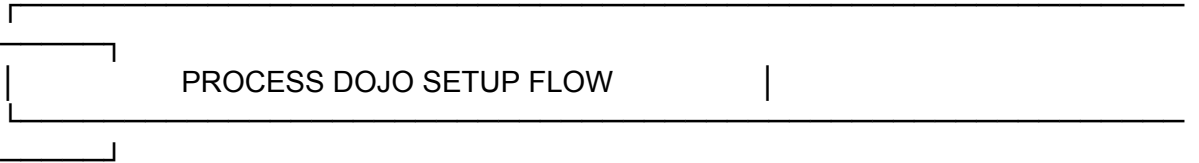# Process DOJO - Initial Data Requirements
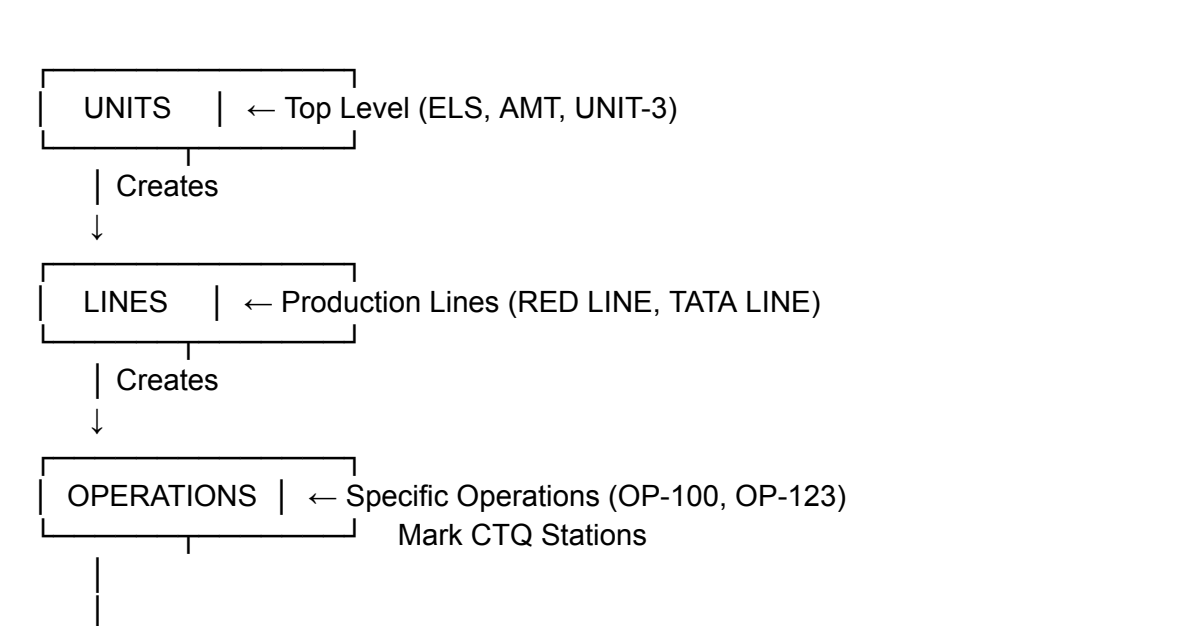
Data Collection Requirements

To set up your Process DOJO training system, please provide the following data in the specified formats:
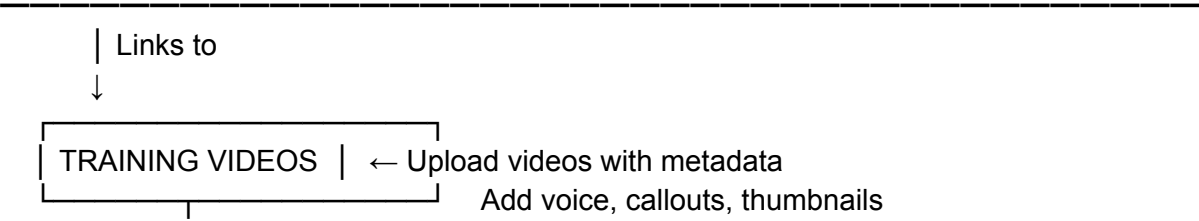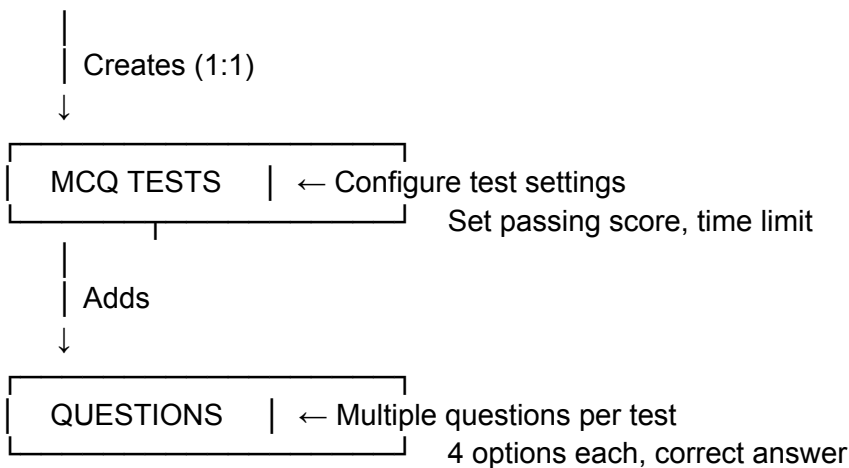

Content Creation Flow Structure

```
┌─────────────────────────────────────────────────┐
│              PROCESS DOJO SETUP FLOW         │   │
│                                                  │
└─────────────────────────────────────────────────┘
```

STEP 1: CREATE ORGANIZATIONAL HIERARCHY
━━━

```
┌─────────────┐
│   UNITS     │ ← Top Level (ELS, AMT, UNIT-3)
└─────────────┘
      │ Creates
      ↓
┌─────────────┐
│   LINES     │ ← Production Lines (RED LINE, TATA LINE)
└─────────────┘
      │ Creates
      ↓
┌─────────────┐
│ OPERATIONS  │ ← Specific Operations (OP-100, OP-123)
└─────────────┘        Mark CTQ Stations
      │
      │
```

STEP 2: ADD TRAINING CONTENT
━━━

```
      │ Links to
      ↓
┌─────────────────┐
│ TRAINING VIDEOS │ ← Upload videos with metadata
└─────────────────┘        Add voice, callouts, thumbnails
```

```
    │
    │ Creates (1:1)
    ↓
    ┌─────────────────┐
    │  MCQ TESTS   │   ← Configure test settings
    └─────────────────┘        Set passing score, time limit
        │
        │ Adds
        ↓
    ┌─────────────────┐
    │  QUESTIONS   │   ← Multiple questions per test
    └─────────────────┘        4 options each, correct answer
```

STEP 3: CREATE EMPLOYEES (PARALLEL PROCESS)
━━━

```
    ┌─────────────────┐
    │  EMPLOYEES   │   ← Create employee profiles
    └─────────────────┘        Assign to Plant/Unit/Dept
        │          Link biometric IDs
        │
        │ Access System
        ↓
    ┌────────────────────────────────┐
    │    TRAINING SYSTEM         │
    │ • Watch Videos        │
    │ • Take Tests          │
    │ • Track Progress         │
    │ • Generate Reports       │
    └────────────────────────────────┘
```
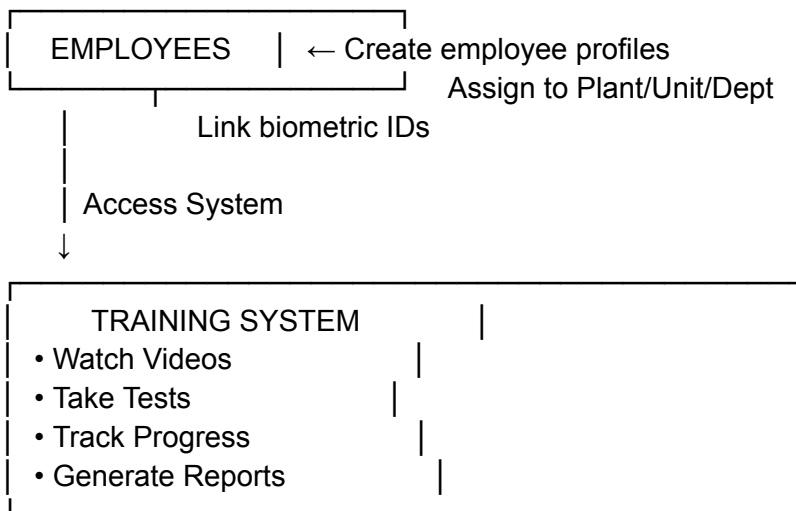
RELATIONSHIPS
━━━

Unit (1) ──→ (Many) Lines
Line (1) ──→ (Many) Operations
Operation (1) ──→ (Many) Training Videos
Training Video (1) ──→ (1) MCQ Test
MCQ Test (1) ──→ (Many) Questions
Employee (Many) ──→ (Many) Video Completions
Employee (Many) ──→ (Many) Test Attempts

---

1 Organizational Hierarchy Data

A. Units (Excel/CSV Format)

File Name: `units.xlsx`

Unit Name	Description	Is Active
ELS	Electroplating Shop	Yes
AMT	Advanced Manufacturing Technology	Yes
UNIT-3	Production Unit 3	Yes

Required Fields:

- **Unit Name** (unique, max 100 chars)
- **Description** (optional, text)
- **Is Active** (Yes/No)

Example Data:

ELS, Electroplating Shop, Yes
AMT, Advanced Manufacturing Technology, Yes
UNIT-3, Production Unit 3, Yes
PAINT-SHOP, Paint and Finishing Shop, Yes

B. Lines (Excel/CSV Format)

File Name: `lines.xlsx`

Unit Name	Line Name	Description	Is Active
ELS	RED LINE	Red line operations	Yes
ELS	TATA LINE	Tata manufacturing line	Yes
AMT	MAHINDRA LINE	Mahindra assembly line	Yes
UNIT-3	SUZUKI LINE	Suzuki production line	Yes

Required Fields:

- **Unit Name** (must match Unit data exactly)
- **Line Name** (unique within unit, max 100 chars)
- **Description** (optional, text)
- **Is Active** (Yes/No)

Important Notes:

- Line Name must be unique within a Unit
- Same Line Name can exist in different Units
- Unit Name must already exist in Units data

C. Operations (Excel/CSV Format)

File Name: `operations.xlsx`

Unit Name	Line Name	Operation Name	Operation Code	Is CTQ Station	Order	Description	Is Active
ELS	RED LINE	OP-100 PLUGGING	OP-100	Yes	1	Initial plugging operation	Yes
ELS	RED LINE	OP-123 OPV	OP-123	No	2	OPV verification process	Yes
ELS	RED LINE	OP-150 FINAL CHECK	OP-150	Yes	3	Final quality check	Yes
AMT	MAHINDRA LINE	OP-200 ASSEMBLY	OP-200	No	1	Main assembly operation	Yes

Required Fields:

- **Unit Name** (must match Unit data)
- **Line Name** (must match Line data)
- **Operation Name** (unique within line, max 100 chars)
- **Operation Code** (optional, e.g., OP-100, max 50 chars)
- **Is CTQ Station** (Yes/No) - Critical to Quality stations get special highlighting
- **Order** (numeric, for display sequence: 1, 2, 3, etc.)
- **Description** (optional, text)
- **Is Active** (Yes/No)

CTQ Station Definition: Critical to Quality (CTQ) stations are operations that significantly impact product quality and require special attention during training.

---

2 Employee Data

Employee Master (Excel/CSV Format)

File Name: `employee_master.xlsx`

Employee ID	First Name	Last Name	Username	Email	Password	Plant	Unit	Department	Biometric ID
EMP001	Rajesh	Kumar	rajesh.kumar	rajesh@company.com	temp123	Plant-1	ELS	Production	BIO001
EMP002	Priya	Sharma	priya.sharma	priya@company.com	temp123	Plant-1	AMT	Quality	BIO002
EMP003	Amit	Verma	amit.verma	amit@company.com	temp123	Plant-2	UNIT-3	Maintenance	BIO003

Required Fields:

- **Employee ID** (unique, max 50 chars)
- **First Name** (required)
- **Last Name** (required)
- **Username** (unique, will be used for login, max 150 chars)
- **Email** (for report delivery and password reset)
- **Password** (temporary password, users can change after first login)
- **Plant** (max 100 chars)
- **Unit** (should match organizational units, max 100 chars)
- **Department** (max 100 chars)
- **Biometric ID** (optional, if biometric system is integrated, unique)

Password Guidelines:

- Minimum 6 characters
- Default temporary passwords should be changed on first login
- System supports password reset via email

Important Notes:

- Username and Email must be unique across all employees
- Biometric ID is optional but must be unique if provided
- Unit field should match the Units created in organizational hierarchy for better reporting

3️⃣ Training Content Data

A. Training Videos

Video Files Storage:

- Upload video files in **MP4, AVI, or MOV** format
- **Recommended resolution:** 1280x720 (720p) or higher
- **File naming convention:**
  {UnitName}_{LineName}_{OperationCode}_{Version}.mp4
  - Example: ELS_REDLINE_OP100_v1.mp4
- **Max file size:** 500 MB per video (larger files may require compression)

Video Metadata File: video_metadata.xlsx

Unit	Line	Operation	Video Title	Description	Duration (seconds)	Has Voice	Has Callouts	Order	Thumbnail File	Video File Name
ELS	RED LINE	OP-100 PLUGGING	Plugging Process Training	Step-by-step plugging procedure	180	Yes	Yes	1	thumb_op100.jpg	ELS_REDLINE_OP100_v1.mp4
ELS	RED LINE	OP-100 PLUGGING	Plugging Safety Guidelines	Safety precautions for plugging	120	Yes	No	2	thumb_op100_safety.jpg	ELS_REDLINE_OP100_v2.mp4
ELS	RED LINE	OP-123 OPV	OPV Verification Process	Complete OPV verification steps	240	Yes	Yes	1	thumb_op123.jpg	ELS_REDLINE_OP123_v1.mp4

Required Fields:

- **Unit Name** (must match exactly)
- **Line Name** (must match exactly)
- **Operation Name** (must match exactly)
- **Video Title** (max 200 chars)
- **Description** (optional, text)
- **Duration in seconds** (actual video length)
- **Has Voice** (Yes/No) - Video has voice narration
- **Has Callouts** (Yes/No) - Video has on-screen text annotations/callouts
- **Order** (display sequence if multiple videos per operation: 1, 2, 3, etc.)
- **Thumbnail File** (name of thumbnail image file, optional)
- **Video File Name** (exact name of video file being uploaded)

Thumbnail Images:

- Format: JPG or PNG
- Recommended size: 1280x720 pixels (same as video)
- File naming: `thumb_{operation_code}.jpg`
- Place all thumbnails in a separate folder

B. MCQ Tests

Test Configuration File: `mcq_tests.xlsx`

Video Title	Test Title	Description	Passing Score (%)	Time Limit (minutes)	Is Active
Plugging Process Training	OP-100 Plugging Assessment	Test knowledge of plugging process	70	15	Yes
OPV Verification Process	OP-123 OPV Assessment	Verify understanding of OPV procedure	80	20	Yes
Plugging Safety Guidelines	OP-100 Safety Quiz	Safety knowledge verification	90	10	Yes

Required Fields:

- **Video Title** (must match video metadata exactly)
- **Test Title** (max 200 chars)
- **Description** (optional, text)
- **Passing Score (%)** (0-100, typically 60-80%)
- **Time Limit (minutes)** (minimum 1 minute, typically 10-30 minutes)
- **Is Active** (Yes/No)

Note: Each video should have ONE test. The system creates a 1:1 relationship.

Test Questions File: `mcq_questions.xlsx`

Test Title	Question Order	Question Text	Option A	Option B	Option C	Option D	Correct Answer	Marks	Explanation
OP-100 Plugging Assessment	1	What is the first step in the plugging process?	Clean the surface	Apply coating	Insert the plug	Verify hole diameter	D	1	Always verify hole diameter before inserting plug
OP-100 Plugging Assessment	2	What is the recommended torque for plugging?	10 Nm	15 Nm	20 Nm	25 Nm	B	1	Standard torque is 15 Nm as per SOP
OP-100 Plugging Assessment	3	Which tool is used for plug insertion?	Manual press	Hydraulic press	Pneumatic gun	Hammer	C	2	Pneumatic gun ensures proper insertion
OP-100 Plugging Assessment	4	What should be done if plug doesn't fit?	Force it in	Report to supervisor	Use larger plug	Skip the step	B	1	Never force; always report issues
OP-123 OPV Assessment	1	What does OPV stand for?	Operation Process Verification	Optical Performance Validation	Overall Process Value	Output Performance Variable	A	1	OPV = Operation Process Verification

Required Fields:

- **Test Title** (must match test configuration exactly)
- **Question Order** (numeric sequence: 1, 2, 3, 4, 5...)
- **Question Text** (the actual question, max 1000 chars)
- **Option A** (max 500 chars)
- **Option B** (max 500 chars)
- **Option C** (max 500 chars)
- **Option D** (max 500 chars)
- **Correct Answer** (A, B, C, or D only)
- **Marks** (typically 1, can be 2-5 for difficult questions)
- **Explanation** (optional but recommended, shown after answering)

Question Guidelines:

- Minimum 5 questions per test recommended
- Maximum 30 questions per test
- Mix of difficulty levels
- Clear, unambiguous questions
- All 4 options should be plausible
- Avoid negative phrasing when possible
- Use simple language