**My PDCA Score**

***Objective:***To encourage the employee to make use of all the features in mypda software in a productive way.

*1) Score details for Home Page Activities:*

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Module** | **Activity** | **Points** |
| 1 | To do | Create a to do task | +1 |
| 2 | Attendance | Marking in time on or before office time without fail | +2 |
| 3 | Attendance | Marking out time on or before office time without fail | +2 |
| 4 | Interact | Posting a interact message with admin approval | +5 |
| 5 | Interact | Send reply to interact post | +1 |
| 6 | Interact | Like the interact post | +1 |
| 7 | Latest Update | Posting a news | +5 |
| 8 | Voice | Vote for the poll | +5 |
| 9 | Profile | 100% updated profile | +25 |
| 10 | Gallery | Comment the photo | +1 |
| 11 | Gallery | Like the photo | +1 |
| 12 | Feedback | Send feedback about mypdca | +5 |
| 13 | Report Bug | Reporting a bug in mypdca | +10 |

*2) Score details for Work Planner Activities:*

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Module** | **Activity** | **Points** |
| 1 | My Task | Create a daily plan | +5 |
| 2 | My Task | Create a project plan | +5 |
| 3 | Assign Task | Assign a daily task | +5 |
| 4 | Assign Task | Assign a project task | +5 |
| 5 | My Task | Reply to task | +1 |
| 6 | Assign Task | Reply to assigned task | +1 |
| 7 | Events | Creating an event | +2 |
| 8 | Files | Create a file | +2 |
| 9 | My Task | Completion of the my task in time | +10 |
| 10 | Assign Task | Completion of the assigned task in time | +10 |
| 11 | My Task | Postpone the task plan | -5 |
| 12 | My Task | Partially completion of task plan | -5 |
| 13 | Project | New Project request | +5 |
| 14 | Approve Project | Approve project request within 24 hours | +2 |

*3) Score details for Finance Activities:*

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Module** | **Activity** | **Points** |
| 1 | My Advance | Create an advance | +1 |
| 2 | My Expense | Submit the expense within 10 days from the advance received | +20 |
| 3 | Approve Advance | Approve the advance within 24 hrs | +5 |
| 4 | Approve Expense | Approve the expense within 24 hrs | +5 |
| 5 | Discrepancy | Rejected Expense | -2 |
| 6 | Pay Advance | Within 3 days from approval | +10 |
| 7 | Pay Expense | Within 3 days from approval | +10 |
| 8 | Project Contacts | Create project contact details | +5 |
| 9 | Customer | Create a customer | +10 |

*4) Score details for HRIS Activities:*

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Module** | **Activity** | **Points** |
| 1 | Leave | Create a leave 1 week before (NPL /PL types only) | +2 |
| 2 | Permission | Create a permission 2 days before | +2 |
| 3 | Approve Leave | Approve a leave within 24 hrs | +2 |
| 4 | Approve Permission | Approve a permission within 24 hrs | +2 |
| 5 | Attendance Change | Create attendance change | -10 |
| 6 | Approve Attendance change | Within 24 hours | +2 |
| 7 | Approve Profile Change | Within 24 hours | +2 |
| 8 | Upload Payslip | Every month on or before 3rd | +10 |
| 9 | Gallery | Posting a gallery | +5 |
| 10 | Poll | Create a poll | +5 |
| 11 | Employee | Create an Employee | +10 |
| 12 | Approve Gallery | Within 24 hours | +2 |
| 13 | Employee Email Send | Send email when employee joins | +5 |