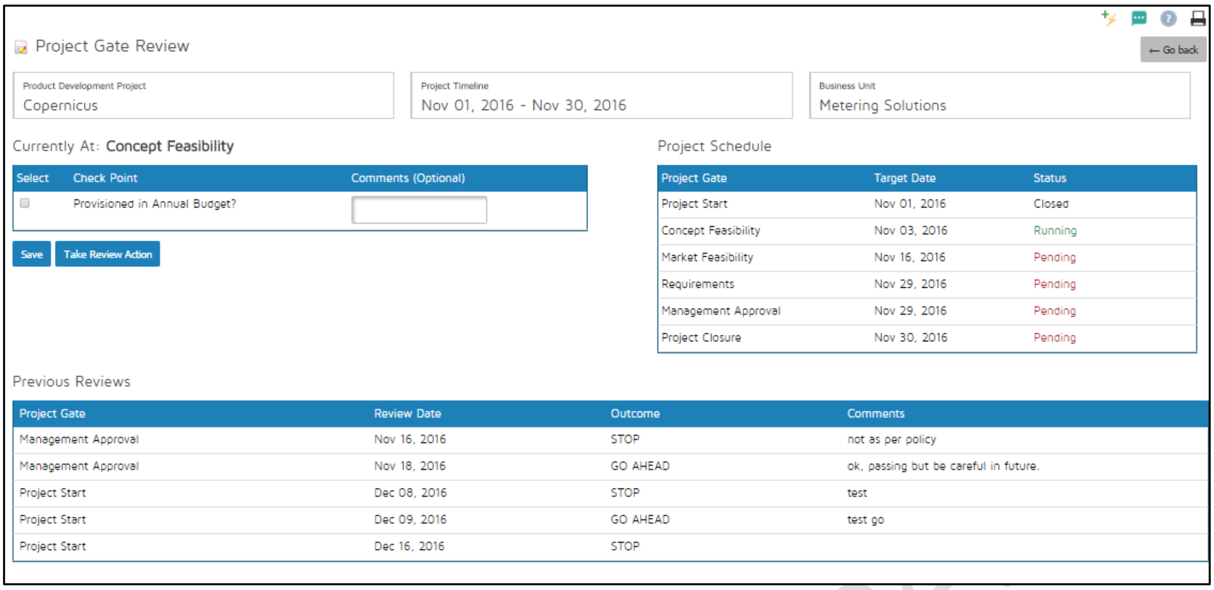


Figure 200: Project Gate Review Dashboard; with Checkpoints and all previous Review Records

While conducting a gate review, the user selects the checkbox next to each checkpoint in the checklist and enters comments. The user then clicks the Take Review Action and the screen shown in Figure 201: Verdict of a Review is shown to the user.

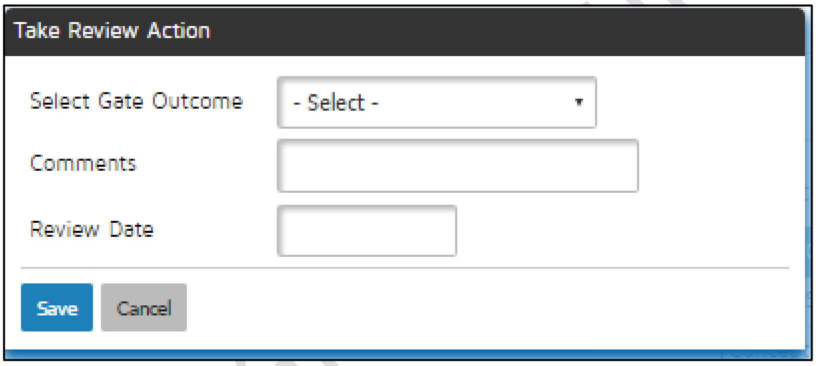


Figure 201: Verdict of a Review

The user can select one of the gate outcomes defined in the Project Gate Outcomes framework, enters the comments and review date and saves. These are then added as a part of the review history.

If the outcome selected is defined to be the one that passes the date, the checklist of the next due gate is now visible.

Figure 202: Project acquisition status

The page also allows the project manager to mark the status of all acquisition activities and mark them as acquired as done. This is shown as a green bar in the Roadmap.

PROJECT EXECUTION- TIMESHEET ENTRY

As the project team members perform their tasks, they need to fill up the timesheets. On navigating to the page shown in Figure 203: Enter Project Task timesheet for Planned Tasks, the user selects the activity type.

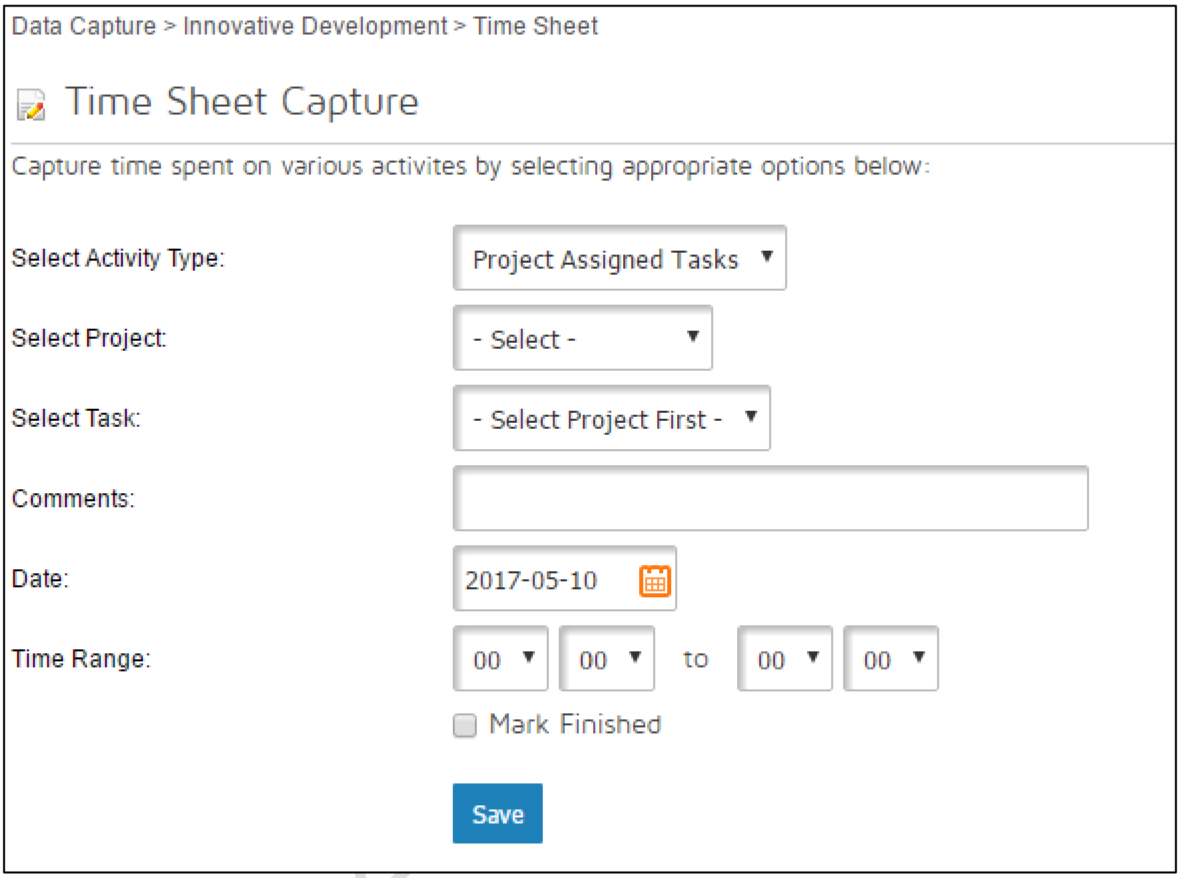


Figure 203: Enter Project Task timesheet for Planned Tasks

a. If the user selects Project Assigned Tasks ▾, only projects that have the user as a team member are visible.
   a. The user then selects that task from the dropdown. This contains the tasks that are assigned to the user, but are neither marked as finished, not approved by the PM.
   b. The user then selects the date and the time range, and saves.
   c. If the task in question is finished, the user can click the ☐ Mark Finished checkbox, and the task no longer appears in the dropdown.
b. If the user selects Project Ad-hoc Tasks ▾, the list of all published, but not closed projects appears in the dropdown. The user can then select the project and add the task description. This is as shown in Figure 204: Enter Project Timesheet for unplanned Tasks

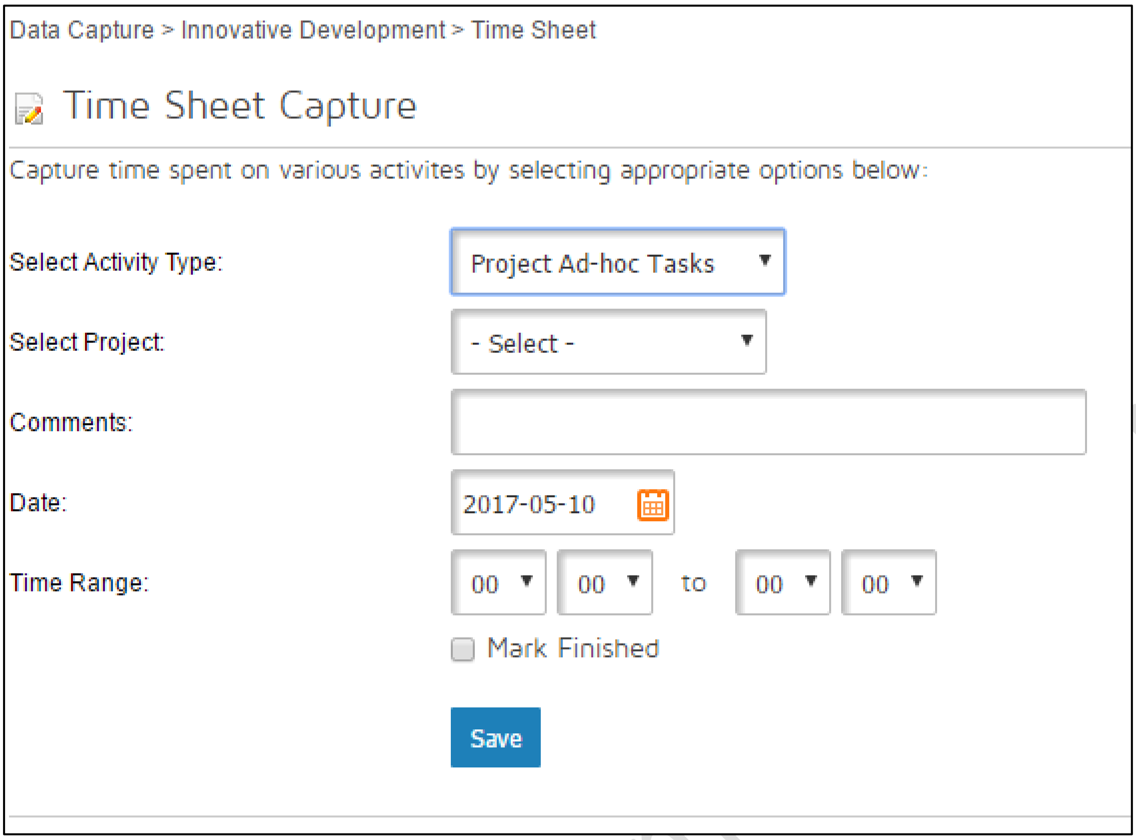
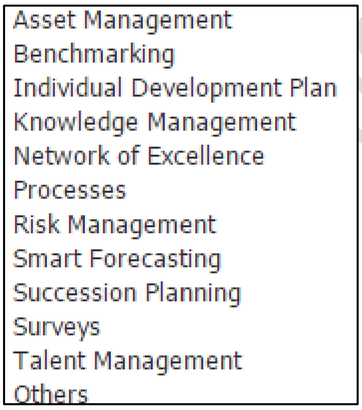


Figure 204: Enter Project Timesheet for unplanned Tasks

c. The user can select Action Items to enter timesheets against activities that have been assigned from sources other than projects, such as



This is as shown in Figure 205: Enter Timesheet for tasks assigned other than Project Tasks.

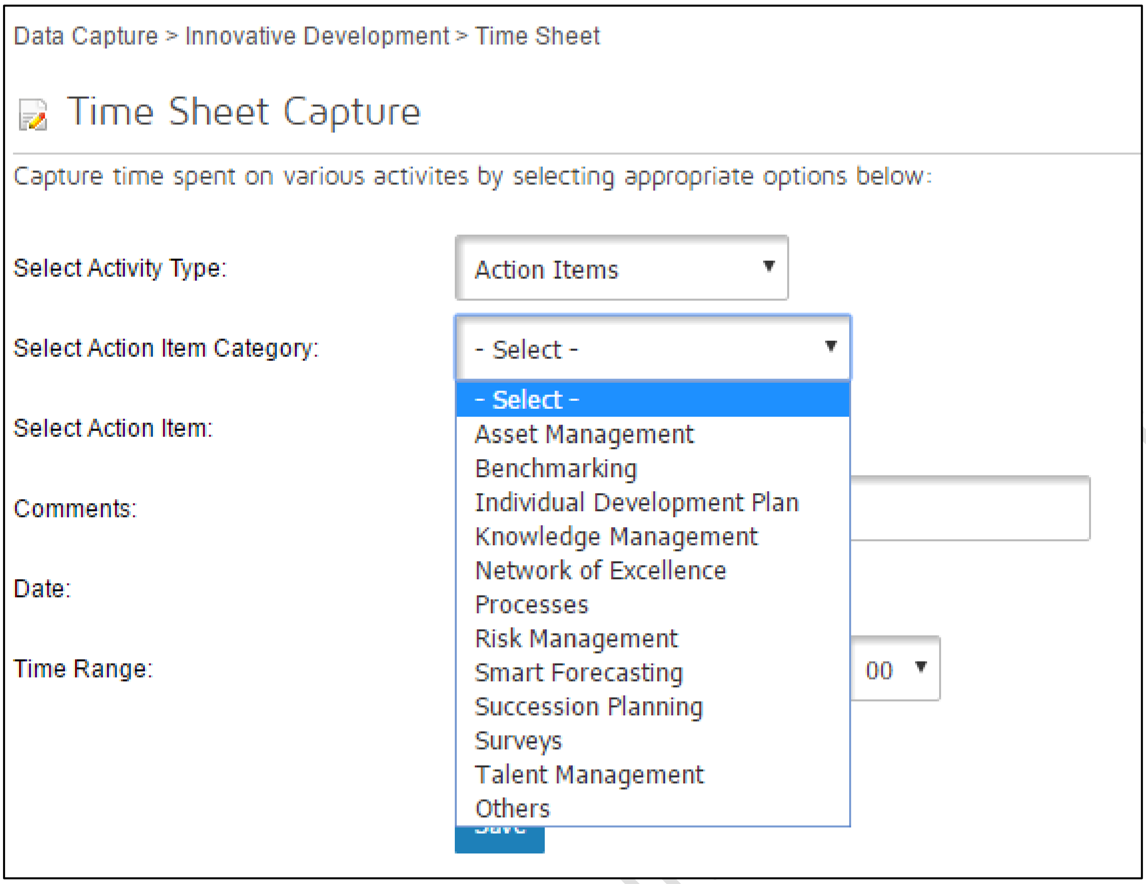


Figure 205: Enter Timesheet for tasks assigned other than Project Tasks

d. The user may also want to capture timesheets for unplanned activities, which is illustrated in Figure 206: Capture Timesheet for Unplanned Activities below.

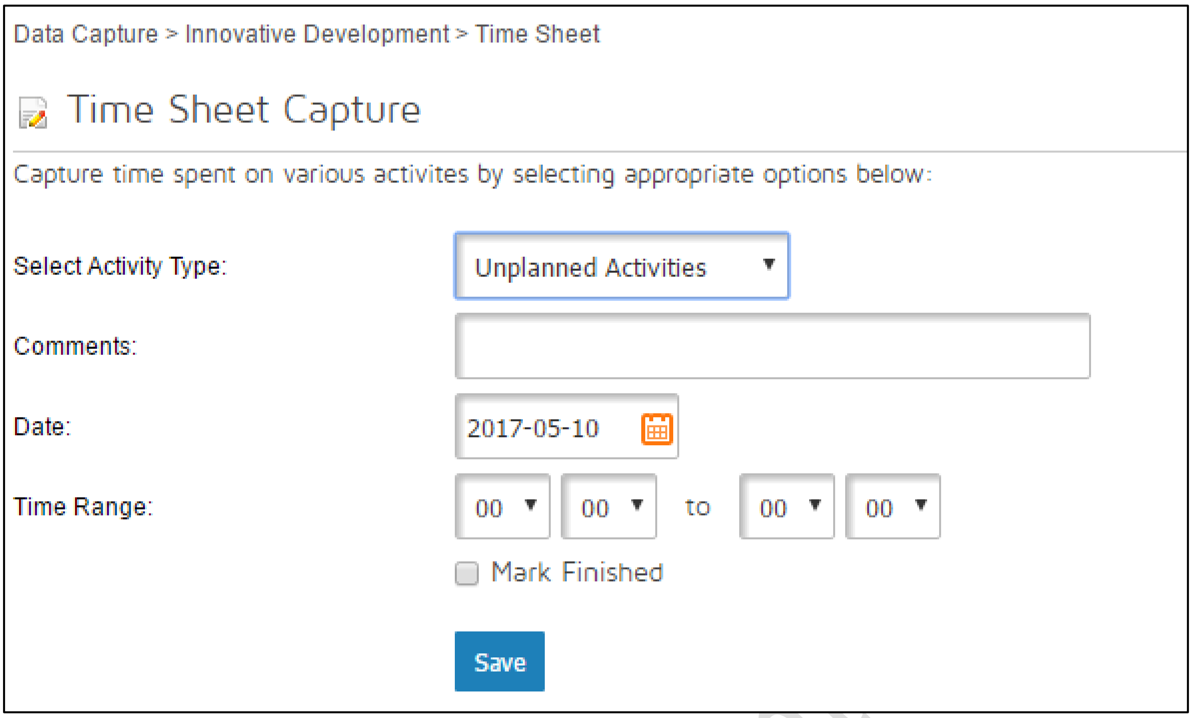


Figure 206: Capture Timesheet for Unplanned Activities

The user can choose to see their timesheet entries for any given date. There is an option to delete a wrong timesheet entry as well, provided the task is not already approved by the project manager. This is shown in Figure 207: See/Delete your Timesheet Entries

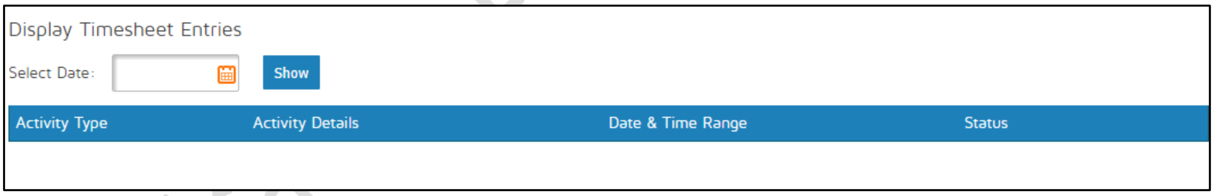


Figure 207: See/Delete your Timesheet Entries

PROJECT EXECUTION- PROJECT TASK APPROVAL

The timesheet approval page shown in Figure 208:Approve your project timesheets and Task Completion page allows the project manager to view all tasks in the project along with their time sheet entries. The project manager sees all their projects that have been published.

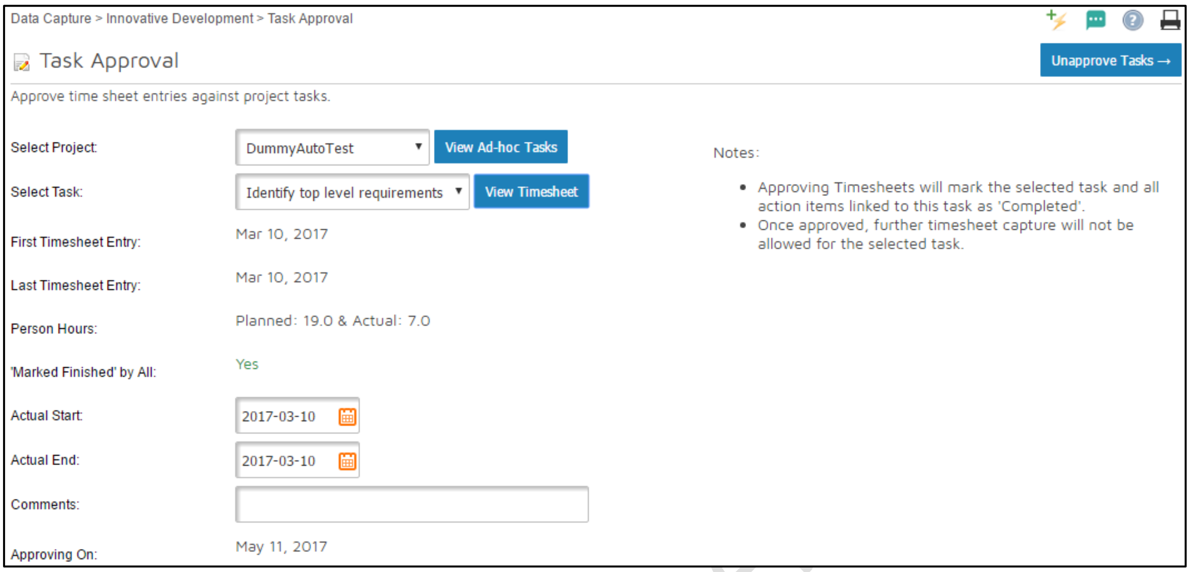


Figure 208:Approve your project timesheets and Task Completion

The project manager can approve the completion of the task based on the information on this page. Note that the project manager can approve any task irrespective of its timesheet entries.

Approval of a task removes it from all users' timesheet dropdowns and marks the connected action items as done.

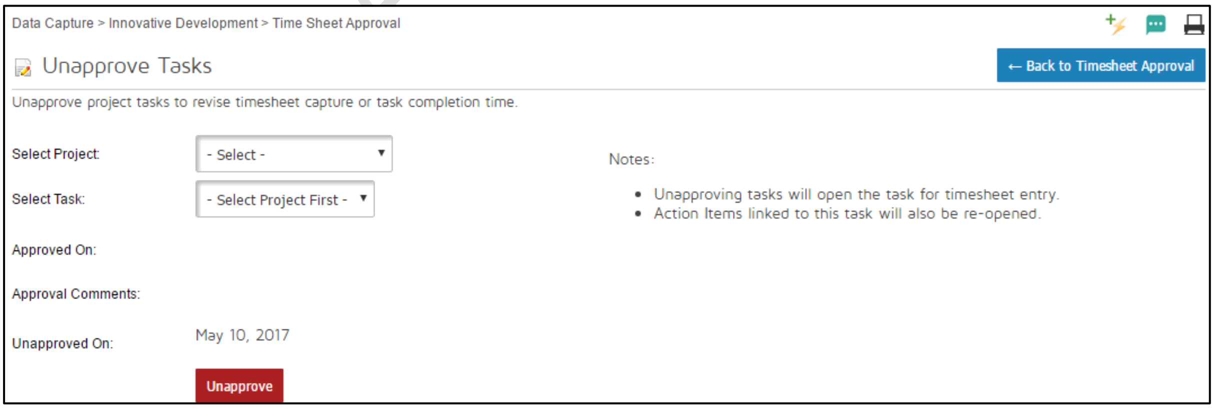


Figure 209: Un-approve a previously approved task

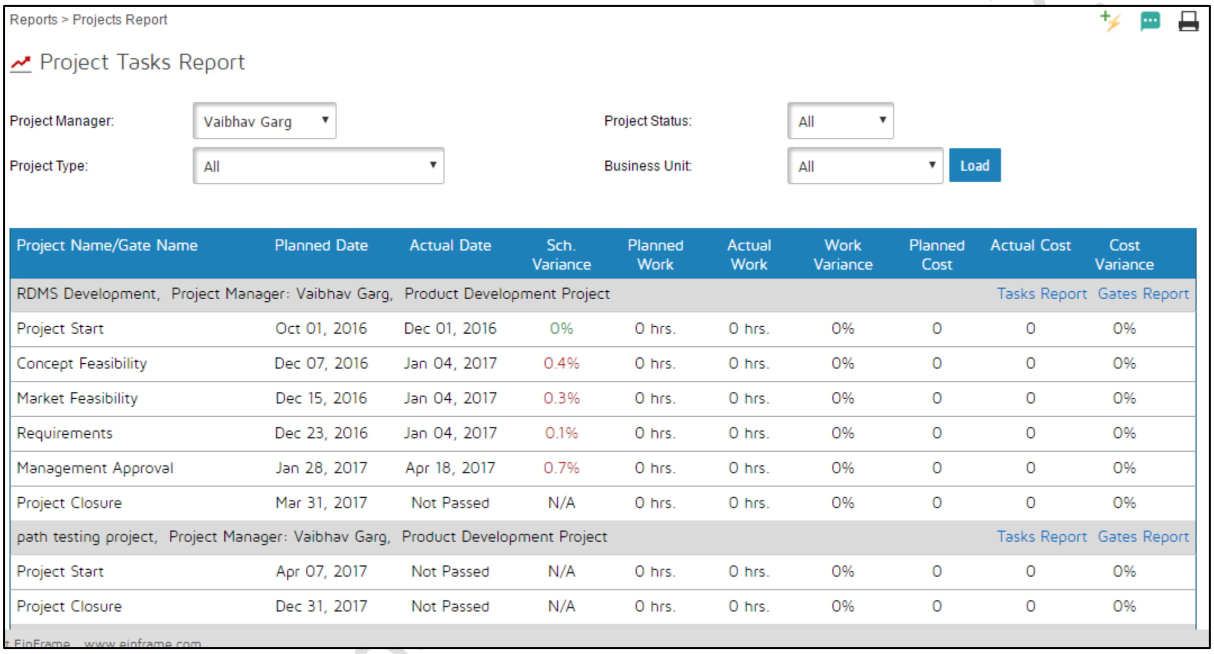
Should the project manager choose to change their mind with regards to the approval of tasks, they can undo the approval. This will make the task available for timesheet entry again. This is as shown in Figure 209: Un-approve a previously approved task.

Note: When a project is deleted that has tasks and timesheet entries captured against those tasks, the timesheet entries are not deleted but converted to 'Unplanned Activities'"

Similar thing happens when a task is deleted that has timesheet entries captured against it.

REPORTS

PROJECTS REPORT



Reports > Projects Report

Project Tasks Report

Project Manager: Vaibhav Garg | Project Status: All

Project Type: All | Business Unit: All | Load

Project Name/Gate Name	Planned Date	Actual Date	Sch. Variance	Planned Work	Actual Work	Work Variance	Planned Cost	Actual Cost	Cost Variance
RDMS Development, Project Manager: Vaibhav Garg, Product Development Project								Tasks Report	Gates Report
Project Start	Oct 01, 2016	Dec 01, 2016	0%	0 hrs.	0 hrs.	0%	0	0	0%
Concept Feasibility	Dec 07, 2016	Jan 04, 2017	0.4%	0 hrs.	0 hrs.	0%	0	0	0%
Market Feasibility	Dec 15, 2016	Jan 04, 2017	0.3%	0 hrs.	0 hrs.	0%	0	0	0%
Requirements	Dec 23, 2016	Jan 04, 2017	0.1%	0 hrs.	0 hrs.	0%	0	0	0%
Management Approval	Jan 28, 2017	Apr 18, 2017	0.7%	0 hrs.	0 hrs.	0%	0	0	0%
Project Closure	Mar 31, 2017	Not Passed	N/A	0 hrs.	0 hrs.	0%	0	0	0%
path testing project, Project Manager: Vaibhav Garg, Product Development Project								Tasks Report	Gates Report
Project Start	Apr 07, 2017	Not Passed	N/A	0 hrs.	0 hrs.	0%	0	0	0%
Project Closure	Dec 31, 2017	Not Passed	N/A	0 hrs.	0 hrs.	0%	0	0	0%

Figure 210: Project Report

This is an organisation level report with the following information. This is as illustrated in Figure 210: Project Report.

<table>
<tr><td colspan="4">Project Manager</td><td colspan="8">Project Manager Dropdown; including all</td></tr>
<tr><td colspan="4">Project Type</td><td colspan="8">All/Product/Technology Dropdown</td></tr>
<tr><td colspan="4">BU Dropdown</td><td colspan="8">All/Enterprise Level/BU Names Dropdown</td></tr>
<tr><td colspan="4">Status Dropdown</td><td colspan="8">Running/Completed</td></tr>
<tr><td>Project Name</td><td>Project Type</td><td>Project Manager</td><td>Gates</td><td>Planned Date</td><td>Actual Date</td><td>Schedule Variance</td><td>Planned work</td><td>Actual Work</td><td>Work Variance</td><td>Planned Manpower Cost</td><td>Actual Manpower Cost</td><td>Cost Variance</td></tr>
<tr><td>Project A</td><td>Product Development</td><td>Mr. ABC</td><td>Start</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

			Gate 1									
			Gate 2									
			Finish									
Project B	Technology Development	Mr. XYZ	Start									
			Gate 1									
			Finish									

PROJECT GATES REPORT

On navigating to this report, as shown in Figure 211: Project Gates Report with dates and results, the status of all the gates along with the captured comments and the verdict are shown. This facilitates gate status tracking

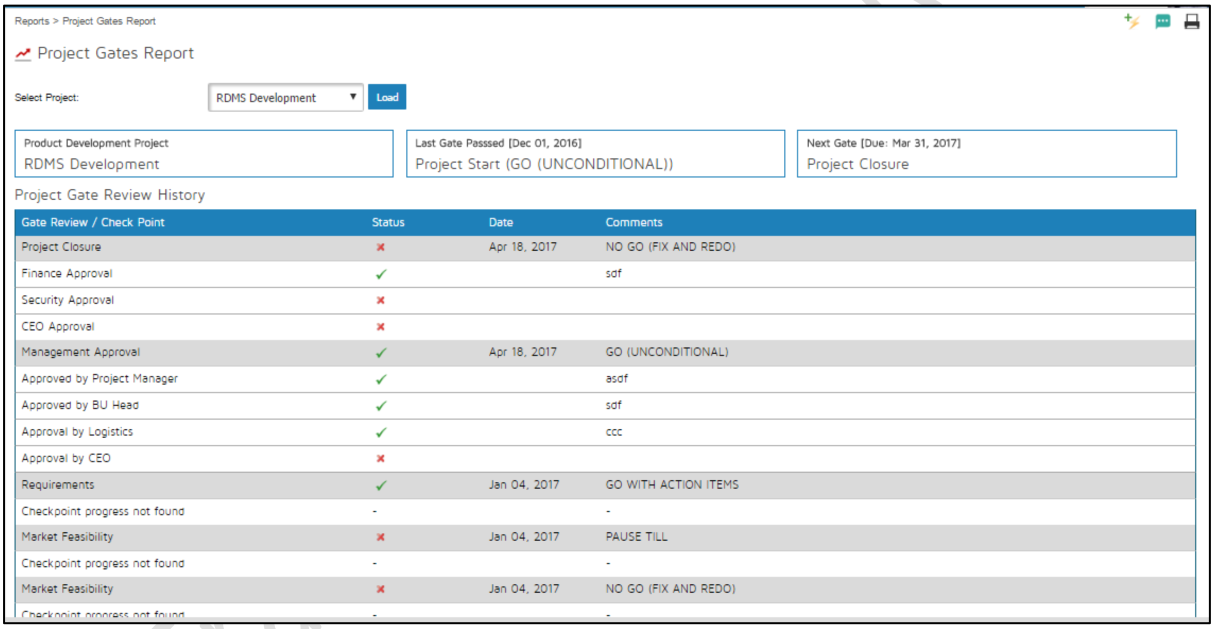
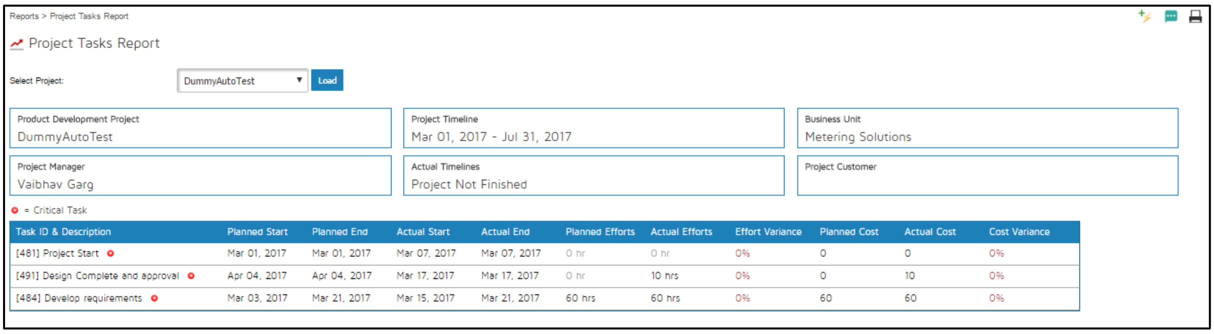


Figure 211: Project Gates Report with dates and results

PROJECT TASKS REPORT

All the project tasks along with their metrics are shown in this report. This is as shown in Figure 212: Project task level tracking report with critical path highlighting.

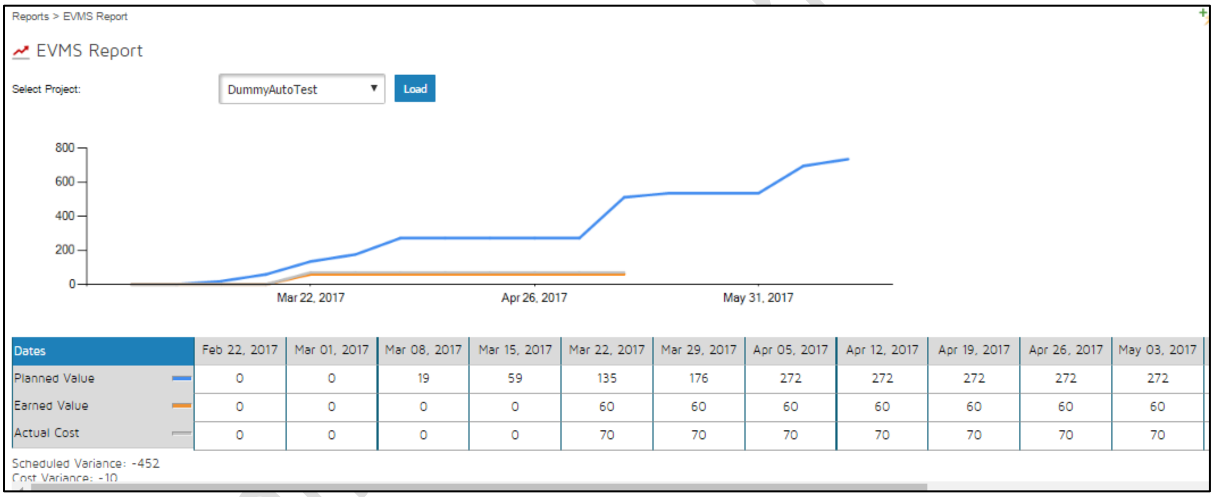


Task ID & Description	Planned Start	Planned End	Actual Start	Actual End	Planned Efforts	Actual Efforts	Effort Variance	Planned Cost	Actual Cost	Cost Variance
[481] Project Start	Mar 01, 2017	Mar 01, 2017	Mar 07, 2017	Mar 07, 2017	0 hr	0 hr	0%	0	0	0%
[491] Design Complete and approval	Apr 04, 2017	Apr 04, 2017	Mar 17, 2017	Mar 17, 2017	0 hr	10 hrs	0%	0	10	0%
[484] Develop requirements	Mar 03, 2017	Mar 21, 2017	Mar 15, 2017	Mar 21, 2017	60 hrs	60 hrs	0%	60	60	0%

Figure 212: Project task level tracking report with critical path highlighting

EVMS CHART REPORT

For a given project, the planned value, Earned value and the Actual cost are shown in this chart. This gives deep insight on the project performance.



Dates	Feb 22, 2017	Mar 01, 2017	Mar 08, 2017	Mar 15, 2017	Mar 22, 2017	Mar 29, 2017	Apr 05, 2017	Apr 12, 2017	Apr 19, 2017	Apr 26, 2017	May 03, 2017
Planned Value	0	0	19	59	135	176	272	272	272	272	272
Earned Value	0	0	0	0	60	60	60	60	60	60	60
Actual Cost	0	0	0	0	70	70	70	70	70	70	70

Figure 213: PV, EV and AC EVMS chart

BULL'S EYE CHART REPORT

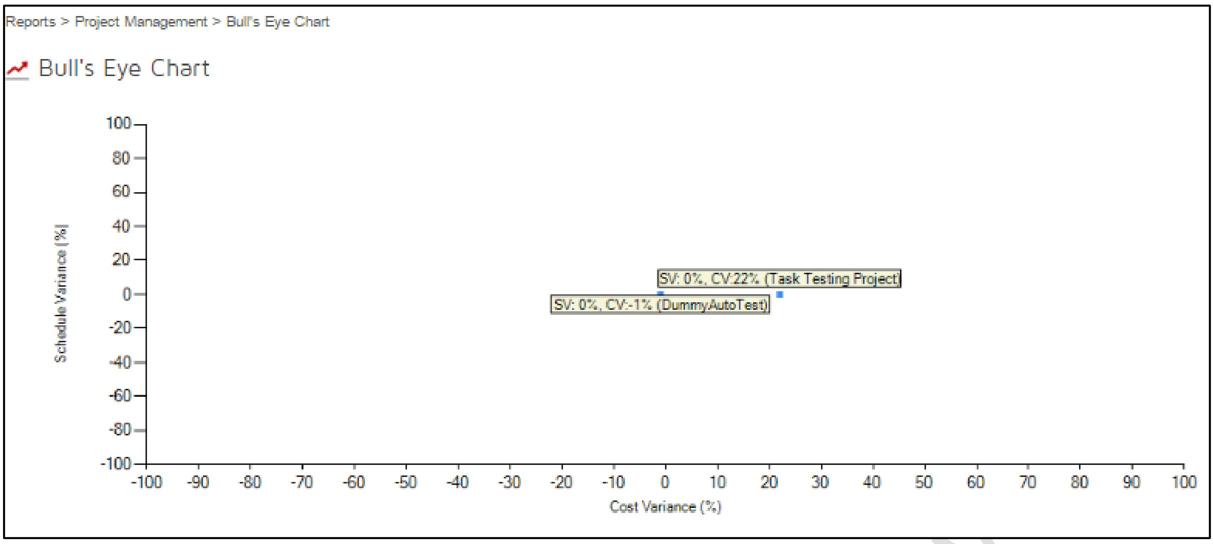


Figure 214: Organisation Level Bull's Eye Report for SV and CV

TIMESHEET DOWNLOAD

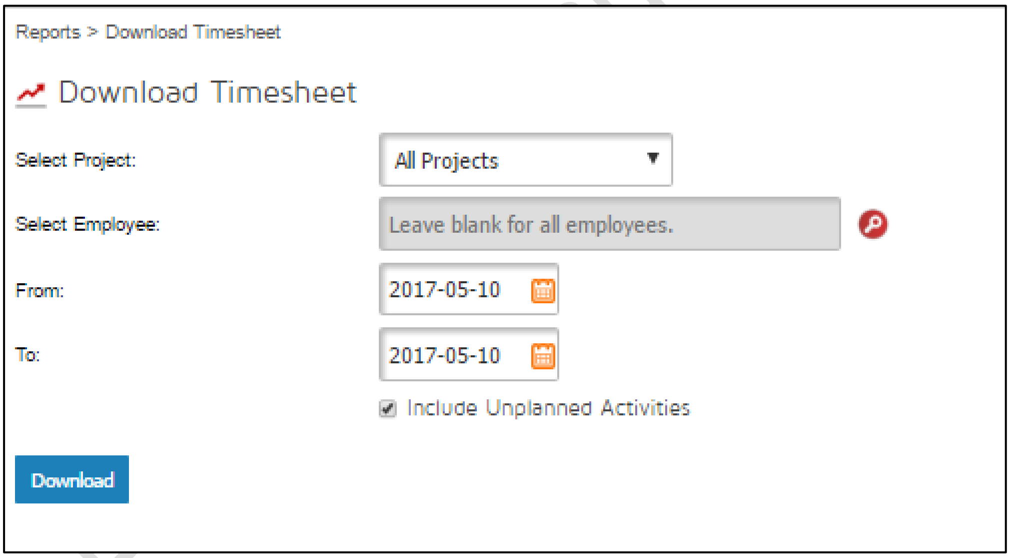


Figure 215: Download Timesheet Data

RESOURCE LOADING

Navigation:

Reports>>Resource Loading

The resource loading report is intended to show the %age of time that an employee is allocated in projects.

Resource Loading

Select Starting Week: Week 45 of 2016

Legend: 0 | 1-60 | 61-100 | Above 100

Team Member	Week 45, 2016	Week 46, 2016	Week 47, 2016	Week 48, 2016
Ripi Singh	10	20	70	120
Ranvir Singh Rathore	50	60	70	80
Prashant Gupta	0	0	0	0
Chandan Shekhawat	0	0	0	0
Vaibhav Garg	0	0	0	0
Pankaj Agarwal	0	0	0	0
Anukram Mishra	0	0	0	0
Mayank Jain	0	0	0	0
Virendra Singh	0	0	0	0
Bhupesh Upadhyay	0	0	0	0
Rajesh Srivastava	0	0	0	0
Kamal Singh Lamba	0	0	0	0

Figure 216: Resource Loading Report

The user can select any starting week from the dropdown on the top and view an aggregate of percentage loading. The loading is colour coded so that any hot-spots are easily spotted.

ROADMAP

See section Roadmap.

ROLLS UP TO

See Roadmap

See Network of Excellence

See Knowledge Maps and Gaps

See Talent Maps and Gaps

See Asset Maps and Gaps

See Risk Management

See Concept Qualification

SURVEY CENTRAL

PURPOSE

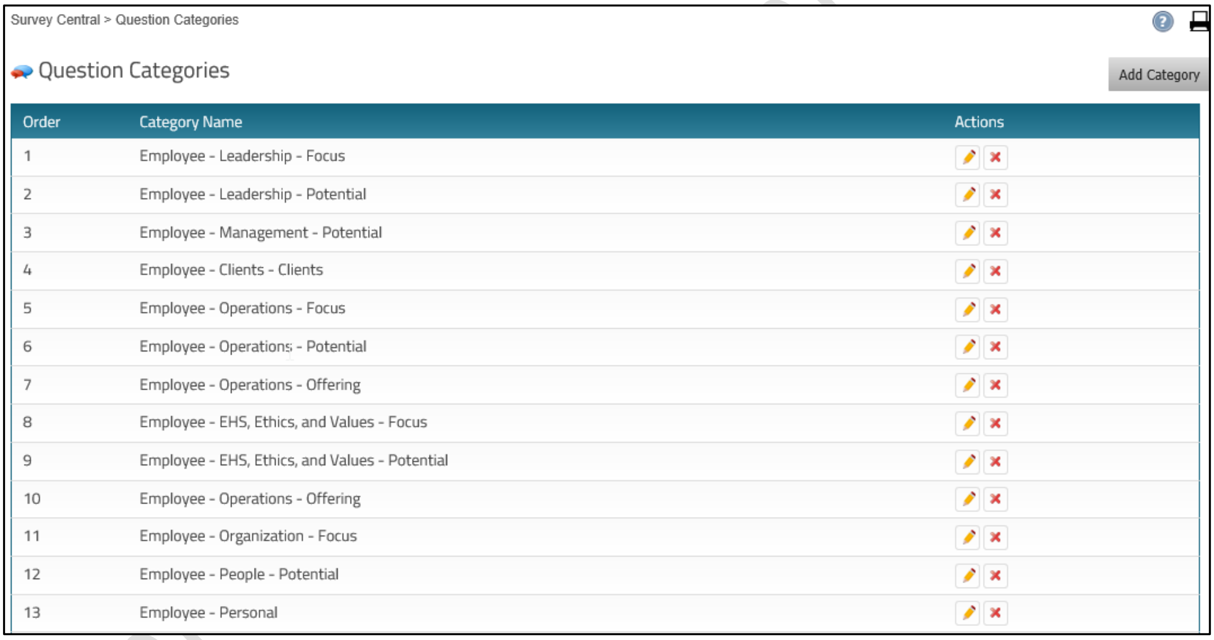
The purpose of this module is to collect Employee feedback, Client feedback, Leadership Feedback etc. , both internal and external

CREATE QUESTION BANK

Navigation:

Survey Central >> Question Categories

On navigating to the page shown in Figure 217: Question Categories, the user is shown all categories of questions in the system, along with the options to edit and delete the same.



Order	Category Name	Actions
1	Employee - Leadership - Focus	
2	Employee - Leadership - Potential	
3	Employee - Management - Potential	
4	Employee - Clients - Clients	
5	Employee - Operations - Focus	
6	Employee - Operations - Potential	
7	Employee - Operations - Offering	
8	Employee - EHS, Ethics, and Values - Focus	
9	Employee - EHS, Ethics, and Values - Potential	
10	Employee - Operations - Offering	
11	Employee - Organization - Focus	
12	Employee - People - Potential	
13	Employee - Personal	

Figure 217: Question Categories

On clicking Add Category or the icon, the page shown in Figure 218: Add Question Category is shown. The user types in the name of the category and the sort ID that determines the sequence of listing on this page.

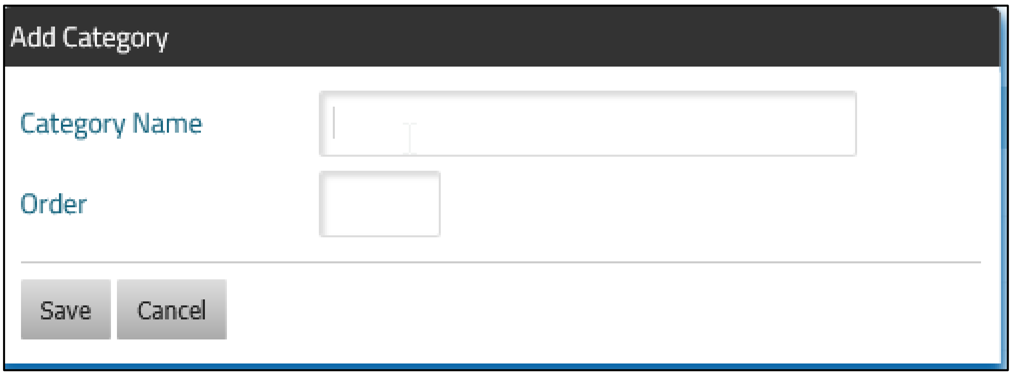
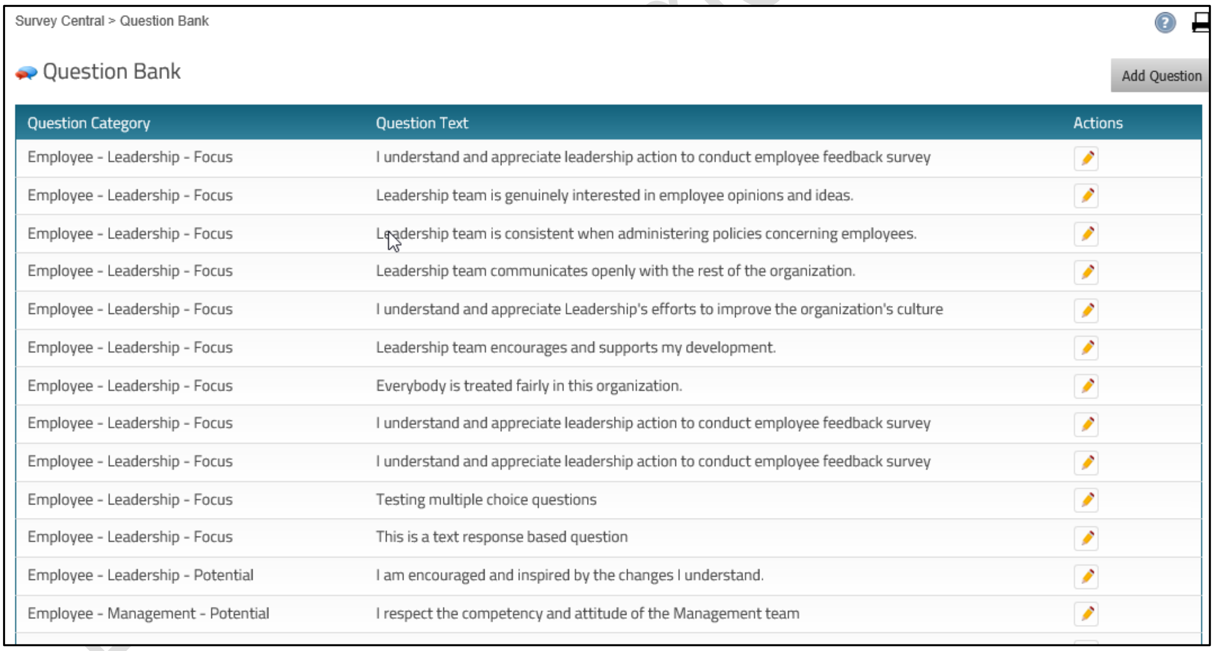


Figure 218: Add Question Category

Navigation:

Survey Central >> Question Bank

On navigating to the page as shown in Figure 219: List of Questions by Category, the user is presented a list of all questions in the question bank sorted by category.



Question Category	Question Text	Actions
Employee - Leadership - Focus	I understand and appreciate leadership action to conduct employee feedback survey	
Employee - Leadership - Focus	Leadership team is genuinely interested in employee opinions and ideas.	
Employee - Leadership - Focus	Leadership team is consistent when administering policies concerning employees.	
Employee - Leadership - Focus	Leadership team communicates openly with the rest of the organization.	
Employee - Leadership - Focus	I understand and appreciate Leadership's efforts to improve the organization's culture	
Employee - Leadership - Focus	Leadership team encourages and supports my development.	
Employee - Leadership - Focus	Everybody is treated fairly in this organization.	
Employee - Leadership - Focus	I understand and appreciate leadership action to conduct employee feedback survey	
Employee - Leadership - Focus	I understand and appreciate leadership action to conduct employee feedback survey	
Employee - Leadership - Focus	Testing multiple choice questions	
Employee - Leadership - Focus	This is a text response based question	
Employee - Leadership - Potential	I am encouraged and inspired by the changes I understand.	
Employee - Management - Potential	I respect the competency and attitude of the Management team	

Figure 219: List of Questions by Category

On clicking the Add Question or the icon, the user is shown the page in the Figure 220: Add Question and Response Actions

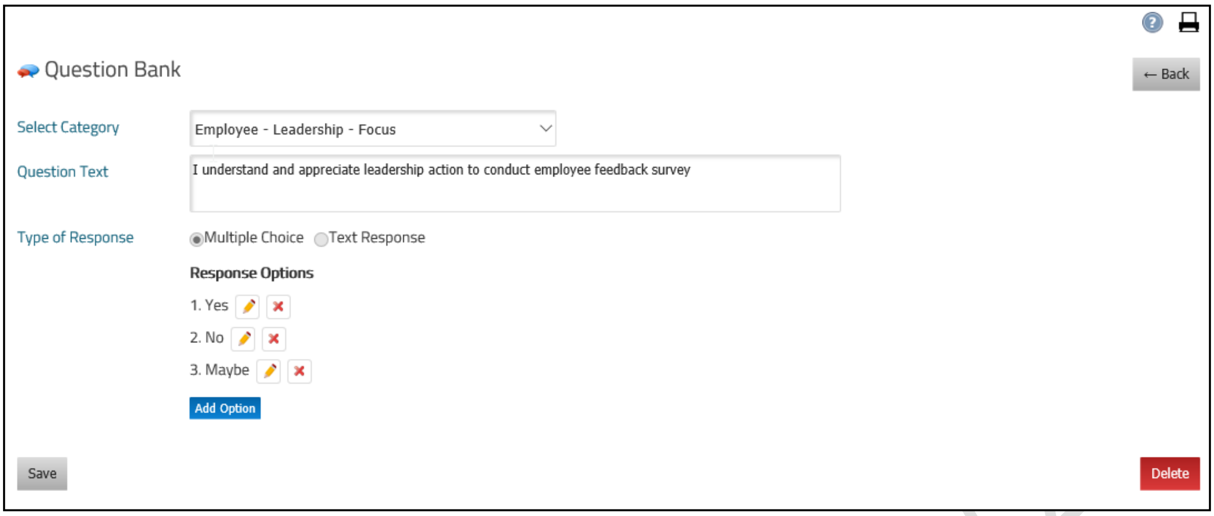


Figure 220: Add Question and Response Actions

The page has the following fields that need to be populated:

a. Select Category- Dropdown- Option to select one of the categories from the list in Figure 217: Question Categories
b. Question Text- Free Text- The question statement is specified here
c. Type of response- Choice between Multiple Choice and Text response
   i. In case of a text response, no more inputs are required
   ii. In case of a multiple choice response, the user adds the options for the respondents on which the rating is to done.

CAPTURE

CREATE SURVEY

Navigation:

Survey Central >> Surveys

When the user navigates to the page shown in Figure 221: All Surveys, they see all the surveys that have been created in the system. They can use the icon to edit the survey, or the icon to delete it. Note that the deletion works only if no responses have been received for the survey.

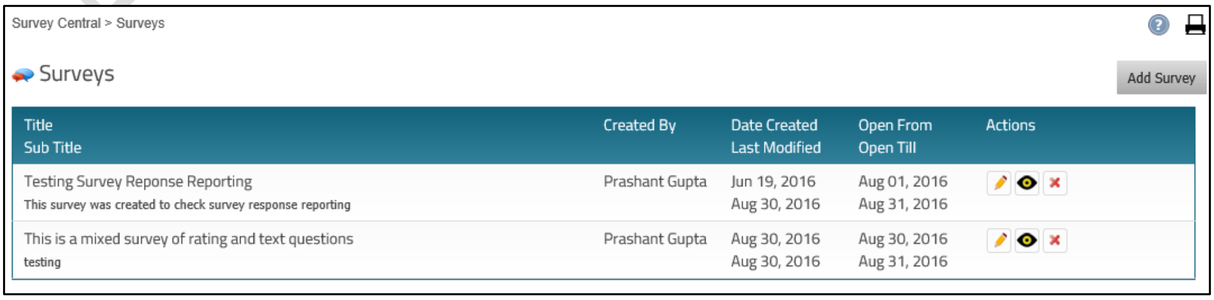


Figure 221: All Surveys

On clicking the icon, survey responses can be seen. Refer Figure 228: Responses at a Glance by question.

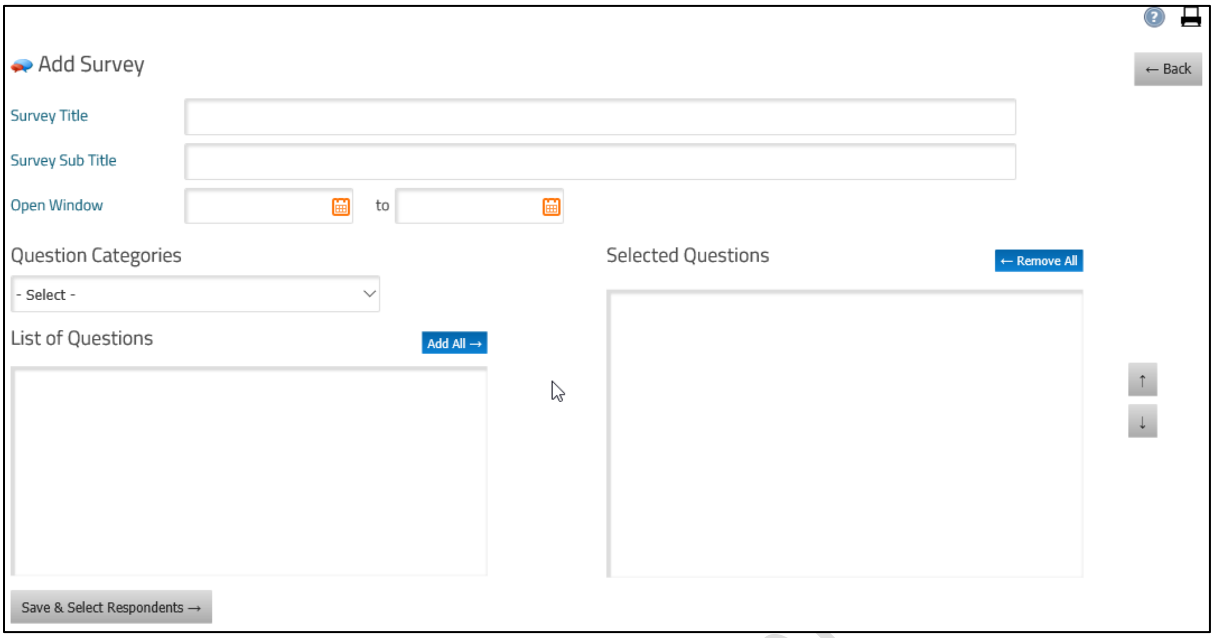


Figure 222: Add a Survey and Survey Questions

To add/ edit the survey, click on the icon or the Add Survey button in the page shown in Figure 221: All Surveys. On clicking the above, the page shown in Figure 222: Add a Survey and Survey Questions is presented to the user.

The user is expected to specify

a. Survey Name: A text that acts as the name of the survey
b. Survey Subtitle: Text that specifies the details of the survey
c. Open Window- The time window within which the responses will be accepted
d. Question Categories- All the question categories defined in the page shown in Figure 217: Question Categories appear as a dropdown here.
e. List of questions: All the questions in then selected category appear in this box. These can be moved to the box on the right to include in the survey. Once in the right hand side box, they can be reordered using the ↑ ↓ icons towards the right of the page.

Figure 223: Add Respondents to a Survey

Once the questions are finalised, click on Save & Select Respondents → to take you to the page shown in Figure 223: Add Respondents to a Survey. Here, you can select employees and clients from the dropdown and select the intended respondents. You can then click the Save Respondents button to save and release the survey

GET RESPONSES TO A SURVEY

ONLINE

If the respondent is a user of the system, they get an alert within the action items report, as shown in Figure 224: Intimation to respond to a survey as an Action item. The user clicks the action item and is taken to the response page shown in Figure 225: Respond to the Survey.

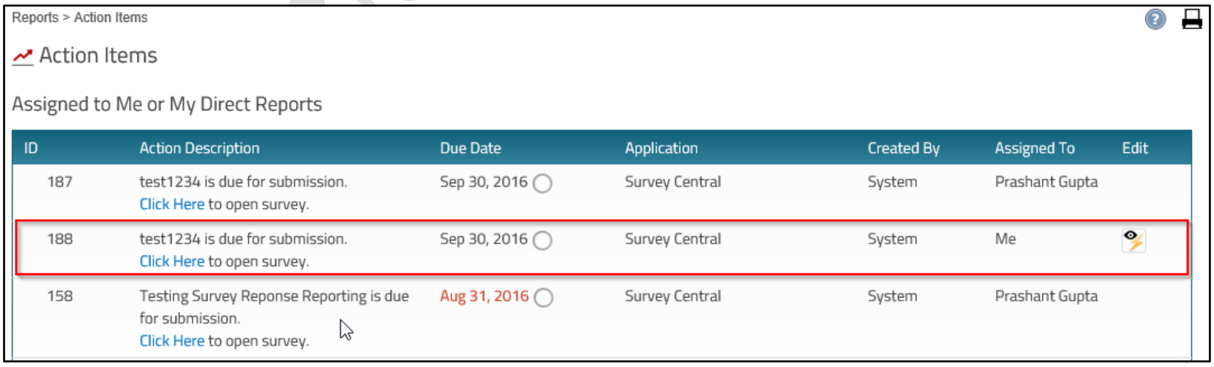


Figure 224: Intimation to respond to a survey as an Action item

The user can select the appropriate options and/or type in the text responses as per the question type and save their responses. This is illustrated in Figure 225: Respond to the Survey.

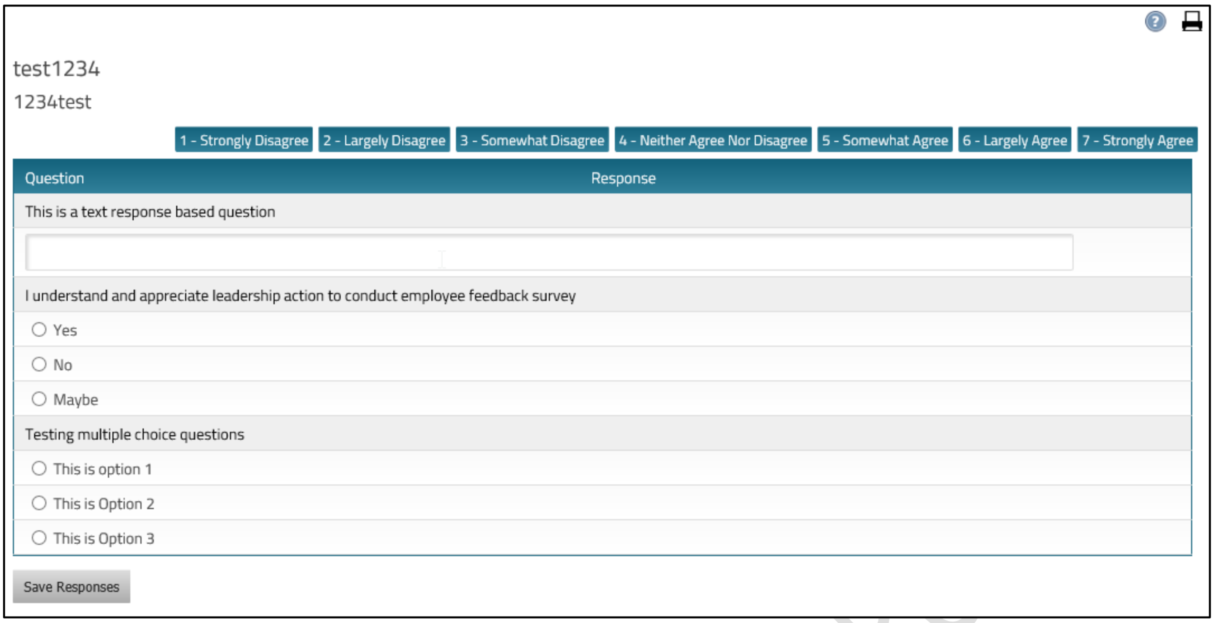


Figure 225: Respond to the Survey

OFFLINE

If the respondent is not a user of the system, the survey originator can seek inputs in an excel file. This It is suggested achieved using the buttons on the page Figure 228: Responses at a Glance by question. The downloaded file is shown in Figure 226: Export Template to collect responses from non-users. The responses once collected and collated can then be imported in the system, using the page shown in Figure 227: Import Responses from External Non-User Respondents.

ID	Question/Respondent					
-	I have the resources and information I need to do my job effectively	Strongly Agree	Somewhat Agre	Neither Agree Nor Disagre	Somewhat Disagre	Strongly Disagree
1345	Prashant Gupta			Y		
1360	Vaibhav Garg					
1375	Ripi Singh					
1390	Pankaj Agarwal					
1405	Rahul Vijay					
1420	Pradeep Kumar Jaiman					
1435	Ravi Soni					
1450	Sunny Pandey					
1465	Ripi					
1480	Anu Singh					
1495	Anupinder kaur					
1510	Pramod Srivastava					
1525	Arpita Rao					
1540	Anu Kaur					
1555	Anu Kaur					
1570	Cory Brennick					
1585	Tatiana Scheglova					
1600	Will Smith					
1615	Adam Hagymassi					
1630	Demo 3					
1645	Kaur					
1660	Singh Ripi					
1675	Si R					
1690	Srini					
1705	XYZ Pvt. Ltd.					
1720	PQR LLP					
1735						
1750						
-	Information and knowledge are shared openly within this organization.	Strongly Agree	Somewhat Agre	Neither Agree Nor Disagre	Somewhat Disagre	Strongly Disagree
1751						
1736						
1721	PQR LLP					
1706	XYZ Pvt. Ltd.					
1691	Srini					
1676	Si R					
1661	Singh Ripi					
1646	Kaur					
1631	Demo 3					
1616	Adam Hagymassi					
1601	Will Smith					
1586	Tatiana Scheglova					
1571	Cory Brennick					
1556	Anu Kaur					
1541	Anu Kaur					
1526	Arpita Rao					

Figure 226: Export Template to collect responses from non-users

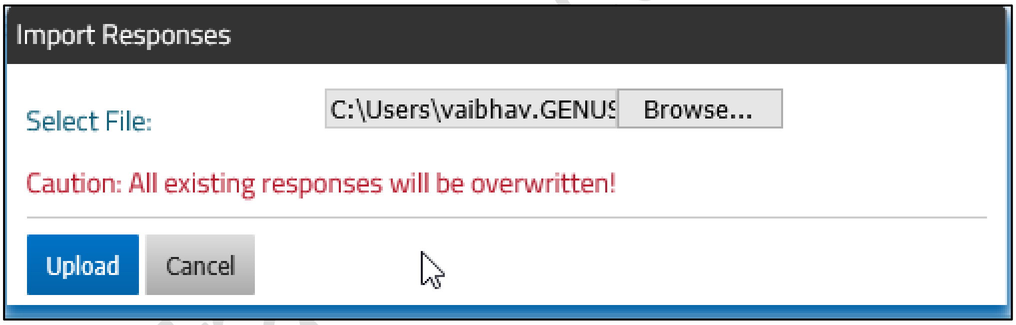


Figure 227: Import Responses from External Non-User Respondents

ANALYSE AND VIEW RESPONSES

The application supports basic analysis of survey data, i.e. the number of responses against each choice against each multiple choice question. This is illustrated in the page shown in Figure 228: Responses at a Glance by question. The size of the bar is determined using a combination of the number of respondents selected for the survey and the number of responses received. The bar is set to the maximum width for a number that is equal to the number of respondents selected for the survey and is scaled in proportion to that.

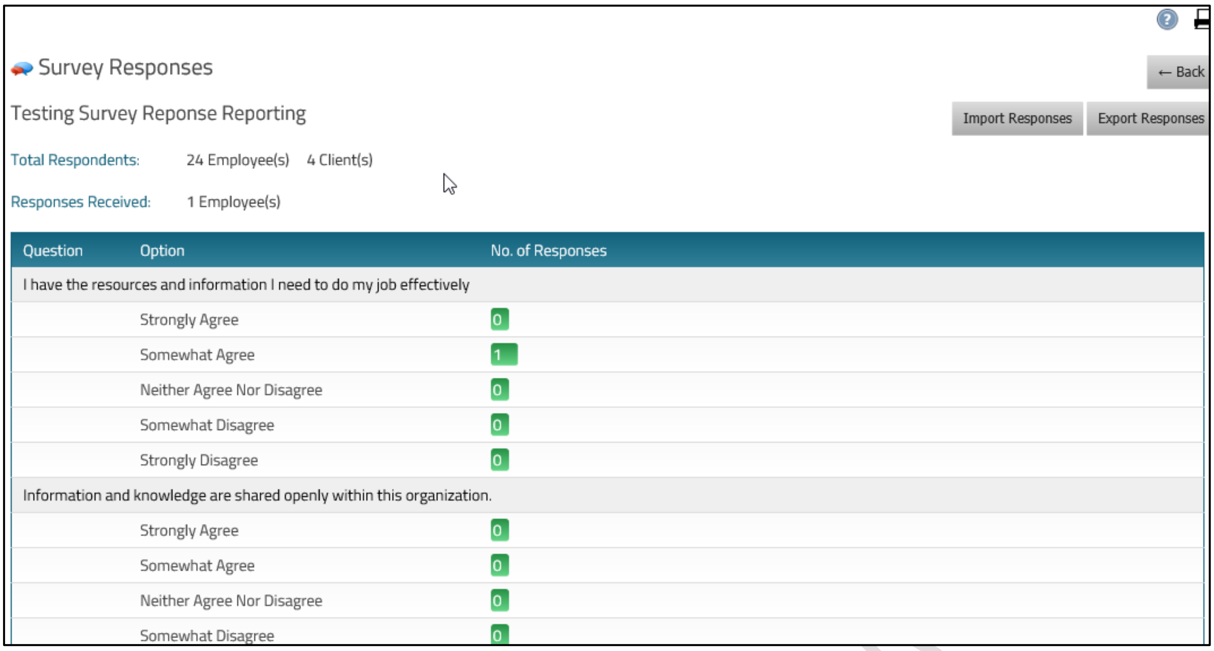
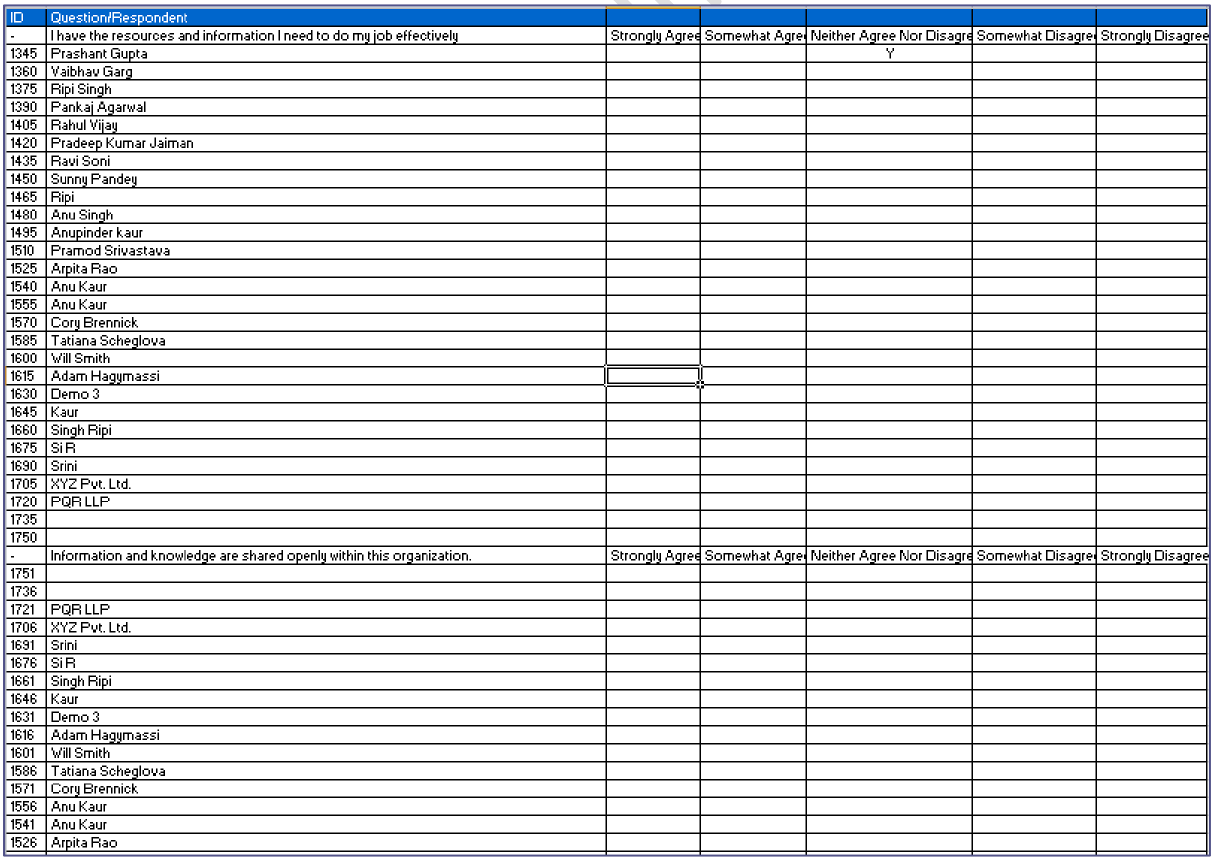


Figure 228: Responses at a Glance by question

For ad-hoc detailed analysis, the data can be exported to an excel file, which can then be used for analysis. This is illustrated in Figure 229: Export Responses for Analysis in Excel.



ID	Question/Respondent					
-	I have the resources and information I need to do my job effectively	Strongly Agree	Somewhat Agre	Neither Agree Nor Disagre	Somewhat Disagre	Strongly Disagree
1345	Prashant Gupta			Y		
1360	Vaibhav Garg					
1375	Ripi Singh					
1390	Pankaj Agarwal					
1405	Rahul Vijay					
1420	Pradeep Kumar Jaiman					
1435	Ravi Soni					
1450	Sunny Pandey					
1465	Ripi					
1480	Anu Singh					
1495	Anupinder kaur					
1510	Pramod Srivastava					
1525	Arpita Rao					
1540	Anu Kaur					
1555	Anu Kaur					
1570	Cory Brennick					
1585	Tatiana Scheglova					
1600	Will Smith					
1615	Adam Hagymassi					
1630	Demo 3					
1645	Kaur					
1660	Singh Ripi					
1675	Si R					
1690	Srini					
1705	XYZ Pvt. Ltd.					
1720	PQR LLP					
1735						
1750						
-	Information and knowledge are shared openly within this organization.	Strongly Agree	Somewhat Agre	Neither Agree Nor Disagre	Somewhat Disagre	Strongly Disagree
1751						
1736						
1721	PQR LLP					
1706	XYZ Pvt. Ltd.					
1691	Srini					
1676	Si R					
1661	Singh Ripi					
1646	Kaur					
1631	Demo 3					
1616	Adam Hagymassi					
1601	Will Smith					
1586	Tatiana Scheglova					
1571	Cory Brennick					
1556	Anu Kaur					
1541	Anu Kaur					
1526	Arpita Rao					

Figure 229: Export Responses for Analysis in Excel

SPECIAL FEATURES

Surveys cannot be deleted if any responses to the same exist.

If a question is in use in any survey, it cannot be deleted.

SCENARIO BASED PLANNING

PURPOSE

Scenario based planning is undertaken to create actionable roadmap under uncertainity. It prioritizes common actions across scenarios.

FRAMEWORK

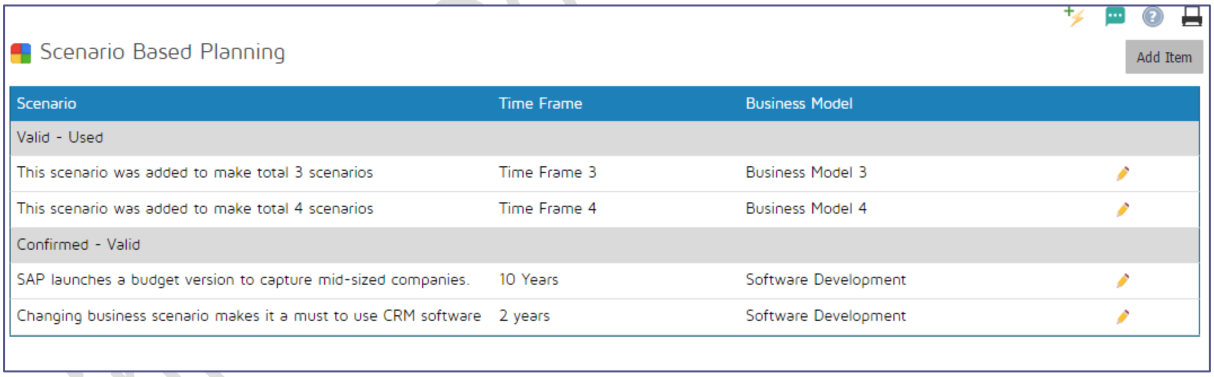
None

CAPTURE

Navigation:

Data Capture >> Strategic Roadmap >>Scenario Based Planning

On navigating to the screen shown in Figure 230: Scenario Based Planning, the user sees all scenarios as previously defined, segregated by status.


Scenario Based Planning

Add Item

Scenario	Time Frame	Business Model
Valid - Used		
This scenario was added to make total 3 scenarios	Time Frame 3	Business Model 3
This scenario was added to make total 4 scenarios	Time Frame 4	Business Model 4
Confirmed - Valid		
SAP launches a budget version to capture mid-sized companies.	10 Years	Software Development
Changing business scenario makes it a must to use CRM software	2 years	Software Development

Figure 230: Scenario Based Planning

On clicking the Add Item button, the user is taken to the screen shown in Figure 231: Add a new scenario.

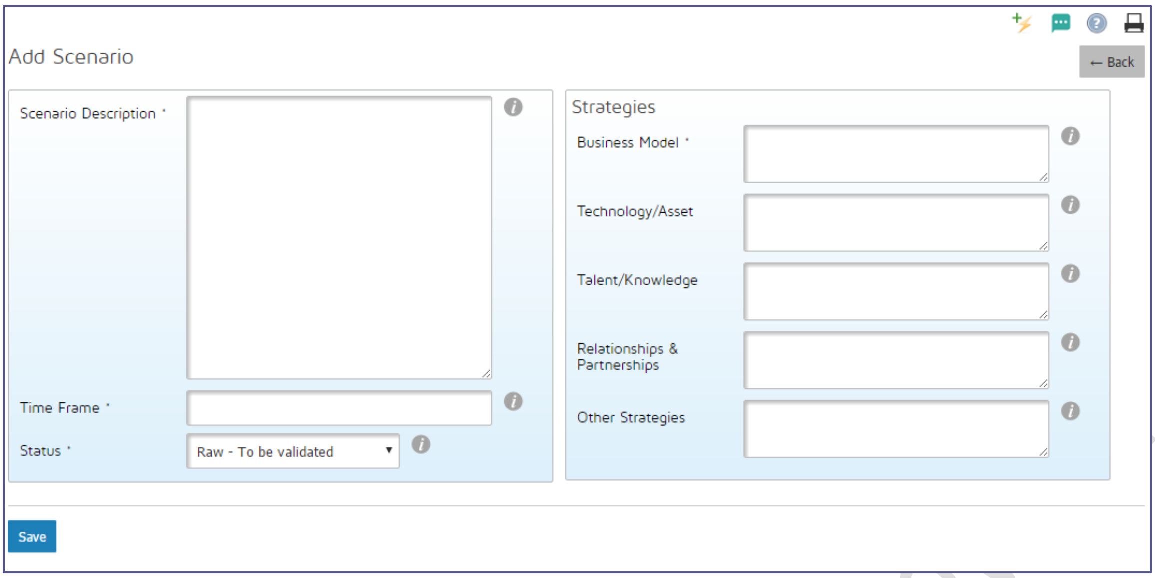


Figure 231: Add a new scenario

On this screen, the user enters:

a. The Scenario Description
b. The potential time frame for the scenario to play out
c. The status of the entry
    a. Raw- To be validated
    b. Confirmed- Valid
    c. Confirmed- Obsolete/wrong
    d. Valid-Used
d. The Business model strategy
e. Technology/asset strategy
f. Talent/Knowledge Strategy
g. Relationships and Partnerships
h. Any other strategies.

REPORTS

The report for the Scenarioo based planning facilitates finding commanalities across startategies in all scenarios. This is as shown in Figure 232: Scenario based planning report.

The report contains only Valid scenarios and leaves out the raw and wrong scenarios, based on their status. On clicking the Search button, the user can search by any text in the Strategy fields.

Scenario Based Planning

Search

Scenarios	This scenario was added to make total 3 scenarios	This scenario was added to make total 4 scenarios	SAP launches a budget version to sized companies.
Status	Valid - Used	Valid - Used	Confirmed - Valid
Time Frame	Time Frame 3	Time Frame 4	10 Years
Business Model	Business Model 3	Business Model 4	Software Development
Technology/Asset Strategy	Technology 3	Technology 4	Hire a world class DBA
Talent/Knowledge	Knowledge 3	Knowledge 4	Acquire Knowledge Acquire Know Acquire Knowledge Acquire Know Acquire Knowledge Acquire Know
Relationships & Partnerships	Relationship 3	Partnership 4	Acquire Partnership
Other Strategies	Others 3	Others 4	Acquire Others

Figure 232: Scenario based planning report

COMPETITIVE INTELLIGENCE

PURPOSE

Competitive Intelligence module is designed to keep a searchable record of the information gathered from various competitive intel sources.

FRAMEWORK

See Product Domains

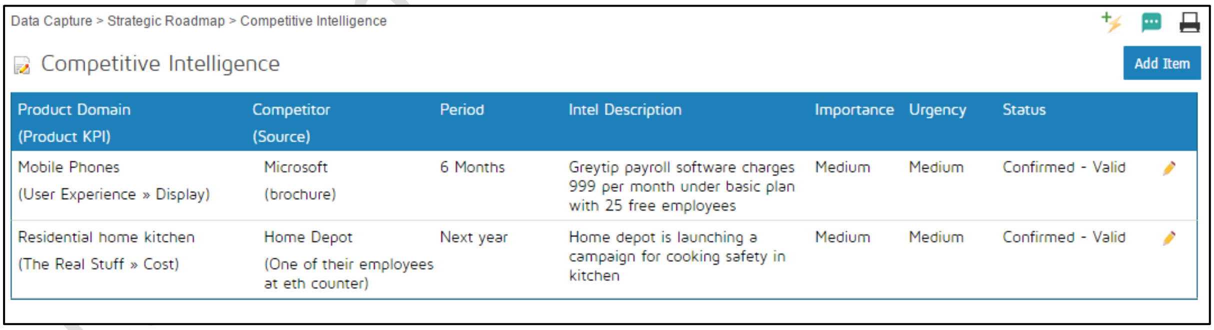
See Competitors

CAPTURE

Navigation

Data Capture >> Strategic Roadmap >> Competitive Intelligence

On navigating to the page shown in Figure 233: Competitive Intelligence- Landing Page, a list of all intel items is seen. When the user clicks on Add Item button, they can add a new piece of intel.



Data Capture > Strategic Roadmap > Competitive Intelligence

Competitive Intelligence

Add Item

Product Domain (Product KPI)	Competitor (Source)	Period	Intel Description	Importance	Urgency	Status
Mobile Phones (User Experience » Display)	Microsoft (brochure)	6 Months	Greytip payroll software charges 999 per month under basic plan with 25 free employees	Medium	Medium	Confirmed - Valid
Residential home kitchen (The Real Stuff » Cost)	Home Depot (One of their employees at eth counter)	Next year	Home depot is launching a campaign for cooking safety in kitchen	Medium	Medium	Confirmed - Valid

Figure 233: Competitive Intelligence- Landing Page

On clicking the Add Item button, the user is taken to the page shown in Figure 234: Add a Piece of new Competitive Intelligence. Using this page the user can enter the description , the source of intel, its importance, urgency and other information; in addition to the product domain that it applies to and the competitor that it pertains to. The user can also capture the relevant period of applicability which is a dropdown populated using the information in the product domain framework.

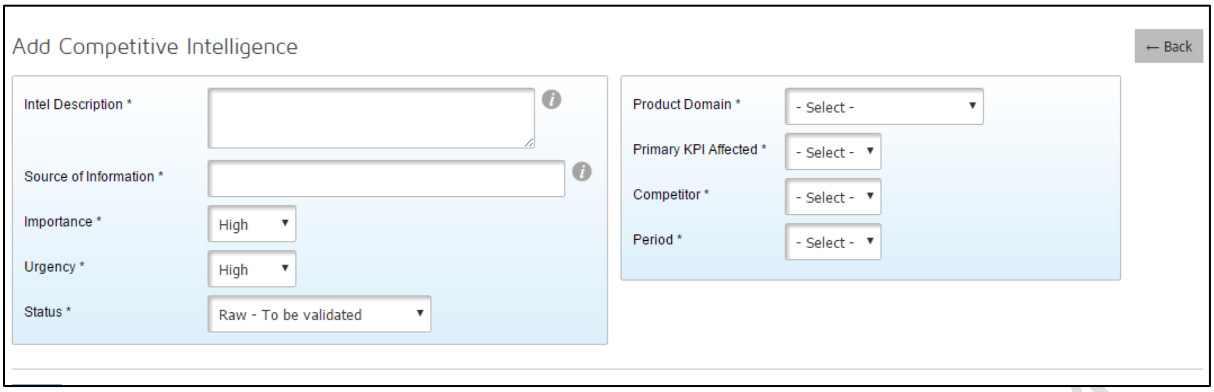


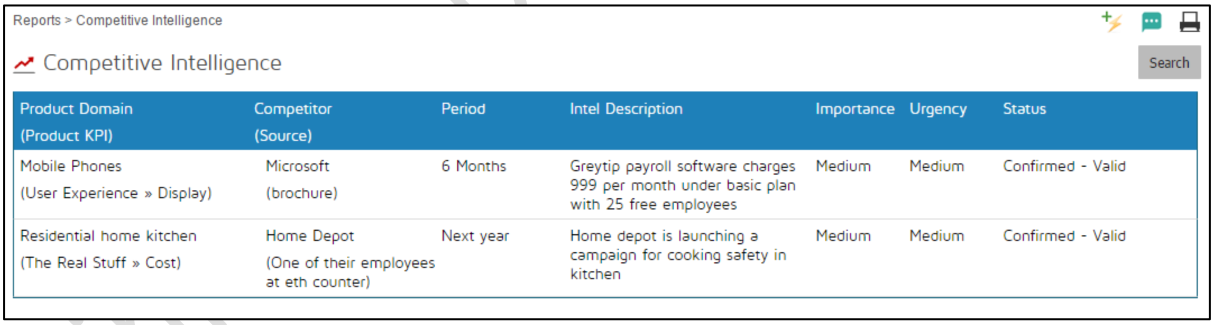
Figure 234: Add a Piece of new Competitive Intelligence

REPORTS

Navigation

Reports >> Competitive Intelligence

This page as shown in Figure 235: Competitive Intelligence Report lists all the pieces of competitive intel captured in the system. This is a fully indexed and searchable data set.



Product Domain (Product KPI)	Competitor (Source)	Period	Intel Description	Importance	Urgency	Status
Mobile Phones (User Experience » Display)	Microsoft (brochure)	6 Months	Greytip payroll software charges 999 per month under basic plan with 25 free employees	Medium	Medium	Confirmed - Valid
Residential home kitchen (The Real Stuff » Cost)	Home Depot (One of their employees at eth counter)	Next year	Home depot is launching a campaign for cooking safety in kitchen	Medium	Medium	Confirmed - Valid

Figure 235: Competitive Intelligence Report

When the user clicks on the Search button, the page as shown in Figure 236: Search for Competitive Intelligence. The user can search using any combination of parameters.

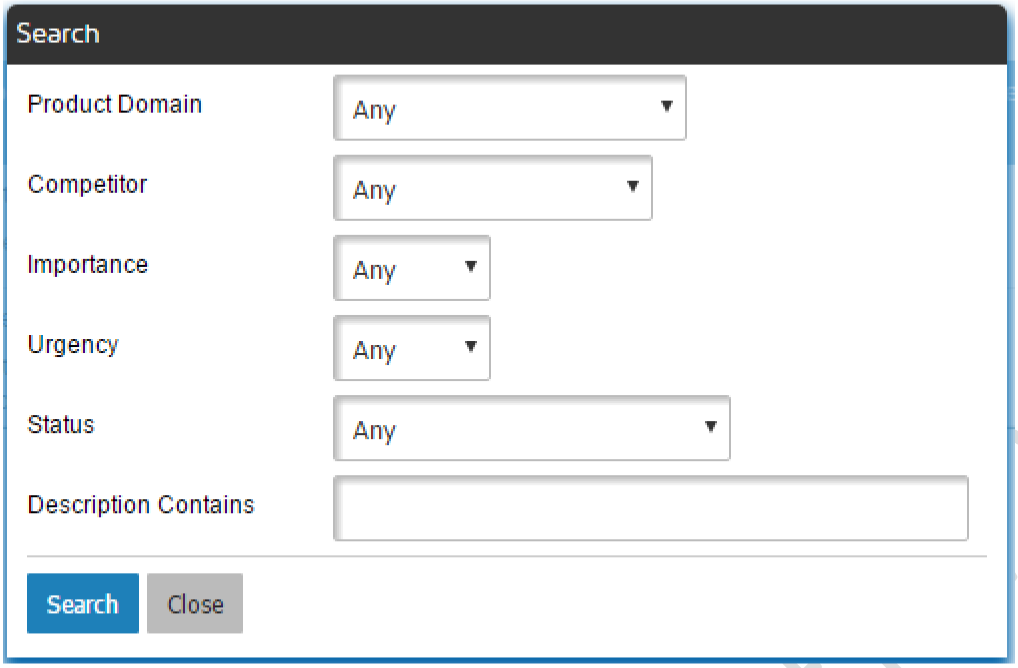


Figure 236: Search for Competitive Intelligence

INCIDENT MANAGEMENT

PURPOSE

The purpose of incident management is to

a) Create a workflow for effectively communicating and tracking incidents
b) Ensure that the incidents and the resolutions are usable for prevention

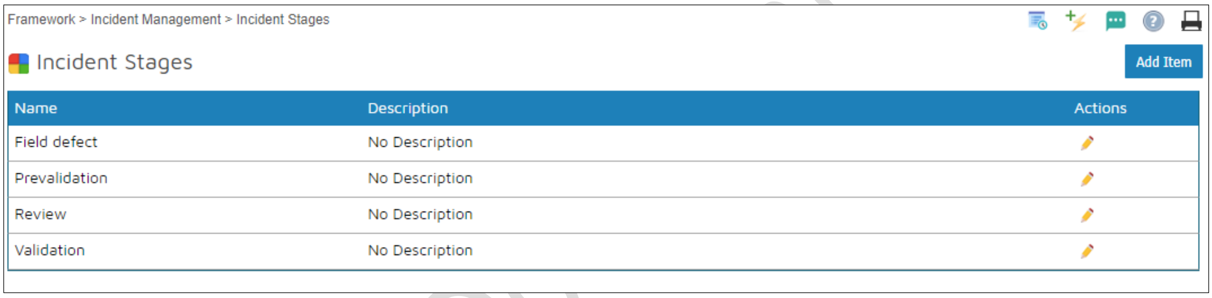
FRAMEWORK

The following need to be set in order to effectively tailor the incident management workflow.

INCIDENT STAGES

Navigation

Framework >> Incident Management >> Incident Stages



Framework > Incident Management > Incident Stages

Incident Stages

Add Item

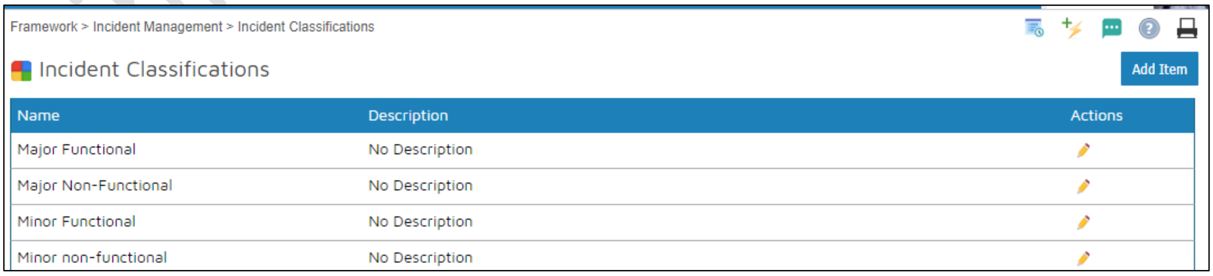
Name	Description	Actions
Field defect	No Description	
Prevalidation	No Description	
Review	No Description	
Validation	No Description	

Figure 237: Incident Stages

INCIDENT CLASSIFICATIONS

Navigation

Framework >> Incident Management >> Incident Classification



Framework > Incident Management > Incident Classifications

Incident Classifications

Add Item

Name	Description	Actions
Major Functional	No Description	
Major Non-Functional	No Description	
Minor Functional	No Description	
Minor non-functional	No Description	

Figure 238: Incident Classification

INCIDENT SOURCES

Navigation

Framework >> Incident Management >> Incident Sources

Framework > Incident Management > Incident Sources

Incident Sources

Add Item

Name	Description	Actions
3rd party component	No Description	
Modified implementation	No Description	
New implementation	No Description	
Regression in untouched module	No Description	

Figure 239:Incident Sources

INCIDENT REPORT TYPES

Navigation

Framework >> Incident Management >> Report Types

Framework > Incident Management > Report Types

Incident Report Types

Add Item

Name	Description	Actions
dummy	No Description	
dummy 2	No Description	

Figure 240: Incident Report Types

INCIDENT RESOLUTION TYPES

Navigation

Framework >> Incident Management >> Resolution types

Framework > Incident Management > Resolution Types

Resolution Types

Add Item

Name	Description	Actions
Fixed in current release	Improvement made or error fixed in current release via service pack or patch	
Not a Bug/ Works as designed	No Description	
Platform Limitation	No Description	
To be fixed in next release	Bug/improvement identified but to be fixed/implemented in next release only.	
Understanding Issue	No Description	

Figure 241: Incident Resolution Types

CAPTURE

Navigation

Data Capture >> Productivity Improvement>> Incident Management

Data Capture > Productivity Improvement > Incident Management

Incident Management

Add Item | View Closed Incidents →

Open Incidents (Assigned to Me)

ID	Type	Stage	Classification	Description	Identified	Raised By	Assigned To	Actions
14	Project Related RDMS Development	Field defect	Major Functional	Description 'Description 'Description 'Description 'Description 'Description 'Description '...	Jun 24, 2017	Vaibhav Garg	Rahul Vijay	

Open Incidents (Raised by Me or My Direct Reports)

ID	Type	Stage	Classification	Description	Identified	Raised By	Assigned To	Actions
14	Project Related RDMS Development	Field defect	Major Functional	Description 'Description 'Description 'Description 'Description 'Description 'Description '...	Jun 24, 2017	Vaibhav Garg	Rahul Vijay	

Figure 242: Incident Capture- Landing Page

LOG AN INCIDENT

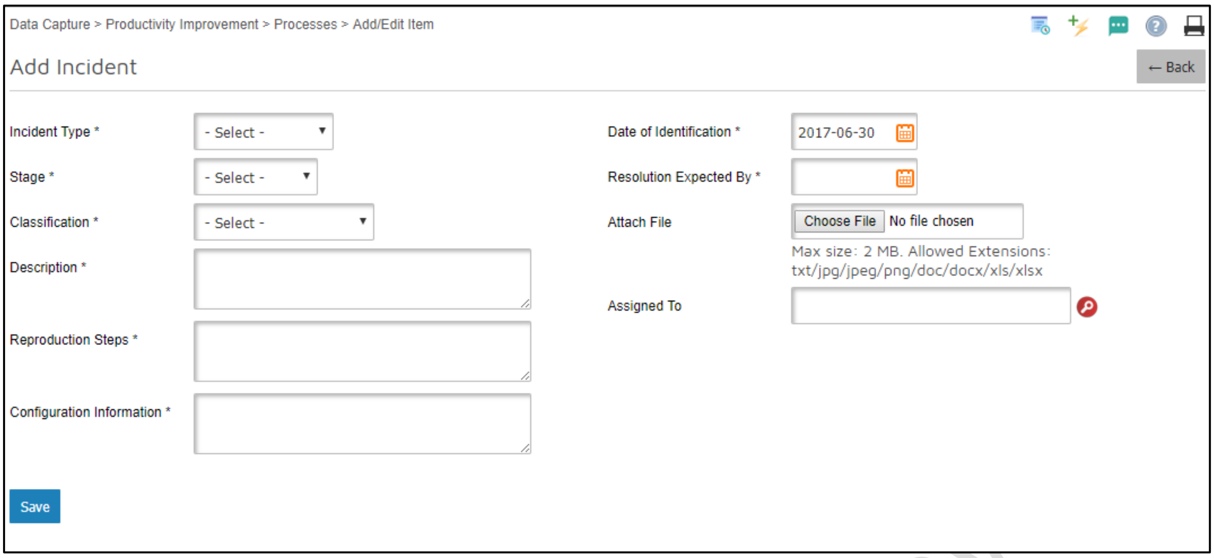


Figure 243: Log an Incident

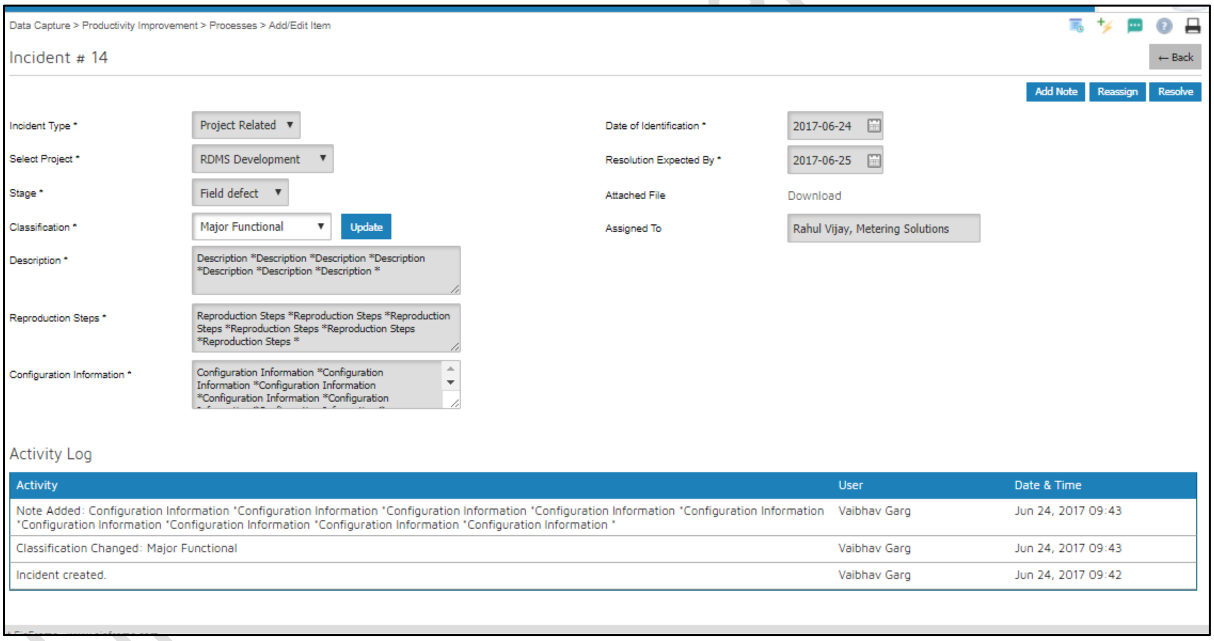


Figure 244: Viewing a logged incident

Assigner and his/her supervisor can edit Incident and will be allowed to change field “Incident Classification”. A log will be maintained for all edits with details like edit date, edit by, edit value.

RESOLVE AN INCIDENT

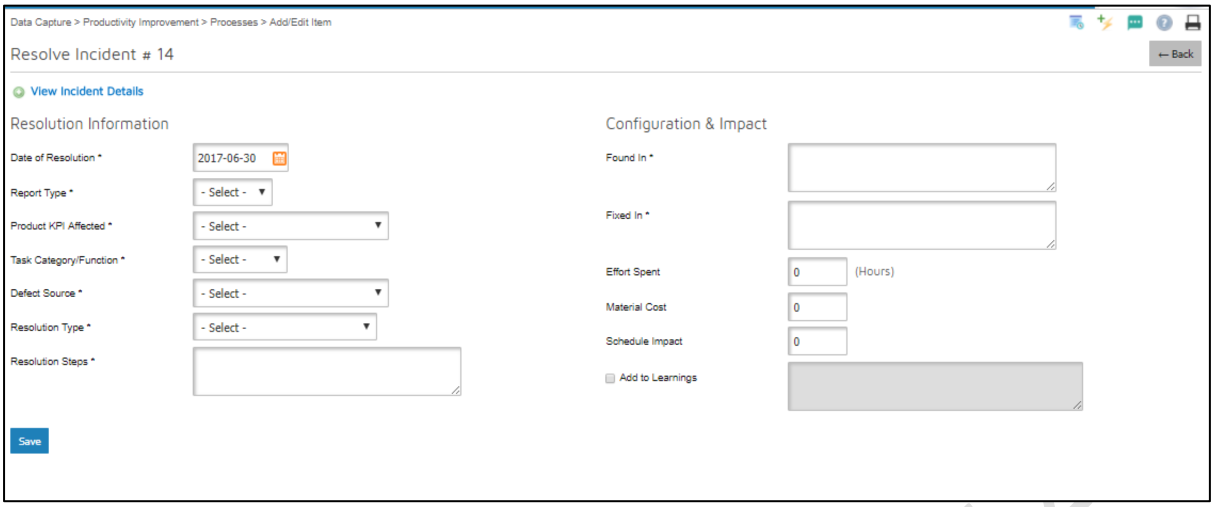


Figure 245: Resolve an Incident; Propose Learnings

Assignee and Project Manager (if Project related Incident) will have the right to close the Incident.

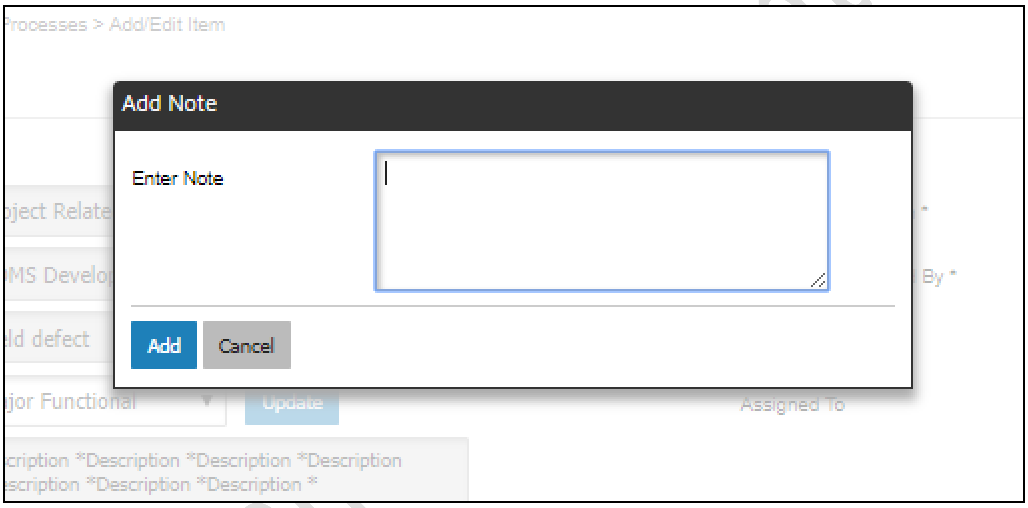
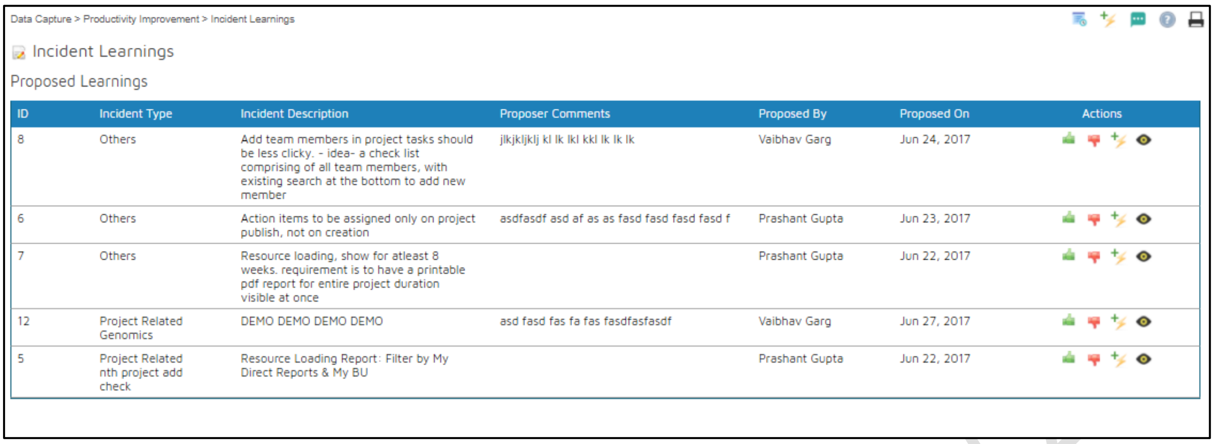


Figure 246: Enter notes to an incident

Assigner, his/her supervisor, Assignee and Project Manager (if Project related Incident), are allowed to add status update to the Incident. A log will be maintained with all status updates visible in a thread with details like update date, update by and update text.

INCIDENT LEARNINGS



ID	Incident Type	Incident Description	Proposer Comments	Proposed By	Proposed On	Actions
8	Others	Add team members in project tasks should be less clicky. - idea- a check list comprising of all team members, with existing search at the bottom to add new member	jlkjkljklj kl lk lkl kkl lk lk lk	Vaibhav Garg	Jun 24, 2017	
6	Others	Action items to be assigned only on project publish, not on creation	asdfasdf asd af as as fasd fasd fasd fasd f	Prashant Gupta	Jun 23, 2017	
7	Others	Resource loading, show for atleast 8 weeks. requirement is to have a printable pdf report for entire project duration visible at once		Prashant Gupta	Jun 22, 2017	
12	Project Related Genomics	DEMO DEMO DEMO DEMO	asd fasd fas fa fas fasdfasfasdf	Vaibhav Garg	Jun 27, 2017	
5	Project Related nth project add check	Resource Loading Report: Filter by My Direct Reports & My BU		Prashant Gupta	Jun 22, 2017	

Figure 247: View and Approve Learnings

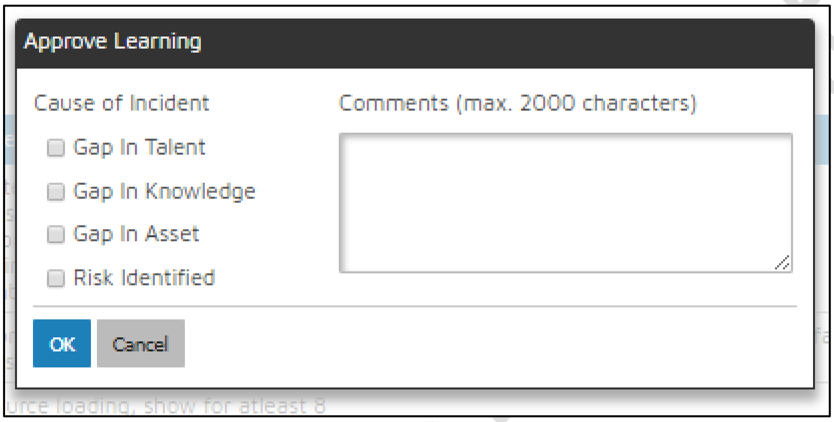


Figure 248: Approval of learnings and capturing appropriate notes

REPORTS

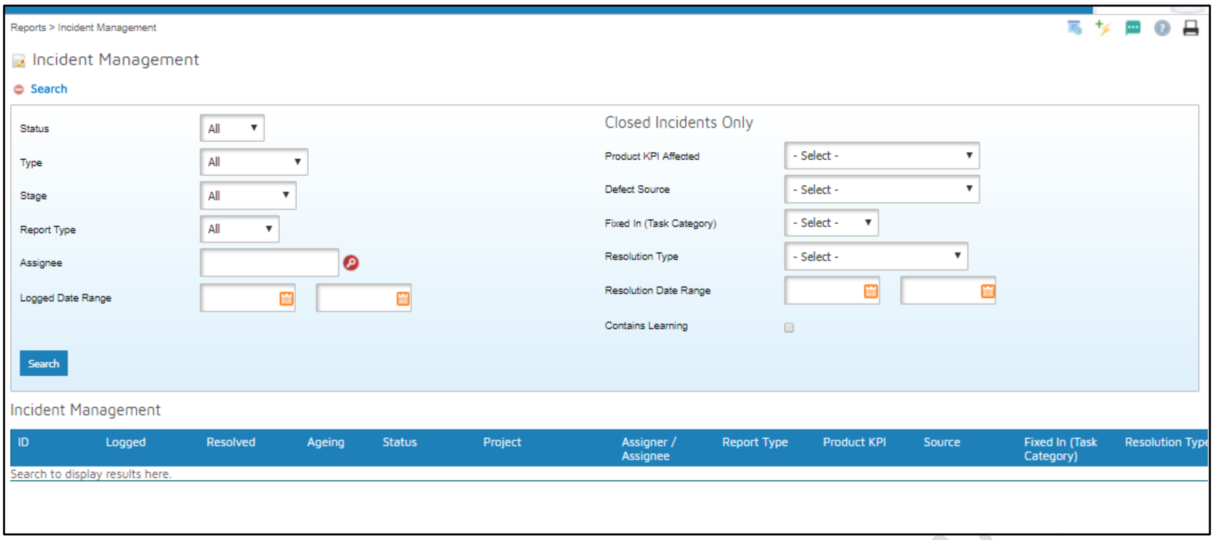


Figure 249: Incident reports, can be filtered by any combination of the fields

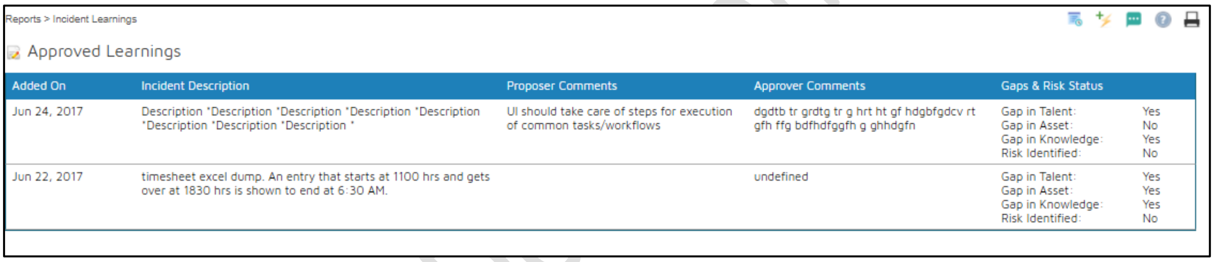


Figure 250: Report for approved learnings