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| steps | Role |
| 1. select planning year | Principal manager |
| 1. select suitable with teams | Principal manager |
| 1. operational manager cascading and select suitable | Operational manager |
| 1. insert operational plan with initiative behavior | Operational manager |
| 1. principal manager approve operational plan | Principal manager |
| 1. operational create core and supportive task | Operational manager |
| 1. if the task is core assign only for operational managers but the task is supportive assign for all performers | Operational manager |
| 1. if the task is core only accept operational manager | Operational manager |
| 1. if the task is supportive accept all performers | performers |
| 1. then operational manager accept task report timely, send challenge or opportunity, upload narrative report finally send to principal | Operational manager |
| 1. principal manager accept task and evaluate quantity and quality | Principal Manager |
| 1. operational manger report quarter achievement | Operational manager |
| 1. principal manager report quarter achievement | Principal Manager |