



Amplon.io

User-friendly & real-time strategy
execution software

Execution management
Status updates

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Execution management in Amplon

- This instruction covers strategy execution management – the data entry and updates to your strategic plan.
- The “My Tasks” menu in Amplon combines and shows all tasks associated with a person. It is intended to make it easy for every employee to find the projects, objectives, and KPIs he/she is responsible for.
- The “My Tasks” menu content is filtered for logged-in users. The “All Tasks” menu shows the same tabs but without filtering. This is intended for persons acting as temporary backups for somebody and making updates on his/her behalf.



Management process

1 x / a	Long term objective review		Strategy review		Management team	
2-4 x / a	Annual objective review	Capacity review	Project portfolio review		Management team	
Monthly	Project review	KPI review	Objective review	Project finalization	New project approval	Management team
Weekly	Project management					Project manager and project owner



Data entry – My Tasks

“My Tasks” is the menu for business leaders and project managers to update the strategy progress regularly.

Amplon Oy Group

My Tasks

MAIN

- Overview
- X-Matrix
- Portfolio Management

DASHBOARD

- Strategy Making
- Execution Reports
- My Tasks**
- All Tasks

OTHERS

- Users
- Settings
- Integrations

My Tasks

PM Reports Project Overview Monthly KPIs Objective Status Backlog

PM Reports 3

Filter Results Columns Unhide All Save All Copy Table

Project	Log Book	Report	Due Date	PM	Owner	Progress	Calculated Progress	
Quality management system	11 Jan 2024	January: Some problems. See document	17 Nov 2024	Kimmo Kallioniemi	Jonna K	75% Green Yellow Red	75%	Hide Save
Spare part pricing	18 Jan 2024	Jan: Almost ready	26 Aug 2023	Kimmo Kallioniemi	Ville	76% Green Yellow Red	-	Hide Save
Business boost project	13 Jan 2024	Jan: Almost done	11 May 2023	Kimmo Kallioniemi	Natalia	78% Green Yellow Red	-	Hide Save

Page Size: 20 Showing 1 to 3 of 3 entries

My Tasks – Project update

The screenshot shows the Amplon.io 'My Tasks' interface. The left sidebar contains navigation links for MAIN (Overview, X-Matrix, Portfolio Management), DASHBOARD (Strategy Making, Execution Reports, My Tasks, All Tasks), and OTHERS (Users, Settings, Integrations). The main content area is titled 'My Tasks' and includes tabs for PM Reports, Project Overview, Monthly KPIs, Objective Status, and Backlog. The 'PM Reports' tab is active, showing a table with 3 entries. The table columns are Project, Log Book, Report, Due Date, PM, Owner, Progress, and Calculated Progress. Each row represents a project update with a traffic light indicator and a progress percentage. The 'Save' button is visible for each entry.

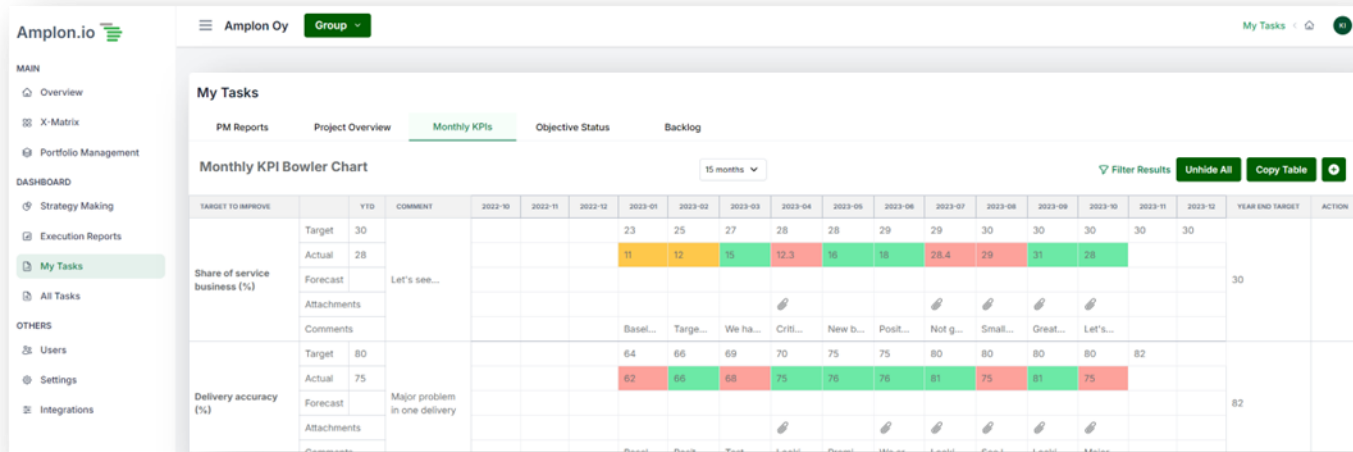
Project	Log Book	Report	Due Date	PM	Owner	Progress	Calculated Progress
Quality management system	11 16 Jan 2024	January: Some problems. See document	17 Nov 2024	Kimmo Kallioniemi	Jonna K	75 Green	75
Spare part pricing	18 12 Jan 2024	Jan: Almost ready	26 Aug 2023	Kimmo Kallioniemi	Ville	70 Yellow	-
Business boost project	13 11 Jan 2024	Jan: Almost done	11 May 2023	Kimmo Kallioniemi	Natalia	70 Yellow	-

Progress and traffic lights are to be manually updated. Once updated, click “Save”.

Add a log book comment during each progress and traffic light update to maintain full audit trail.



My Tasks – KPI update



Click on the active month to add a KPI value.



My Tasks – KPI update

⋮ ×

KPI / Target to improve

Delivery accuracy (%)

KPI Updated At

2024/02

Target KPI Value *

82

Latest KPI Value *

Latest KPI Value

Document URL

Enter KPI document url (optional)

Forecasted KPI Value

Forecasted KPI Value

Select KPI Status

Stabile ▾

Comment

Comment

✓

Add the link to the external measurement document with CTRL+V

Choose the correct traffic light color.

Add the latest measured KPI value as a numeric.

Add a comment related to the latest KPI value.



My Tasks – Objective update

The screenshot displays the 'My Tasks' section of the Amplon.io dashboard. The interface includes a sidebar with navigation options like 'Overview', 'X-Matrix', 'Portfolio Management', 'Strategy Making', 'Execution Reports', 'My Tasks' (highlighted), 'All Tasks', 'Users', 'Settings', and 'Integrations'. The main content area shows a table of tasks with columns for 'TITLE', 'ANNUAL OBJECTIVES', 'CALCULATED OBJECTIVE PROGRESS', and 'RELATED PROJECTS'. Each task row features a traffic light icon with a percentage and a 'Save' button.

TITLE	ANNUAL OBJECTIVES	CALCULATED OBJECTIVE PROGRESS	RELATED PROJECTS
Product x launched	 29% ○ Green ○ Yellow ● Red	30,67 %	<ul style="list-style-type: none">23% Investment in technology project [weak]32% New factory project37% New product X
EBIT >8%	 46% ● Green ○ Yellow ○ Red	76 %	<ul style="list-style-type: none">76% Business boost project [weak]76% Spare part pricing
Revenue 35 MEUR	 33% ○ Green ● Yellow ○ Red	58,33 %	<ul style="list-style-type: none">76% Business boost project23% Investment in technology project76% Spare part pricing

Update Objective progress and traffic light. Click “Save” once done.





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