

TASK MANAGEMENT & PRIORITIES

SEAMSTRESS WORKFLOW

Current Pain Points

Q: What takes Solange the most time besides actual sewing?

Your answer: serve the client that comes in 5min, measure the client 5min-optional, the client quites(printing the form doc for solange to clip it with every clothes and have a optionnal option for a picture)

Q: How should the priority system work?

- First in, first out ___ yes that way
- Due date based ___ from the date to 1st came first serve but express skip the line
- Custom priority levels ___ from the deposit 1st-submission + creation form/ 2- put in calendar of anne marie/3- order from supplier (textile, foam, rails & poles) (no deposit no further action until deposit) she put them in a special calendar of custom anne marie after audrey put the submission form + confection form into the physique folder in the store so when she comes in she just take the form and that moment her times starts and she is paid for that. After anne marie gets involved audrey just take time to answer question or help with the creative vision ////create 2 pipeline one for custom projects and one for alteration 2 of 3 employees will have access to both (solange will have acces only to the alteration)
- Combination (explain): for clients no need to tell them that the projects is ongoing just the start and the finish

Time Tracking Needs

Q: What level of time tracking detail do you need?

- Simple start/stop per task ___ start to finish from what they actually taking of time versus what we quoted the client
- Detailed by operation (cutting, sewing, pressing) ___ yes
- Total time only ___

Visual Preferences

Q: For the Kanban board, what status names feel most natural?

Current Statuses

- Pending
- Working
- Done
- Ready for Pickup
- Delivered