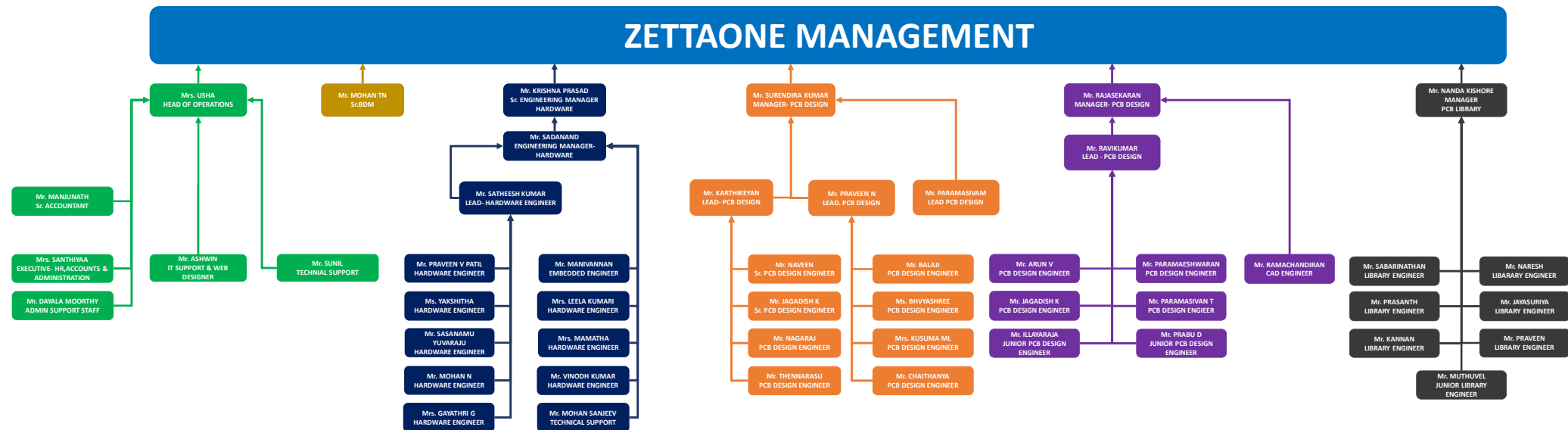
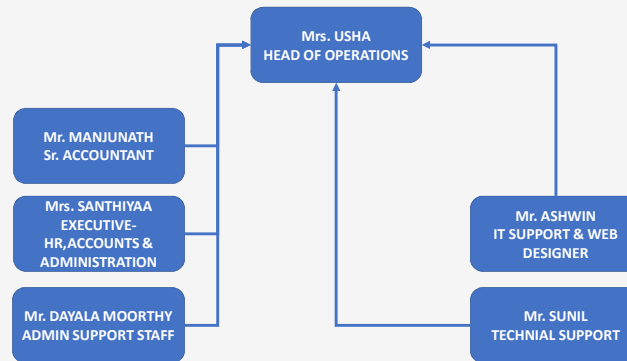


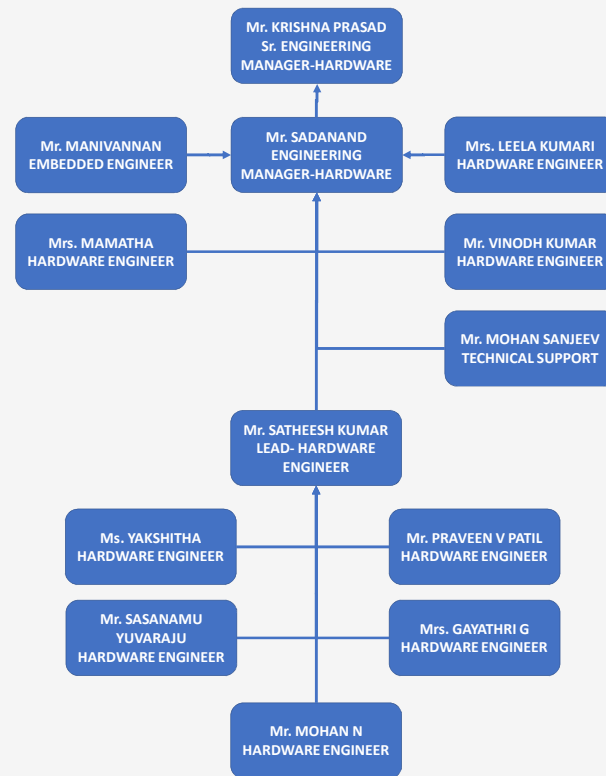
# ZETTAONE ORGANIZATION STRUCTURE



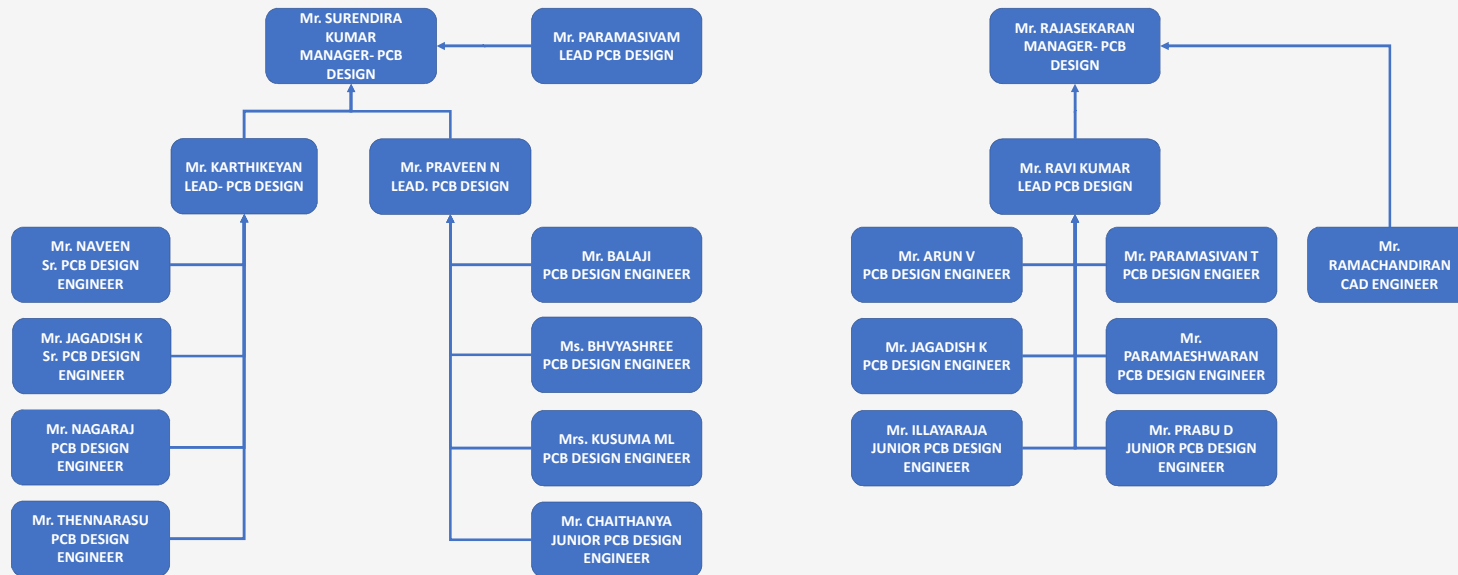
# FINANCE, OPERATIONS & SCM



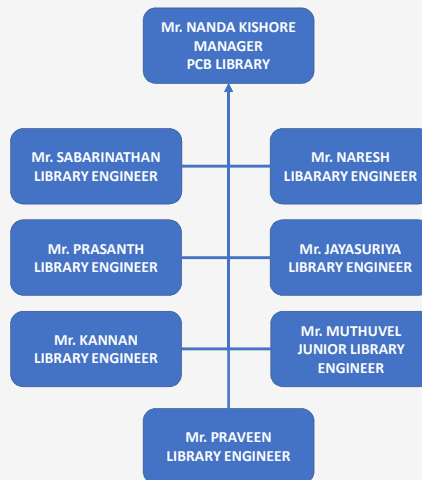
## PRODUCT ENGINEERING



# PCB ENGINEERING



# PCB LIBRARY ENGINEERING



# ZETTAONE MANAGER - REPORTING STRUCTURE

## ZETTAONE MANAGEMENT

### Mrs. USHA HEAD OF OPERATIONS

- Project ID assignment report, list of projects started ( PO received ) and List of projects closed ( Invoiced )
- Total Receivables reports monthly ( Invoiced )
- Business IN -Hand with respect to PO received ( Ongoing projects )
- Total payables to vendor reports-monthly
- Consolidated account statement with current balance ( Current account, \$ Account ), Loans given to any personnel.
- Consolidated report with monthly spending like salary, petty cash, claims, maintenance, operational expenses, misc ,etc.,.
- Asset tracking sheet with all necessary details.
- Consolidated weekly team status report.
- All Department related compliance list and status.

- Daily and weekly status report with list of activities and time spent on each
- List of ongoing projects with start date, End date, reason for Hold, remarks
- Weekly IT tracking sheet with incoming material, outgoing material ( Hard/Soft ) .

- Project (Proposal ) tracking document with current status, start date, End date, reason for hold, remarks, Expected project lists.
- Weekly inventory tracking sheet with Incoming material, outgoing material, quantity, etc
- Consolidated weekly team status report.
- Individual status reporting before weeks starts.

### Mr. KRISHNA PRASAD Sr. ENGINEERING MANAGER HARDWARE

- Project (Proposal ) tracking document with status, start date, End date, reason for hold, remarks, Expected project lists.
- Resource allocation with timeline.
- Weekly team meeting.
- Consolidated weekly team status report.
- Individual status reporting before weeks starts.
- Any other critical Issues

### Mr. SURENDIRA KUMAR MANAGER- PCB DESIGN

- Project (Proposal ) tracking document with status, start date, End date, reason for hold, remarks, Expected project lists.
- Resource allocation with timeline
- Weekly team meeting
- Consolidated weekly team status report.
- Individual status reporting before weeks starts..

### Mr. RAJASEKARAN MANAGER- PCB DESIGN

- Project (Proposal ) tracking document with status, start date, End date, reason for hold, remarks, Expected project lists.
- Resource allocation with timeline
- Weekly team meeting
- Consolidated weekly team status report.
- Individual status reporting before weeks starts..

### Mr. NANDA KISHORE MANAGER PCB LIBRARY

- Project (Proposal ) tracking document with status, start date, End date, reason for hold, remarks, Expected project lists.
- Resource allocation with timeline
- Weekly team meeting
- Consolidated weekly team status report.
- Individual status reporting before weeks starts..

### Mr. MOHAN TN Sr.BDM

- Weekly reporting with last week updates
- Weekly updates with upcoming week plans
- Monthly targets and reports
- Weekly new prospecting targets
- Quarterly /Half yearly/ Yearly Sales target and growth review.