

**Identification No.**

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Issue

_ _

Date

14 Jan 2016

PRODUCT DEVELOPMENT TEAM SCOREBOARD

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Written by: Shirley CHEUNG

Approved by:

Issue No.	Date	Modifications
01	14 Jan 2016	Creation

OBJECTIVE

To provide the guidance to complete the monthly PD team scoreboard via Citrix.

CONTENT

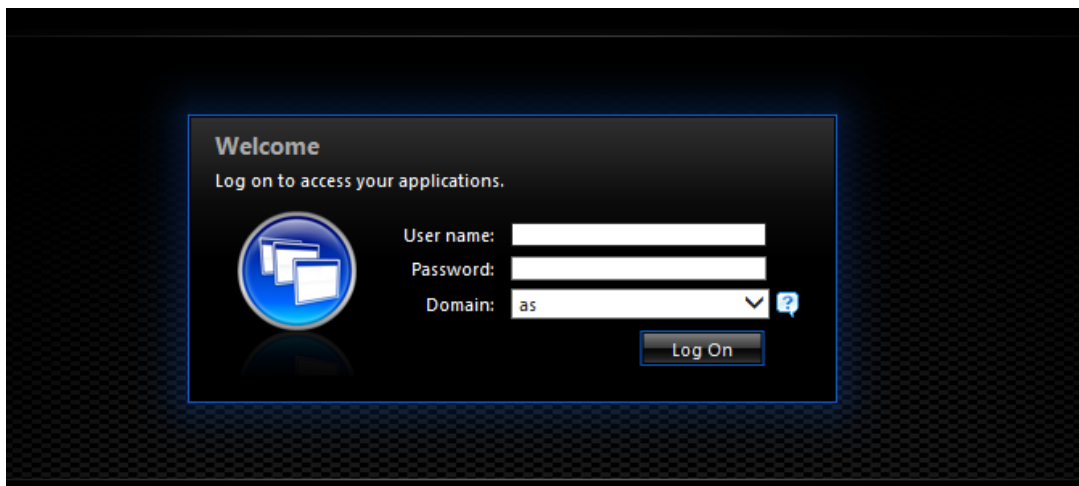
1. Registration of new project in scoreboard data base
2. Update the status of different project stages
3. Confirmation of the update

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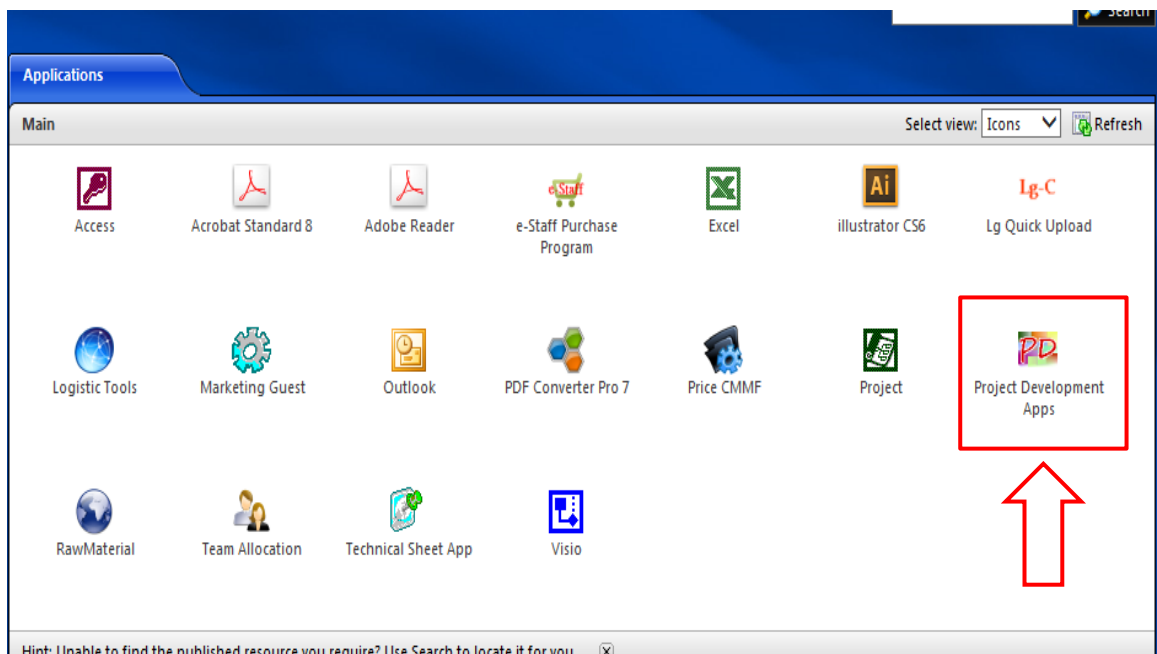
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Project Development Apps

- To start the program, please log in Citrix.



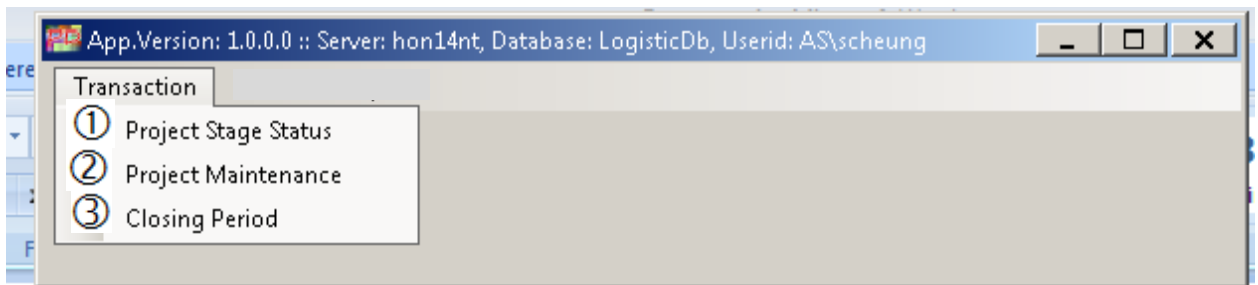
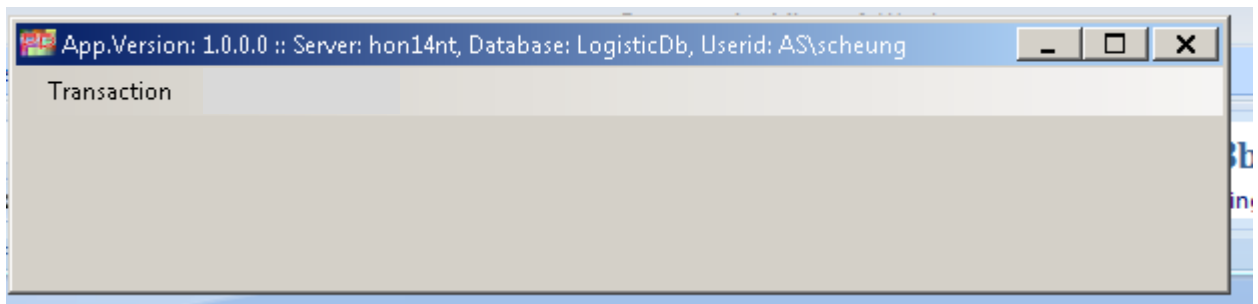
- Click button of "Project Development Apps" to run the program.



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- ❑ You will see the menu bar.



3 tools are available:

- 1) To update the status of different project stages
- 2) To register new project or check the information of the registered project
- 3) To confirm the completion of the update

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Registration of New Project

Step 1: Click “Transaction”

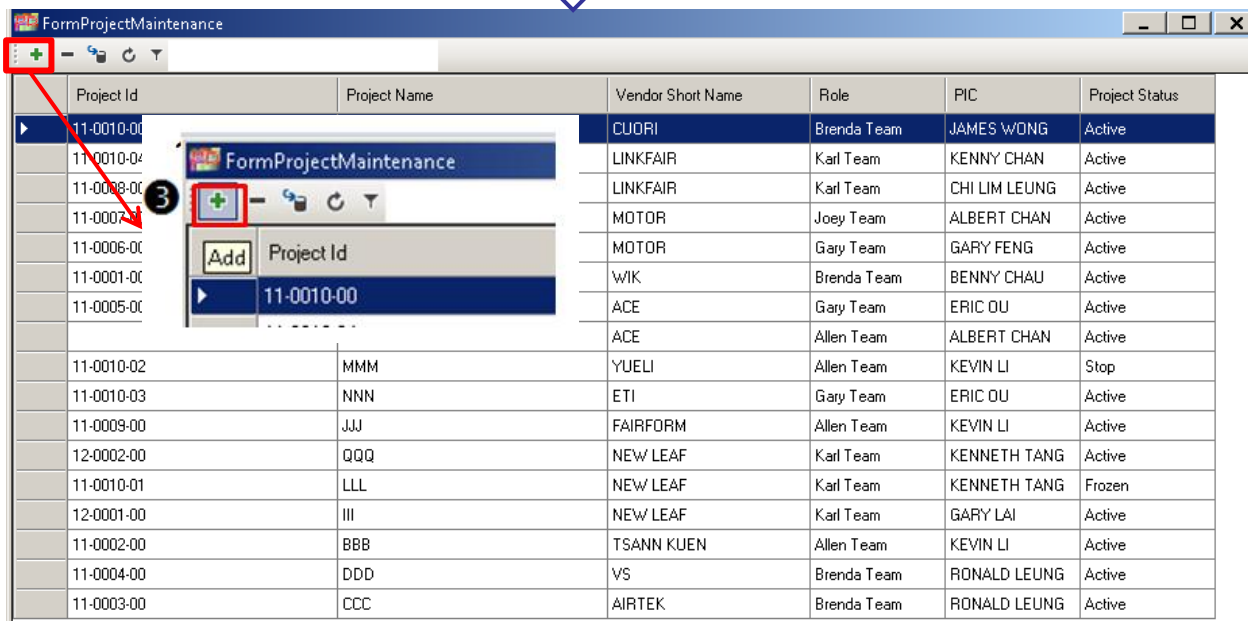
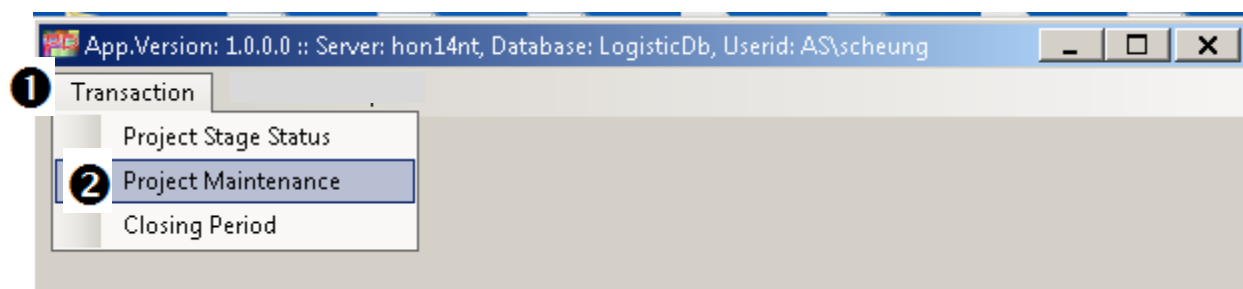
Step 2: Choose “Project Maintenance”

Step 3: Click “Add”. A blank Project Registration sheet will appear.

Step 4: Input project information

Step 5: Press “Save”

Step 6: Press “Refresh”, then the update will be found in database.



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Registration of New Project

4 DialogProjectInput

SBU:
 BS & Beverage
 Cookware
Electrical Cooking
 Food Preparation
 Home Clean
 Home Comfort
 Linen Care
 Personal Care

Project Id: 00-0000-00

Project Name: _____

☐ OEM ☐ ODM ☐ SEB Asia Platform

Vendor Short Name: _____

Project Status:
 Active
 Frozen
 Stopped
 End

Role: _____

PIC:
 Allen Team
 Brenda Team
 Gary Team
 Joey Team
 Karl Team

☐ Variant (no RP phase but only focus on PSA/RRR and Ramp Up)
☐ Count as running project

Remark: _____

☐ Variant (no RP phase but only focus on PSA/RRR and Ramp Up)
☒ Count as running project

Start From: 2016-Jan

Project start date

OK Cancel

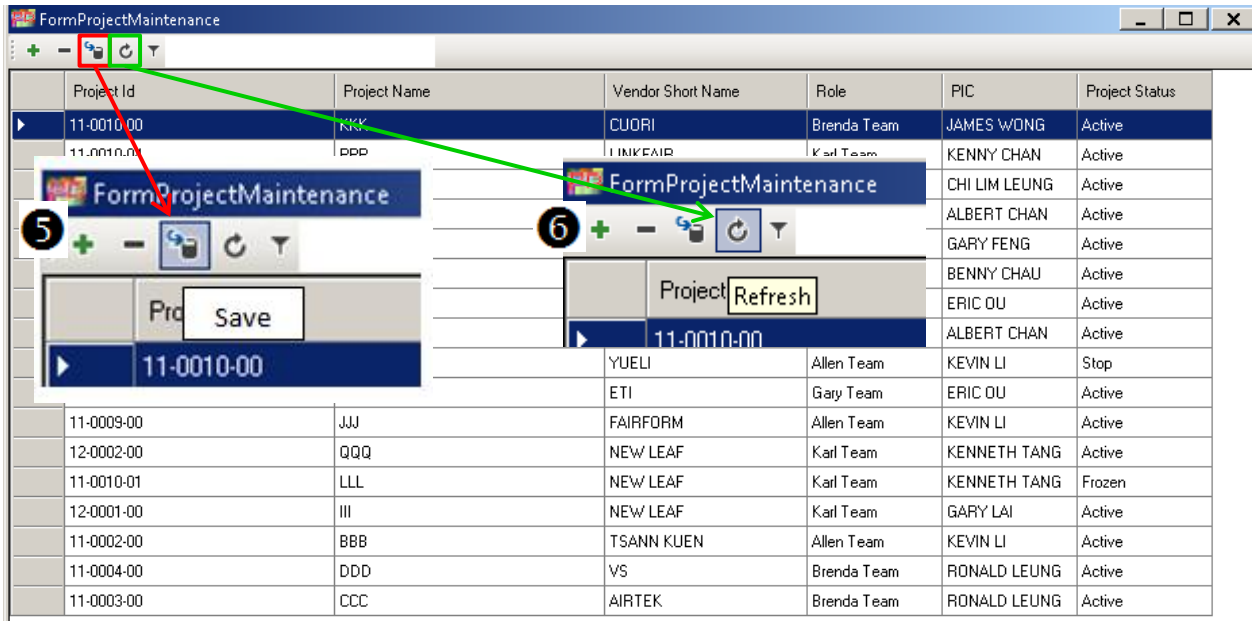
Use to count as running project or not:

- ** If the project is only a variant project that does not involve any RP phase, please click "Variant". Then, it will not be counted as running project.
- ** If the project follows RP process, please click "Count as running project" and input the start date of the project. Then, it will be counted as running project.
- ** If none of the options is chosen, the registered project will only be a record in database. No calculation will be considered.

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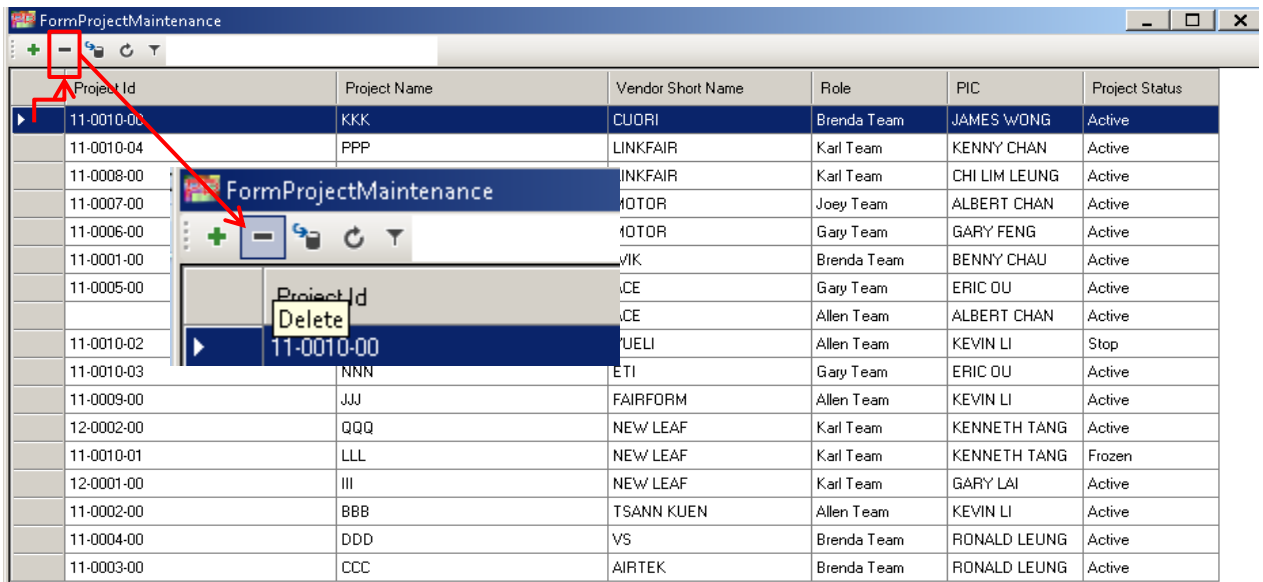
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Registration of New Project



Project Id	Project Name	Vendor Short Name	Role	PIC	Project Status
11-0010-00	KKK	CUORI	Brenda Team	JAMES WONG	Active
11-0010-01	PPP	LINKFAIR	Karl Team	KENNY CHAN	Active
				CHI LIM LEUNG	Active
				ALBERT CHAN	Active
				GARY FENG	Active
				BENNY CHAU	Active
				ERIC OU	Active
				ALBERT CHAN	Active
				KEVIN LI	Stop
				ERIC OU	Active
11-0009-00	JJJ	FAIRFORM	Allen Team	KEVIN LI	Active
12-0002-00	QQQ	NEW LEAF	Karl Team	KENNETH TANG	Active
11-0010-01	LLL	NEW LEAF	Karl Team	KENNETH TANG	Frozen
12-0001-00	III	NEW LEAF	Karl Team	GARY LAI	Active
11-0002-00	BBB	TSANN KUEN	Allen Team	KEVIN LI	Active
11-0004-00	DDD	VS	Brenda Team	RONALD LEUNG	Active
11-0003-00	CCC	AIRTEK	Brenda Team	RONALD LEUNG	Active

** If you want to delete the new added project, please highlight the line and click "delete". Then, repeat step 5 and step 6.



Project Id	Project Name	Vendor Short Name	Role	PIC	Project Status
11-0010-00	KKK	CUORI	Brenda Team	JAMES WONG	Active
11-0010-04	PPP	LINKFAIR	Karl Team	KENNY CHAN	Active
11-0008-00		LINKFAIR	Karl Team	CHI LIM LEUNG	Active
11-0007-00		MOTOR	Joey Team	ALBERT CHAN	Active
11-0006-00		MOTOR	Gary Team	GARY FENG	Active
11-0001-00		VIK	Brenda Team	BENNY CHAU	Active
11-0005-00		ACE	Gary Team	ERIC OU	Active
		ACE	Allen Team	ALBERT CHAN	Active
11-0010-02		YUELI	Allen Team	KEVIN LI	Stop
11-0010-03	NNN	ETI	Gary Team	ERIC OU	Active
11-0009-00	JJJ	FAIRFORM	Allen Team	KEVIN LI	Active
12-0002-00	QQQ	NEW LEAF	Karl Team	KENNETH TANG	Active
11-0010-01	LLL	NEW LEAF	Karl Team	KENNETH TANG	Frozen
12-0001-00	III	NEW LEAF	Karl Team	GARY LAI	Active
11-0002-00	BBB	TSANN KUEN	Allen Team	KEVIN LI	Active
11-0004-00	DDD	VS	Brenda Team	RONALD LEUNG	Active
11-0003-00	CCC	AIRTEK	Brenda Team	RONALD LEUNG	Active

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Review Project Information

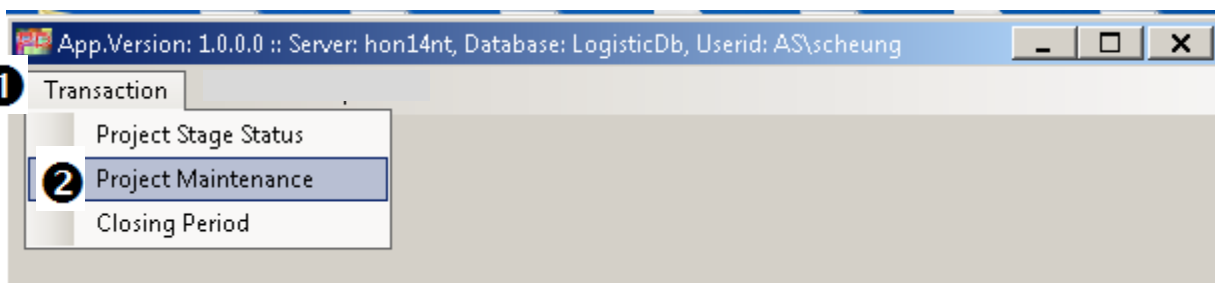
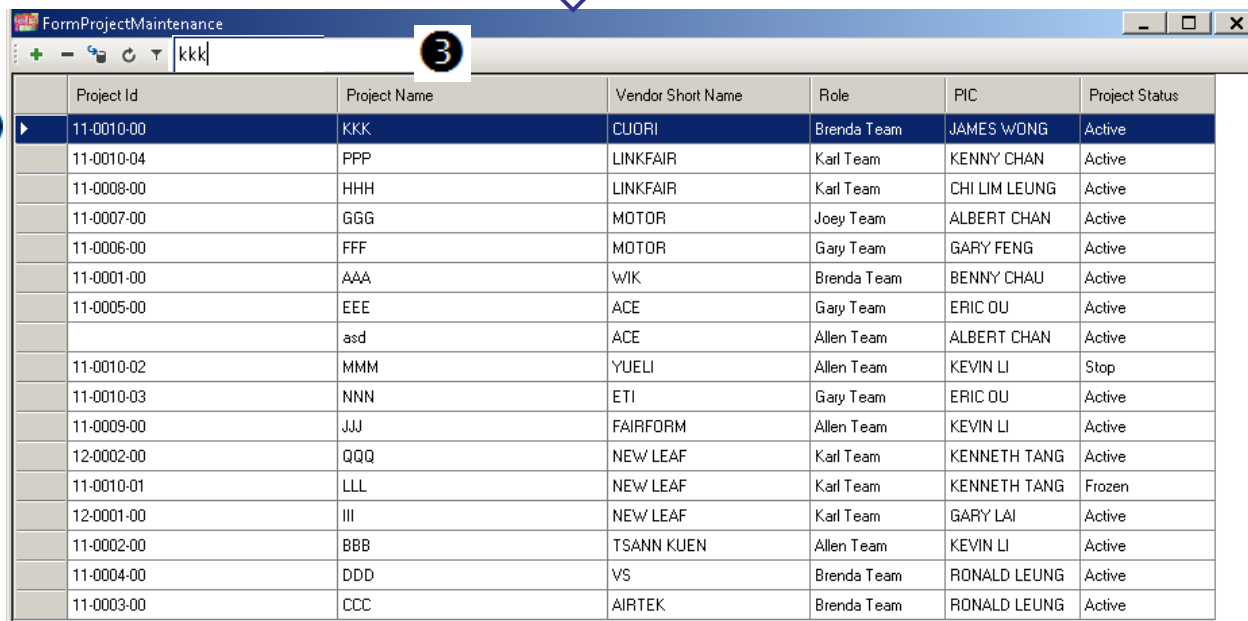
Step 1: Click "Transaction"

Step 2: Choose "Project Maintenance"

Step 3: You can find the project by using row bar or key in the keyword to search

Step 4: Double click the selected project to view the information

** You can only update/ modify the data if it is newly registered in current open period.
Otherwise, please contact Admin any update/ modification.

The screenshot shows a window titled 'FormProjectMaintenance' with a search bar containing 'kkk'. A table of project data is displayed. A blue arrow points from the 'Transaction' menu in the previous screenshot to this window. A blue arrow also points from the search bar to the first row of the table.

Project Id	Project Name	Vendor Short Name	Role	PIC	Project Status
11-0010-00	KKK	CUORI	Brenda Team	JAMES WONG	Active
11-0010-04	PPP	LINKFAIR	Karl Team	KENNY CHAN	Active
11-0008-00	HHH	LINKFAIR	Karl Team	CHI LIM LEUNG	Active
11-0007-00	GGG	MOTOR	Joey Team	ALBERT CHAN	Active
11-0006-00	FFF	MOTOR	Gary Team	GARY FENG	Active
11-0001-00	AAA	WIK	Brenda Team	BENNY CHAU	Active
11-0005-00	EEE	ACE	Gary Team	ERIC OU	Active
	asd	ACE	Allen Team	ALBERT CHAN	Active
11-0010-02	MMM	YUELI	Allen Team	KEVIN LI	Stop
11-0010-03	NNN	ETI	Gary Team	ERIC OU	Active
11-0009-00	JJJ	FAIRFORM	Allen Team	KEVIN LI	Active
12-0002-00	QQQ	NEW LEAF	Karl Team	KENNETH TANG	Active
11-0010-01	LLL	NEW LEAF	Karl Team	KENNETH TANG	Frozen
12-0001-00	III	NEW LEAF	Karl Team	GARY LAI	Active
11-0002-00	BBB	TSANN KUEN	Allen Team	KEVIN LI	Active
11-0004-00	DDD	VS	Brenda Team	RONALD LEUNG	Active
11-0003-00	CCC	AIRTEK	Brenda Team	RONALD LEUNG	Active



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Review Project Information

DialogProjectInput

Project Id

Project Name

☒ OEM ☐ ODM ☐ SEB Asia Platform

SBU

Vendor Short Name

Project Status

Role

PIC

☐ Variant (no RP phase but only focus on PSA/RRR and Ramp Up)

☒ Count as running project Start From

Remark

OK Cancel

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Update project status

Step 1: Click “Transaction”

Step 2: Choose “Project Stage Status”

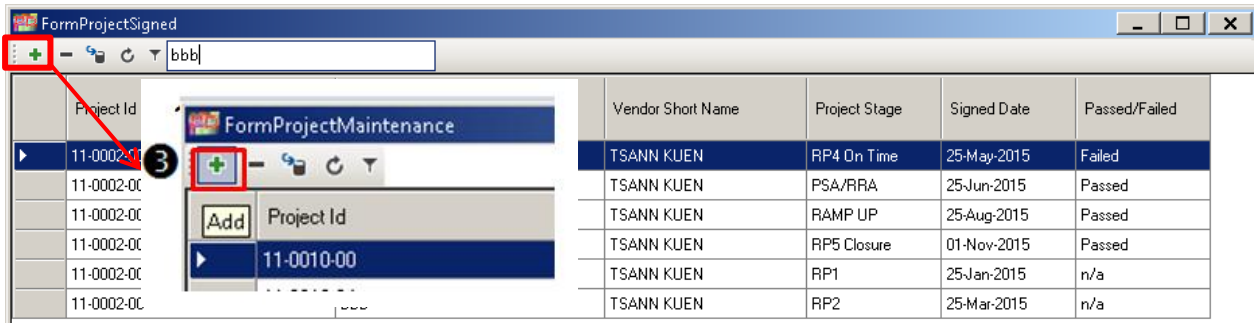
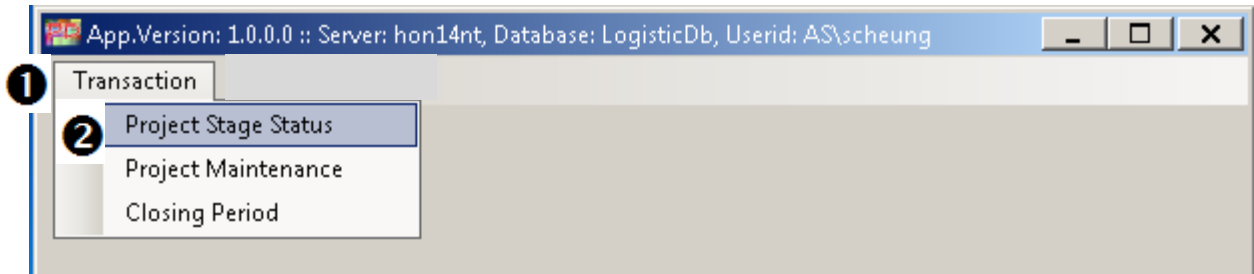
Step 3: Click “Add”. A dialog will pop up for input.

(If you want to review the recorded project status, you can key in the project name/ keyword to find the summary of signed stages.)

Step 4: Input project status

Step 5: Press “Save”

Step 6: Refresh the screen, then the update be found in database.



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Update project status

4 DialogProjectSignedInput

Filter:

Project Id	Project Name	Vendor Short Name
▶	asd	ACE

You can find the project by using row bar or make use the filter to find the project.

Project Name:

Project Phase:

Signed Date:

☐ Passed ☐ Failed

Project Name dropdown: AAA, asd, BBB, CCC, DDD, EEE, FFF, GGG

Project Phase dropdown: RP1, RP2, PSA/PPA, RP4 Price, RP4 On Time, RAMP UP, RP5 Closure

Signed Date calendar: January, 2016. Today: 1/8/2016

OK Cancel

5 FormProjectMaintenance

6 FormProjectMaintenance

Project Id	Project Name	Vendor Short Name	Role	PIC	Project Status
▶ 11-0010-00	KKK	CUORI	Brenda Team	JAMES WONG	Active
▶ 11-0010-04	PPP	LINKFAIR	Karl Team	KENNY CHAN	Active
▶ 11-0010-07	UUU			CHI LIM LEUNG	Active
				ALBERT CHAN	Active
				GARY FENG	Active
				BENNY CHAU	Active
				ERIC OU	Active
				ALBERT CHAN	Active
				KEVIN LI	Stop
				ERIC OU	Active
				KEVIN LI	Active
				KENNETH TANG	Frozen
				GARY LAI	Active
				KEVIN LI	Active
				RONALD LEUNG	Active
				RONALD LEUNG	Active

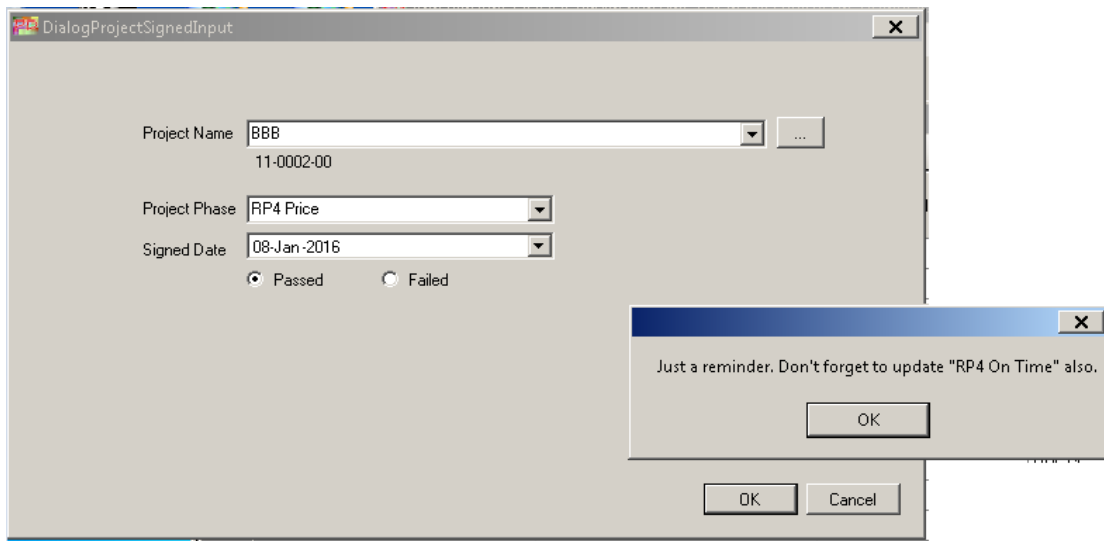
Save Refresh

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Update project status

- ** There will be an alert to remind you for the input of RP4-OnTime and RP4-Price.
- ** You must input both KPI. Otherwise, you are not able to log out the program.

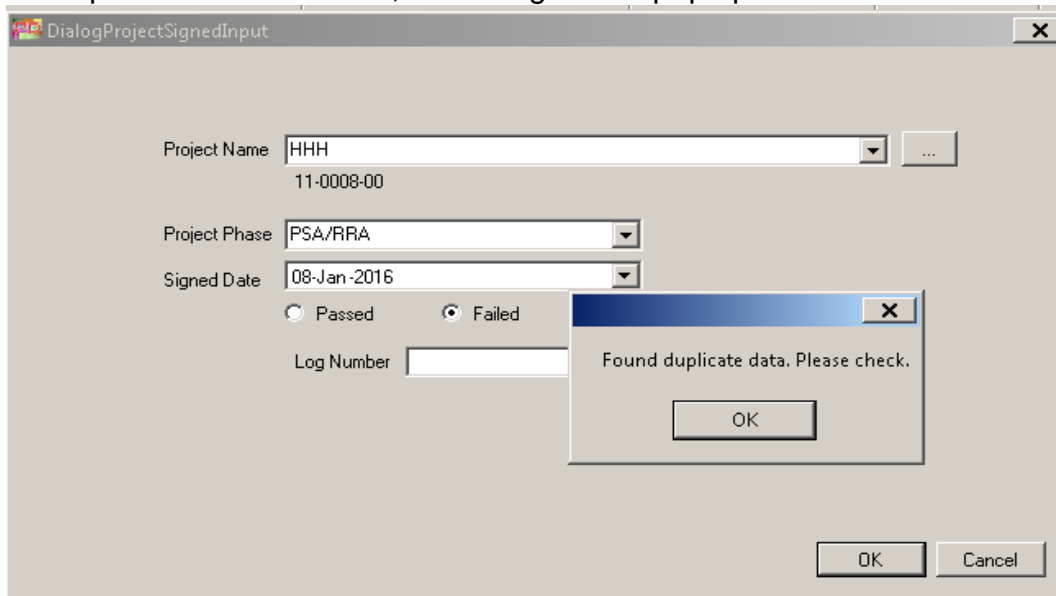


The screenshot shows the 'DialogProjectSignedInput' window. It contains the following fields and controls:

- Project Name:** A dropdown menu showing 'BBB' and a text field below it containing '11-0002-00'.
- Project Phase:** A dropdown menu showing 'RP4 Price'.
- Signed Date:** A dropdown menu showing '08-Jan-2016'.
- Status:** Two radio buttons labeled 'Passed' (selected) and 'Failed'.

A small reminder dialog box is overlaid on the main window, containing the text: "Just a reminder. Don't forget to update 'RP4 On Time' also." with an 'OK' button.

- ** If duplicated data is found, a warning will be pop up.



The screenshot shows the 'DialogProjectSignedInput' window. It contains the following fields and controls:

- Project Name:** A dropdown menu showing 'HHH' and a text field below it containing '11-0008-00'.
- Project Phase:** A dropdown menu showing 'PSA/RRR'.
- Signed Date:** A dropdown menu showing '08-Jan-2016'.
- Status:** Two radio buttons labeled 'Passed' and 'Failed' (selected).
- Log Number:** A text field.

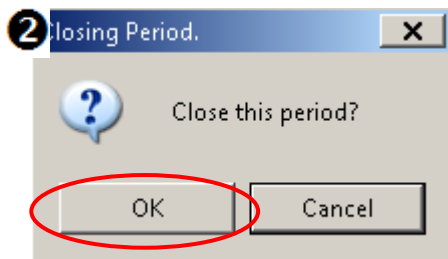
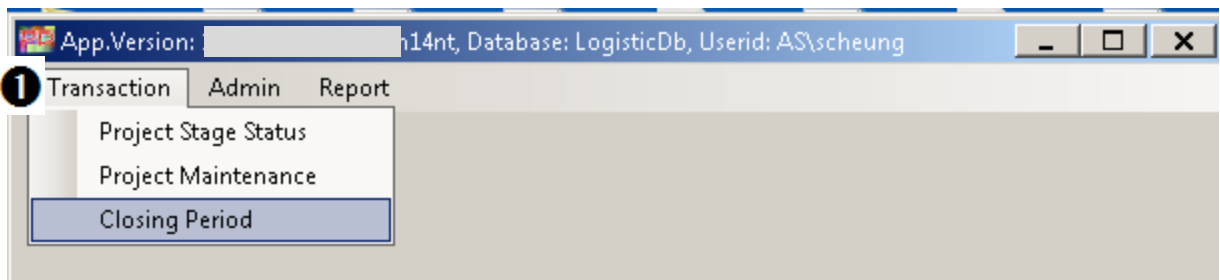
A warning dialog box is overlaid on the main window, containing the text: "Found duplicate data. Please check." with an 'OK' button.

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Confirmation of the Update

- ❑ When complete all input, please click “closing period” as confirmation. Otherwise, the system will count you as delay/ no input for the scoreboard update.



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Notes

- ☐ Open period: From 1st day of the month (00:00) to last day of the month (23:59)
- ☐ Scoreboard calculation is based on posting date.
- ☐ You can only modify/ correct the **new added** data during the **current** open period.
- ☐ Please be reminded to “save” the new project before refresh. Otherwise, the new data will be lost.
- ☐ In case there is new vendor, please contact Admin to create the account before registering the project.
- ☐ Please be reminded to perform “Closing period” in the end. Otherwise, you will be counted as incomplete update or no input during the period.
- ☐ Once your project is set as “Frozen” or “Stopped”, it will not be counted as running project.
- ☐ Project ID must be input starting from RP2 except Subset BU.