

Preparation Worksheet

Please take some time to complete the preparation worksheet below, scan and email your completed worksheet to deon.blyan@FGLSports.com by Friday February 26th at noon.

List the top 10 areas/items you use on the current OPS Portal and explain how and why they are the top 10. List these in the order of importance.

TOP 10 OPS Portal Items

Item	How you use, Why it is important
1. NOTIFICATIONS	I FEEL THIS IS MOST IMPORTANT BECAUSE IT ALERTS ME TO WHAT IS NOW IN THE OPS PORTAL, HOWEVER IT DOESN'T SEEM TO INCLUDE EVERYTHING IMMEDIATELY (EX WK 4 WPB DIDN'T SHOW UP UNTIL A DAY LATER AND THE MONTHLY BUSINESS REVIEWS HAVE YET TO APPEAR)
2. NEWS FEED	I USE THE WEEKLY PLANNING BULLETIN TO STAY ON TOP OF ANY INITIATIVES FROM HO. IT'S A FANTASTIC RESOURCE.
3. PLAYBOOK	NEED THIS TO SET UP ADS. I'LL HAVE IT PRINTED THE SAME DAY IT'S UPLOADED.
4. GENERAL SIGNS	NEED THIS TO SET UP ADS, OR TO REPLENISH & MAINTAIN CURRENT ADS
5. FLYERS	USE THIS TO SEE HOW ADS ARE PROMOTED OR LOOK AT UPCOMING ADS
6. ALERTS	MY STORE DOESN'T HAVE MANY LAUNCH ITEMS, AND WHILE MY DEPT LEADS USE IT TO KEEP TABS ON LAUNCH PRODUCT, AND MY SSC USES IT FOR RECALLS, I MOSTLY JUST USE IT FOR CORRECTION NOTICES
7. MONTHLY BUSINESS REVIEW / ALERTS VISUAL	IT'S MY ASSUMPTION THAT MBR IS TAKING OVER VISUAL WHILE I MISS THE COLOUR HARDCOPIES OF THE VED, THE MBR HAS SOME FANTASTIC TRAINING ELEMENTS. I'M STILL TRYING TO INTEGRATE IT INTO A SYSTEM IN STORE.
8. WORKLOAD CALENDAR	I WANT TO USE THIS MORE, BUT I FEEL ITS LOCATION ON THE 'HOME' PAGE MEANS I REGULARLY OVERLOOK IT.
9. TRAINING	A RESOURCE I DON'T USE OFTEN ENOUGH FOR MY STAFF. WHEN I CREATE A SYSTEM FOR THE MBR, HOWEVER, I'M GOING TO BE SURE TO USE INCORPORATE THIS
10. JUMPSTART.	SOME OF MY STAFF USE THIS MORE FREQUENTLY THAN I DO. I FEEL THE NESTED FOLDERS (AND LACK OF A BACK BUTTON) MAKES THIS REALLY IRRITATING TO USE.

I FEEL ITEMS 2-8 ARE ALL EQUALLY IMPORTANT, HOWEVER I HAVE LISTED THEM ACCORDING TO HOW OFTEN I USE THEM.