**PERFORMANCE SOFTWARE**

**---------------------------------------ADMIN ACCOUNT-----------------------------------------  
1. Dashboard   
2. SR7 projects :** ongoing , completed , incomplete **3. Greenskulls projects  
4.  
 1. Dashboard***\*Need date&day at corner at dashboard page* ***a. Goal of the day :  
-> Technical Team Goals \****add a new table to separate business and technical team's goals  ***-> Business Team Goals   
b. News Feeds (Notices from the company management) \*****date\***~~c. Employee's credit points list : Eliminated  
-> Technical Team's Points  
-> Business Team's Points~~* ***d. Employee of the month chart \*****month\** ***-> Technical Team chart  
-> Business Team chart***

**Design Done *a.   
NAME GOAL PROGRESS****Employee 1 : task details in process / paused   
Employee 2 :   
 ,,  
 ,,*

**Design Done 2. Company Profile  
*a. Profit&Loss Statement :***   
Year 2018 ; 1st Quarter \*Jan,Feb ,March, April\* ; 2nd Quarter \*May,Juner,July,August\* ; 3rd Quarter\*Sep,Oct,Nov,Dev\*  
**Design Done**  
 **3. SR7  
-> Compnay Projects  
*a. Ongoing Projects :*** i. project xyz ii. project abc ***b. Projects Completed :***  *project 1 \*intiating date and completion date should be mentioned\*  
project 2*  ***c. Upcoming Projects***  *project 1 \*targetted date should be mentioned\*  
prjoect 2***Design Done  
  
 4. GreenSkulls  
-> Compnay Projects  
*a. Ongoing Projects :*** i. project xyz ii. project abc ***b. Projects Completed :***  *project 1 \*intiating date and completion date should be mentioned\*  
project 2*  ***c. Upcoming Projects***  *project 1 \*targetted date should be mentioned\*  
prjoect 2* ***related to (a)***  
*e.g* **project xyz** *\*Initiating Date + Deadline Date\*>should be mentioned at top*Project Details , Team onboard , Evaluation by team , Progress , CEO/CTO comments ***related to (b)****e.g* ***Completed Project 1*** *\*New Page\**Project details , profit&loss , team remarks , client remarks , CEO/CTO remarks  ***related to (c) Upcoming Projects****e.g* ***Upcoming Project 1***i. project details ii. project evaluation by team iii. project start date **Design Done  
 4.List of employees  
*>Technical Team***employee 1   
employee 2   
 ,,  
 ,,  
 ***>Business Team***  
employee 1   
employee 2   
 ,,  
 ,,  
**Design Done *-Profile Employee 1*** *\*New page\** ***a. Employee Details :*** name , cv , joining date , address ,

***b*. *Goals :   
c. Off Time :***  Employee login details , Employee leave details ,   
***d. Employee Credit Points***[end the table and just mention employee names and put rest of the details on a new page]  
 ***b. Goals*** *\*New Page\** ***i. Current Week Goals*** *\*Date\*(*starting date of week - ending date of week)  *DAY GOAL DETAILS PROJECT PDF STATUS*   
Mon Website E Dental Mart(details) complete/incomp/late /early done   
Tues   
Wed  
Thurs  
Fri  
*Credit Points of the week :* 1point if all tasks are completed on time / 0.5 points if 2 tasks are late or 1 is incomplete / 0 points if 3 or are late OR 2 are incomplete / -0.25 if more than 3 are late OR more than 2 are incomplete / 1.25 if 2 tasks are early done , 1.5 if more than 2tasks are early done *Employee comments :  
CTO comments :*  
*CEO Comments :*[late : goal is completed on the next day ,incomplete : goal is completed 2 days after the given day , early done = goal is completed before time and next goal is started the same day] ***ii. Previous goals record*** **Monthly Performance report** will open *as per format given at http://thecoachpractice.com/book-an-appointment/*   
Here days will be mentioned where each day will be showing task details and its status i.e complete/incomplete/late  
  
\*Selected month mentioned at left top of table\* \*Total credit point of month at right top corner\*  
WEEK Mon Tue Wed Thurs Fri  
week1  
week2   
 ***Monthly performance report*** *i.e*total tasks = say 30  
completed tasks = 25   
late tasks = 3  
incomplete tasks = 2  
Tasks early done =  
Credit Points=   
**Design Done**  
 **c. OFF TIME DETAILS :**  
**i. Current month \*e.g january\* :**Date Login time - logout time - Hours Absent - hours worked   
 10:15 11:00   
1-1-18 11:15 12:30  
 2:00 7:00 e.g 7hours  
  
2-1-18   
3-1-18  
\*a total of 8 absent hours will result in loss of 0.5 credit points  
\*a total of 'uninformed 15mins late' arrival for 3 days = 1 Leave + -0.5credit points   
\*less than 8hours absent *'throughout the month'* will grant 1 credit points  
*\*need instant notifications/pop-ups of employee login/logout*   
**ii. Previous off time record :***Month - total hours - hours worked - hours absent credit points*   **iii. Employee Leaves record :**Total leaves - Leaves Utilized - Short Leaves - Leaves remaining   
credit points :

**10**  
 *\*A total of 8hrs absence/off-time will be considered 1 leave*

**Design Done**