

SCOPE DOC – PHASE 2 –  
VERSION 3

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# CK – PLANT M&L

**28 FEB 2022**



PREPARED FOR

CKPL – PLANT DIVISION

PREPARED BY

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**DOCUMENT VERSION**

DATE	VERSION	DOCUMENT REVISION	APPROVED BY
15-10-2022	1.0	Initial Draft for Phase 1	
30-11-2022	2.0	Revised document for the phase 2	
17-02-2023	3.0	Revised doc for phase 2, planned to implement the integration part in phase 3	

## PROJECT OBJECTIVE

To track the target and actual score of each plant activities, that leads to increase in productivity of the plant. Thus, the business division should be able to input their scores as per their scheduled period, which should help the business heads to monitor it in an easy way.

## PROJECT DESCRIPTION

The Software will be developed for the different division of plants across India, which needs to capture the target and actual of the business division depend upon the period. Each plant will have a set of procedure to follow, according to that the portal needs to be designed as per the plant's division. By maintaining the actual score of the plant in the portal, it will show the actual process of the plant for each period. So, it will lead to increase the actual score for every month than previous month. Admin can easily monitor each plant activities and can monitor the login activities also, that who are all updated and not updated the respective scores for the each period, with the help of this portal.

The portal will be designed and developed as per this scope document and detailed below. The menus which are all included in phase 2 are Highlights, Business admin login, customer complaint tracking, Statutory License Tracker, existing phase1 Parameter formula configuration for the parameters like [ITR, Asset turn Ratio, Manpower cost as a % of sales (Direct manpower-CL)], and the changes yet to be done from phase 1.

This Phase 2 is extended to Phase 3 as a part of phase 3 integration with SAP for auto capturing the actual will take place. Therefore, **SAP Integration** is considerable Phase 3.

**PROJECT SCOPE FOR PHASE 1**

S.NO	MENU	WORKFLOW DESCRIPTION
1	LOGIN	<p>Each Business should have the admin and the plant should have the user login and the overall portal should have the admin login to view the entire plant activities through dashboard.</p> <ul style="list-style-type: none"> <li>- As per the login permission respective parameters should be available in the particular login.</li> <li>- If there is new parameter updation, admin should have the permission to add it.</li> <li>- If the User forgets the login username (should able to get the username from registers mail id) or password (can reset the password through registered mail id).</li> </ul>
2	Location and Division	<p>The overall admin can able to create the plant location with user logins. Once the location is created, the division should be mapped with the particular location.</p> <ul style="list-style-type: none"> <li>- In case of new division; through add division the new division should be able to create.</li> <li>- The divisions are PC, Raaga, AB, Foods, Snacks, cc, etc.,</li> </ul>
3	Dashboard	<p>The dashboard should show the graphical view of the particular locations.</p> <ul style="list-style-type: none"> <li>- The overall admin can able to view all plants activity by selecting the required plant.</li> <li>- As per the target and actual feeded in the lever input, the dashboard should show the details.</li> <li>- The dashboard for the plant should have the last three year value, present year quarter wise target and actual vale and present month week target and actual value. Last value can be week or month depends upon the filtration selection.</li> <li>- The filtration options are parameters, month wise or week wise.</li> </ul>
4	Master 4.1. Parameter Master	In the initial stage the parameters i.e. the levers need to be added through master screen.

	<b>4.2. Period master</b> <b>4.3. UOM Master</b>	<ul style="list-style-type: none"> <li>- Each parameter will have different review format like month wise, week wise, quarter wise, JC month wise, JC week wise.</li> <li>- While creating the parameter, the required period should be mapped.</li> <li>- The Period need to be created by the admin as month wise, week wise, quarter wise, JC month wise, and JC week wise.</li> <li>- The UOM should be able to create through master screen and it should be mapped with Parameters.</li> </ul>
5	<b>Lever input</b>	<p>Once the parameter is created, the user should able to update the target and actual for the particular parameter as per the period mapping.</p> <ul style="list-style-type: none"> <li>- After successful updation of particular parameter, the target and actual should not be able to edit it for the particular period. User can able to enter the target and actual for the next period only.</li> <li>- If it should be edited, it should do by the admin.</li> <li>- Capturing the project for the each plant is needed, which should capture the project title, project start and end date, remarks. After creation of project the updation should be done with the selection of date.</li> <li>- For ITR, Asset turn ratio should be calculated as per the budget and actual calculation. The budget will be updated at the starting month of financial year; with every month updation of actual, the budget should be adjusted and should show the balance budget value.</li> </ul>
6	<b>6.1. Monthly score card</b> <b>6.2. Weekly score card</b>	<ul style="list-style-type: none"> <li>- The admin should able to view the monthly score details for the particular location with the help of month selection.</li> <li>- Then, for the weekly score card, the details should show the score for the particular selected week.</li> </ul>

## SCOPE FOR PHASE 2

S.NO	MENU	WORKFLOW DESCRIPTION
7	<b>Highlights</b> <b>7.1 Business Focus</b> <b>7.2 Cost Focus</b> <b>7.3 Digitization &amp; Automation</b> <b>7.4 Area of improvement points</b>	<p>Highlights will be updated by each Plant user for every month. There are four headers for the highlights, which are Business focus, Cost focus, Digitization &amp; Automation and Area of Improvement points.</p> <ul style="list-style-type: none"> <li>- For each highlights, the input data need to be uploaded for the particular month. The input field should contain the Plant, Division and Details. It should be made for every month through manual input for real time data capturing.</li> <li>- Once, the data is updated, the data should be stored in database and it should be viewable to the admin user as PDF and Word format in points view.</li> <li>- Based on the highlight and month filtration admin can able to view the particular highlight for the selected month.</li> <li>- In the selected result, whole plants list need to be listed down as per the highlight selection.</li> <li>- The view and download part can be defined in the dashboard part of highlights for admin, plant user and business head logins.</li> </ul>
8	<b>Business Admin</b>	<p>There should be a login required for each business heads.</p> <ul style="list-style-type: none"> <li>- In business head portal, particular business plants need to be mapped.</li> <li>- Based on the mapping, each admin should able to view the dashboard, score card for the parameters; which should contain only the business mapped parameters with plant details.</li> <li>- The portal should able to show the progress, it should allow the user to edit any data.</li> <li>- The particular business head should able to view only the particular business details.</li> <li>- The user can able to create parameter and can able to map it with the particular</li> </ul>

		<p>business for the corresponding business related plants.</p> <ul style="list-style-type: none"> <li>- Business admin shouldn't able to create the new user.</li> </ul>
9	<b>Ticketing Module</b>	<ul style="list-style-type: none"> <li>- The ticketing module should able to capture manual inputs of tickets created by the helpdesk team.</li> <li>- The user should able to capture the complaint number, complaint name, mobile number and mail Id, Issue type, issue details, product assigned to name and empl code, issue image and video attachment.</li> <li>- Once issue is registered, it should be able to process for resolving it like issue is real or fake need to be recorded.</li> <li>- After confirmation, ticket should get completed as per the reason like replacement, refund process as per the requirements.</li> <li>- Each ticket should be maintained with individual user.</li> <li>- Need to track the tickets and uncompleted tickets, inprogress tickets, completed tickets and month wise tickets, week wise tickets, year wise tickets.</li> <li>- In this module, for replacement process logistics data need to be captured with shipment details. It should be maintained and in case of logistics malpractice activities, those details also should be tracked and maintained.</li> <li>- Once the customer satisfied regarding the complaint registered against the product. The tickets will be closed by the helpdesk team and it will be mailed to the particular plant. Then, after confirmation the particular ticket should be completed in the ticketing module.</li> <li>- The history should be maintained.</li> </ul>
10	<b>Statutory License Tracker</b> <b>10.1 License</b> <b>10.2 Agreements</b> <b>10.3 Important Dates</b>	<ul style="list-style-type: none"> <li>- The documents like license and agreements need to be captured and maintained in the portal. Admin should able to create a master category for the statutory and statutory</li> </ul>

	<b>Commissioning</b>	<p>name. The name and category need to be mapped with plant, so that the predefined statutory should be reflected in the plant user portal.</p> <ul style="list-style-type: none"><li>- Based on the mapping the license should be captured. To capture a particular license details, the below mentioned input fields need to be captured like category &amp; statutory name will be predefined, rest of the terms like license number/Ref no, Agency / Authority /Service provider, Frequency, Valid From, Valid To, Remarks, Responsible person, Accountable person and document upload option need to be captured.</li><li>- Once, the statutory is expired, it should be assigned to the expired status. Then, the respective plant user can able to change the status as Superseded through edit option.</li><li>- These above mentioned details should be stored and to intimate as notification before the validation expires. It can be mailed to corresponding person.</li><li>- In dashboard, the list of license should be listed out with the above mentioned details and with days to go option and to be applied on or before date to remember the user and on this date the mail should generate to the users.</li><li>- It should be able to filter by using the category, expiry date, responsible persons.</li><li>- The data need to be updated with date, for the purpose of reminding the important date and the list of important dates need to be listed out in dashboard.</li><li>- The uploaded doc should not get downloaded by any one.</li><li>- <b>Commissioning</b> is the part of statutory, where the commissioning activities will be captured here by the plant user. Basically, the date and commissioning activity will be maintained. As usual the admin and super admin can able to view the records.</li></ul>
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11	<b>Parameter formula configuration</b> <b>12.1 ITR</b> <b>12.2 Asset turn Ratio</b> <b>12.3 Manpower cost as a % of sales (Direct manpower- CL)</b>	<p>For the parameters – ITR, Asset turn ratio and Man power cost as a % of sales the formula yet to be configured as per the below mentioned process,</p> <ul style="list-style-type: none"> <li>- For getting the result of ITR and Asset turn ratio, the sale budget and sale actual need to be captured as month wise. As well as inventory's actual need to be captured for every month. From this the project sale need to be obtained. Finally the ITR and Asset turn ratio yet to be determined. Likewise the process will be followed.</li> <li>- The man power cost as a percentage of sales is to be monitored every month. To get the value of man power cost Productivity in cases yet to be captured and the Production in KG need to be captured from the parameter of Production actual value and then, Man power engaged for month need to be captured from the parameter of CASUAL( total man-days/26 ) actual value and then man power recipe should be captured manually. Then, the Target KG PER MANDAYS, Actual KG PER MANDAYS, Target CASES PER MANDAYS, Actual CASES PER MANDAYS should be obtained from the above mentioned headers through formula. Then at last for the Target SALE VALUE PER MANDAYS and Actual SALE VALUE PER MANDAYS need to be obtained from the ITR actual sale value. From this the Manpower cost as a % of sales (Direct manpower- CL) yet to be acquired.</li> <li>- The formula process will be shared by excel sheet to define it in development.</li> <li>- As per these parameters, the dashboard graph will be cases/manday; Kgs/manday; Sale value (Lac)/Manday. Each will be as per the JC month detailed graph. In this graph the average value for the present year should be defined and shown. As well as the last three year value to be compared.</li> </ul>
12	<b>5 Sec Score card</b>	<p>The 5 Sec score card report is required for admin and as well as for manager users. This report</p>

		<p>contains the entire plant and its respective parameters with actual, targets, its percentage and the colour code need to be reflected here as per the score card.</p> <ul style="list-style-type: none"> <li>- The entire report can be downloaded in excel format.</li> <li>- For admin entire plant with its parameter need to be generated and for plant only its respective parameters need to be generated.</li> </ul>
13	<b>Changes yet to be done in Phase 1</b>	<ul style="list-style-type: none"> <li>- Target value need to be changed as line chart in dashboard. The target values will be fetched from Parameter month on month target.</li> <li>- In dashboard, the target needs to be defined as line chart which need to be incorporate with the actual of bar graph.</li> <li>- Plant users also should need the score card option depends upon the plant and division.</li> <li>- Selective parameter should be above the target limit. It should be mapped in master itself. For those parameters the score card should be highlighted as green colour. So, the colour code needs to be defined in the master and as per the mapping the score card should reflect the colour code for the parameters.</li> <li>- The parameter's target and actual value should be captured as entered by users for decimal value.</li> <li>- For comparative scorecard also the master configuration need to be done for the parameter, like what are all the parameters should be applicable for the comparative scorecard.</li> <li>- As of now the parameter is mapped with the division directly. Instead of that the lever wise category yet to be implemented. So, that the input screen will be defined as within the lever. The levers are Productivity, Quality, Safety, Cost, Delivery, and Compliance, moral.</li> <li>- So, in dashboard, scorecard, comparative</li> </ul>

		dashboard, input screen the lever option yet to be configured.
14	SAP Integration – Phase 3	- The Portal should be integrated with the SAP, Power BI, Mendix to get the target and actual for the parameters.

## TERMS OF SERVICES

- Project development will be initiated once the timeline and budget is fixed with PO confirmation for Phase2.
- Once the project scope is finalized, the timeline and budget will be discussed as same as phase1.
- As the phase1 is rolled out in live, now the phase2 process will be carried out.
- Change request will be done only through approval.
- Project will be delivered once the UAT - user acceptance test is confirmed from client side and so the live application will be rolled out as per the timeline fixed.
- The integration part of SAP, Mendix and Power BI will be considered in Phase 3

## BUSINESS REQUIREMENT

### FUNCTIONAL REQUIREMENT

The requirement gathering is to be processed at initial stage. So, the functional flow will be fulfilled within the scope.

S.NO	REQUIREMENT DESCRIPTION	PRIORITY	COMMENTS
1	Ability to store, update, search, retrieve, print paper report bills.	1	
2	Functional flow should be interlinked with all users- <b>Admin, Business division admin, plant user logins.</b>	1	
3	Ability to download all reports in excel or CSV and PDF format. Then the filtration should be provided based on the report header.	1	
4	Each type of users should access only their own functional flows, none other than their workflow shouldn't be present.	1	
5	Ability to show the error pop up, while user does wrong updating. Meanwhile the alert pop also should be populated at the data input confirmation stages.	2	