SEMAKIN 6502 (SISTEM MONITORING KINERJA 6502)

Daftar Tim :
1. Pimpinan
2. Umum
3. Sosial
4. Neraca
5. Produksi
6. Distribusi
7. IPDS
8. Humas

Role:
1. Admin
2. Pimpinan
3. Ketua Tim
4. Anggota Tim

Main Objective

To monitor the daily activities and performance of employees, whether originating from formal assignments or additional activities carried out independently. Monitoring can be conducted on a:

- Daily

- Weekly

- Monthly basis

Assignment Workflow

- The Team Leader creates a Master Task List that serves as the reference for tasks within their team.

- The Team Leader assigns tasks to employees based on their team's Master Task List.

- Employees receive assignments and work on them progressively.

- Daily status is recorded by employees as:

  - "Not Started"

  - "In Progress"

  - "Completed" (+ supporting evidence in the form of a link)

- If a task takes more than one day, it is still recorded daily as "In Progress" to maintain a daily activity trail.

- Employees may also add self-initiated tasks outside of assigned tasks as additional activities.

Access

- **Leadership**: Full access to overall monitoring.

- **Team Leader**: Can assign and monitor their team's tasks, work on tasks, input statuses, and upload supporting evidence.

- **Team Member**: Can work on tasks, input statuses, and upload supporting evidence.

Flexibility

- Employees can hold multiple roles; for example, being a Team Leader in Team A and a member in Team B.

- A Team Leader can assign tasks to anyone, not limited to their own team members.

- Employees can add self-initiated tasks as additional activities (not necessarily from the Master).

- Team Leaders can only assign tasks based on their own team's Master Task List. For example, the Social Team Leader cannot assign tasks from the Production Team's Master Task List.

Data Structure and Input

- **Master Task List**: Input by the Team Leader as a reference for activities.

- **Dropdowns**: Facilitate input and avoid duplicate activities.

- **Additional Activities**: Can be input by all employees (other than assignments given by the team leader).

When assigning, the Team Leader does so using a **weekly format**, for example:

- The IPDS Team Leader assigns tasks to their team members with deadlines for that week, such as:

    - Task A, Task B, Task C for Week 1 of June

    - Task D, Task E, Task F for Week 2 of June

    - And so on

However, the **inputted reports are daily**, so even though assignments are given weekly, the reports are daily, allowing visibility into what each employee did and completed on each day. For example:

- It is currently Week 1, and IPDS team members are assigned:

    - Task A, Task B, Task C for Week 1 of June

- On Monday, they complete Task A and Task B.

- On Tuesday, they partially complete Task C.

- On Wednesday, they finish the remainder of Task C.

- And so forth.

Features Desired in the System

- **Role-based permissions**

- **Dashboards based on Roles**

- Dashboards that display real-time monitoring on a daily, weekly, and monthly basis

- Monitoring can be filtered by user selection, e.g. if today is Tuesday and you want to view Monday, just filter; likewise for Week 2 if you want to see Week 1, and also for monthly views

- Ability to view task lists, task details, and upload supporting evidence when tasks are marked complete

- **User/employee management feature**

- **User profile management feature**

- For the Team Leader role: ability to assign tasks and manage the Master Task List

- The **Master Task List** is a repository of tasks/activities for each team, so the Team Leader doesn't have to re-input tasks, they can simply use this data for assigning

- Employees can add tasks outside of the assigned ones as **additional tasks**