

Amplon.io

User-friendly & real-time strategy
execution software

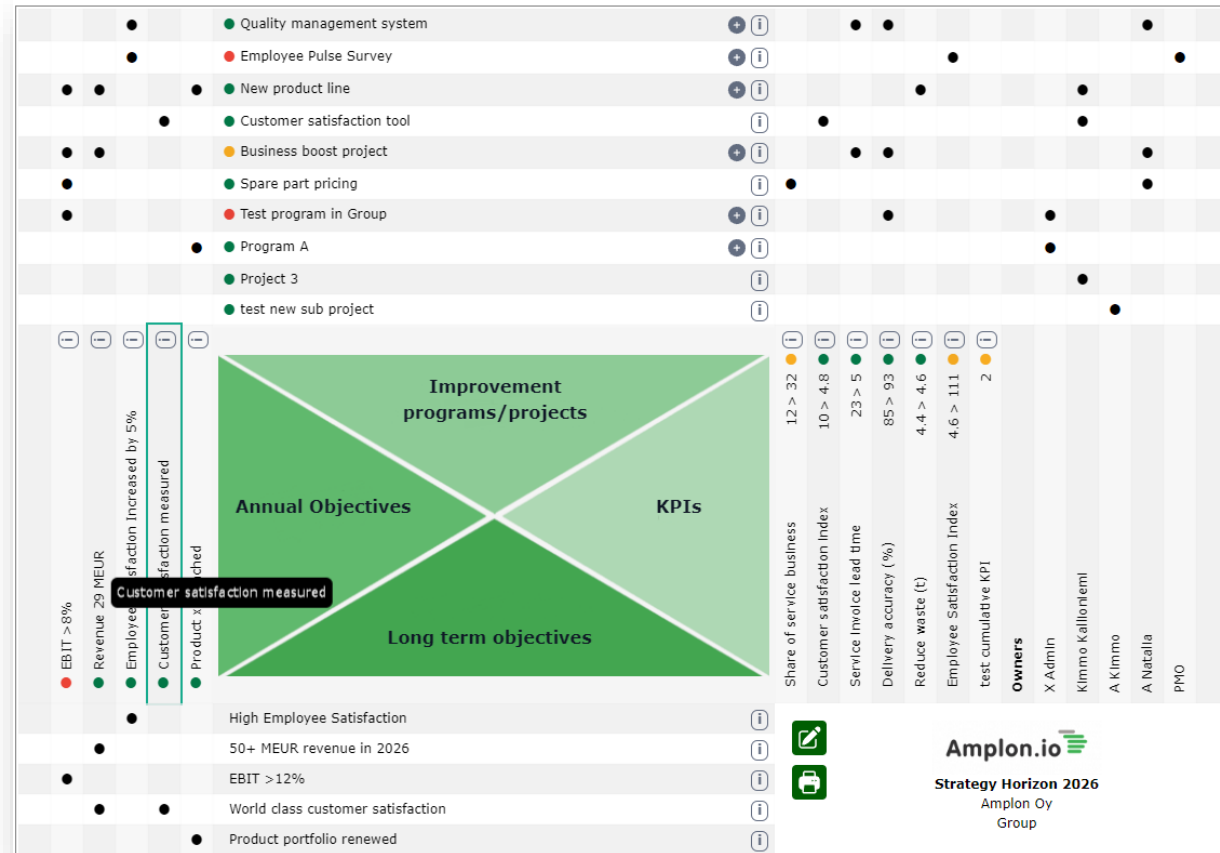
Planning strategic activities:
projects and tasks

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Content

- Project types in Amplon:
 - One unit project
 - Shared project
 - Program
- Project Priority
- Task management
- Example

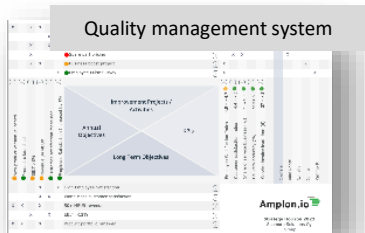


Project management

- ✓ Amplon enables multiple ways to visualize and communicate projects
- ✓ Projects can have sub-projects for better and easier management

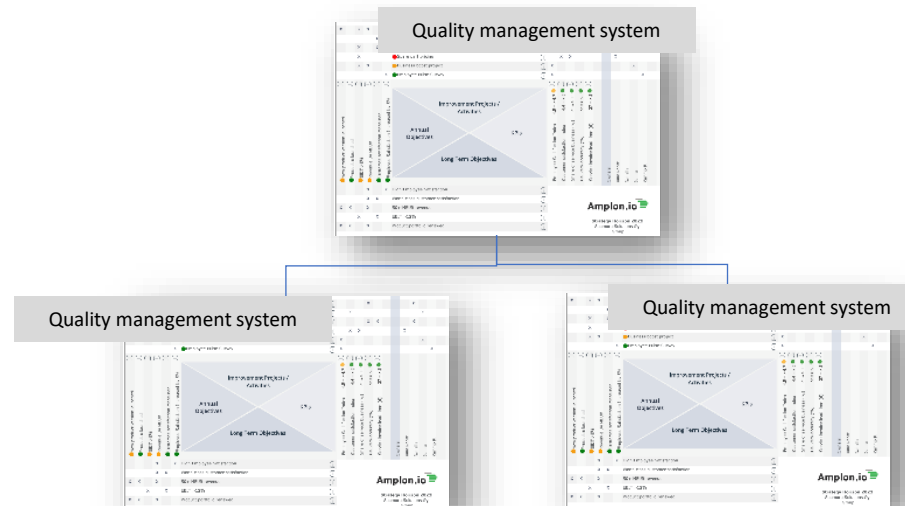
1. One project in one organization unit

- Project is displayed in one X matrix (default)



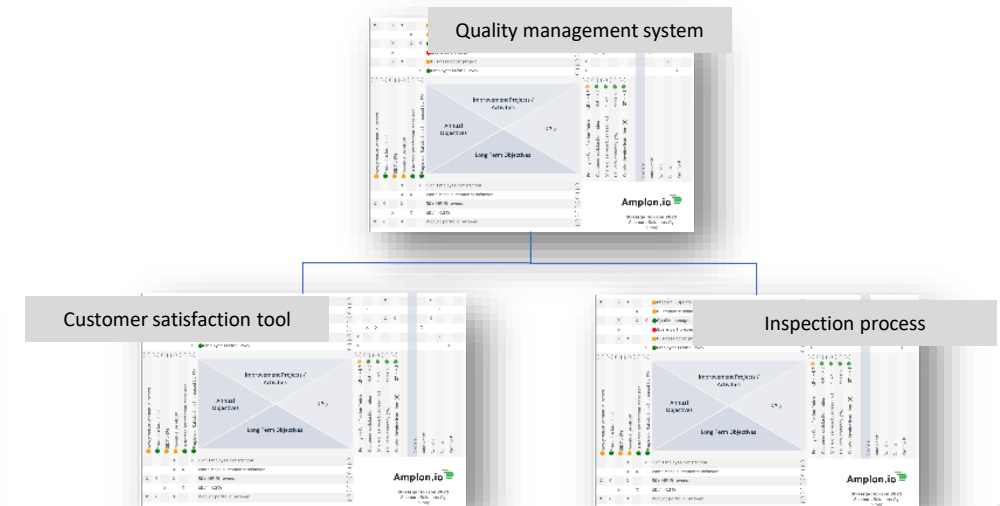
2. One common project for multiple organization units

- Project is displayed in many X matrixes



3. Program with sub-projects

- Can be used to manage large programs OR to visualize "program" at the upper organization level whilst sub-projects remain at the operational level



Editing X matrix - projects

The screenshot shows the 'Project Charter' form in the Amplon.io application. The form is divided into several sections: a top header with the Amplon.io logo, a left sidebar with navigation icons, and a main content area. The main content area includes a 'Project Name' field, a 'Description' field, a 'BUDGET' table, and a 'Links' section. The right sidebar contains 'Project Readiness and Status' (a green circle with '0'), 'Project Start Date' and 'Project End Date' (date pickers), 'Project Displayed Traffic Light' (radio buttons for Green, Yellow, Red), 'Organization Units' (a dropdown menu), 'Project Status' (a row of buttons: Active, Backlog, Finished, Archived), 'Project Owner' (a dropdown menu), 'Project Manager' (a dropdown menu), 'Leader' (a dropdown menu), and 'Project Members' (a section with a '+ Add project member' button). Annotations with blue arrows point to the 'Project Name' field, the 'Project End Date' field, the 'Project Displayed Traffic Light' section, the 'Organization Units' dropdown, and the 'Finished' status button.

Project Charter Amplon.io

* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.

* Mandatory Text

Project Name *

Name

Description

Description

	BUDGET
Cost	Cost
Cost Saving	Cost Saving
Order Intake	Order Intake

☐ This is a program with sub projects

Links

You have not added any links

Add Link

Project Readiness and Status

0

Project Start Date **Project End Date**

dd/mm/yyyy dd/mm/yyyy

Project Displayed Traffic Light

☒ Green
☐ Yellow
☐ Red

Organization Units *

Group

Project Status *

Active Backlog Finished Archived

Project Owner *

Project Owner *

Project Manager *

Project Manager *

Leader

Leader

Project Members

You have not added any project member

+ Add project member


Mandatory fields are marked with *.
Using all the fields will help you standardize strategic project planning, which will help the organization improve its performance.

Projects in “Active” status are shown in the X matrix.
You can reach projects with other status via the “Portfolio Management”-menu

NOTE:
Only active users (logged in) will appear in the user lists.
“Defer invitation” check box at user creation allows by-passing this feature.



One common project for multiple units



Project Charter

* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.

* Mandatory Text

Project Name *

Name

Description

Description

	BUDGET
Cost	Cost
Cost Saving	Cost Saving
Order Intake	Order Intake


☐ This is a program with sub projects

Links

You have not added any links

[Add Link](#)

Project Readiness and Status

 0

Project Start Date

Project End Date

Project Displayed Traffic Light

☒ Green
☐ Yellow
☐ Red

Organization Units *

Group

Project Status *

[Active](#) [Backlog](#) [Finished](#) [Archived](#)

Project Owner *

Project Owner *

Project Manager *

Project Manager *

Leader

Leader

Project Members

You have not added any project member

[+ Add project member](#)

By choosing multiple organization units (=X matrixes) for a project, you can ensure full visibility across the organization.



Project status

Project Charter Amplon.io

* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.

* Mandatory Text

Project Name *
Name

Description
Description

	BUDGET
Cost	Cost
Cost Saving	Cost Saving
Order Intake	Order Intake

Project Readiness and Status

Project Start Date: dd/mm/yyyy Project End Date: dd/mm/yyyy

Project Displayed Traffic Light
☒ Green
☐ Yellow
☐ Red

Organization Units *
Group

Project Status *
Active Backlog Finished Archived

Project Owner *
Project Owner *

Project Manager *
Project Manager *

Projects in “Active” status are shown in the X matrix. You can reach projects with other statuses via the “Portfolio Management”-menu

Completed project phase 1 status changed to “Finished”

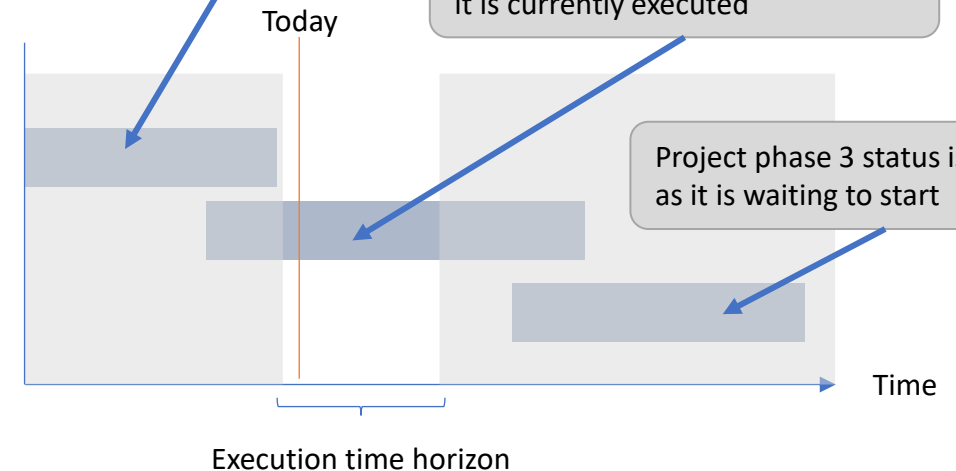
Project phase 2 status is “Active” as it is currently executed

Project phase 3 status is “Backlog” as it is waiting to start


Project phase 1

Project phase 2

Project phase 3



Program structure



Project Charter

* Executing a development project or performing an activity are the visible evidences of strategy execution.

* Mandatory Text

Project Name *


Quality management system

Description

Quality management system is needed for ISO 9001 certification

	BUDGET	ACT	FCT
Cost	36,850	815	1,305
Cost Saving	0	0	
Order Intake	0	0	

Update actual and forecast

 Financials

☒ This is a program with sub projects

☒ This is a program with sub projects

Sub Projects

You have not added any project to this program

Attach Sub Project **+ Create Sub Project**

NOTE:
The program is using the consolidated schedules from its sub-projects.

NOTE:
A project can be attached as a sub-project only to one program.

NOTE:
The program can't have tasks.

Enable program structure through this check-box.

Create a new sub-project that will be linked with the program.

Link existing project to this program and turn it as a sub project.



Program structure

A screenshot of a software interface showing a program view. At the top, there is a green checkmark icon followed by the text "This is a program with sub projects". Below this, the section "Sub Projects" is displayed. It contains three sub-project cards, each with a red progress indicator and a close button (X). The first card shows "66% Customer satisfaction tool", the second shows "25% Automation - Ultra project A", and the third shows "36% Test project in production". At the bottom of the sub-projects section, there are two green buttons: "Attach Sub Projects" with a magnifying glass icon and "Create new sub project" with a plus icon.

View on a program level with checkbox checked.

Connected sub-projects and their status.

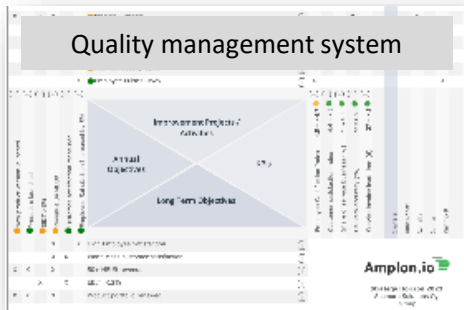
A screenshot of a software interface showing a sub-project view. The top section is labeled "Parent Program". Below it, there is a single entry labeled "Test program in Group".

View from the sub-project point is displaying the parent program name.



High vs. low priority

- ✓ Projects can be set as high priority or low priority, while high priority is the default.



Quality management system

Project	LogBook	Due Date	Owner	Progress
Business boost project	26 Apr, 2021	19 May, 2021	A Natalia	
Customer satisfaction tool	01 May, 2022	23 Jun, 2021	X Exec	
Employee Pulse Survey	01 May, 2022	20 Jul, 2021	X other	

High priority project

- Project is visible in the X matrix and in the Project portfolio.

Low priority project

- Project is not shown in the X matrix but in the Project portfolio and Reports.

Project Tags

Supporting Units: HR x

Group priorities: Digitalization x, Growth x

ICT Impact: CRM x

Choose Tag Group 4: Select Some Options

Choose Tag Group 5: Select Some Options

Project Parameters

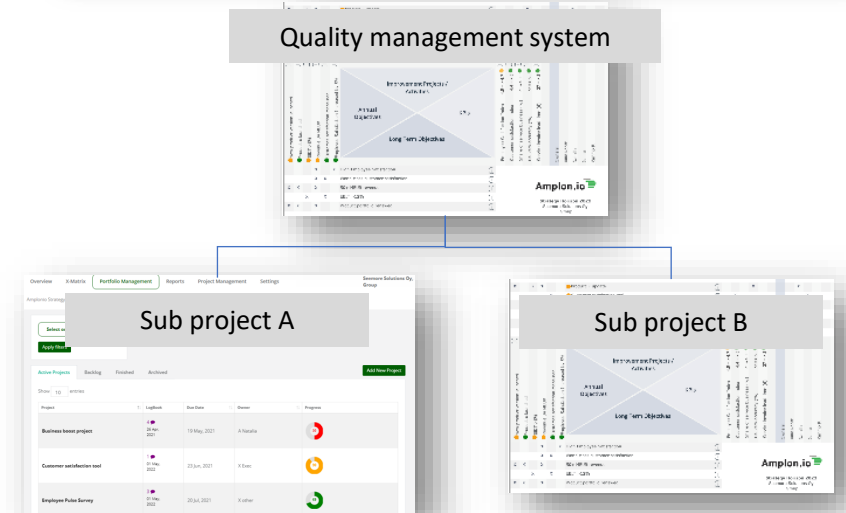
Other: [dropdown]

Project Priority: High

Approved By: [dropdown]

Approved On: [calendar icon] Approved On

Save Delete Project Close



High & low priority in the program

- Low priority can be set, for example, to sub-project while the program combines progress and financials.



Task management

- ✓ Task management is an optional feature of Amplon.
- ✓ Tasks can be created for projects, but not programs.

1. Project with tasks

The screenshot shows the 'Project Charter' form in Amplon, specifically for a 'Project'. The form includes fields for Description, Subject, Cost, Cost Estimation, Other Details, and Links. On the right side, there are tabs for 'Active', 'Booked', 'Planned', and 'Archived'. Below these tabs, there are sections for 'Project Manager', 'Project Manager 2', 'Project Manager 3', and 'Project Members'.

Task 1
Task 2
Task 3

2. Program and sub-projects with tasks

The screenshot shows the 'Project Charter' form in Amplon, specifically for a 'Program'. The form includes fields for Description, Subject, Cost, Cost Estimation, Other Details, and Links. On the right side, there are tabs for 'Active', 'Booked', 'Planned', and 'Archived'. Below these tabs, there are sections for 'Project Manager', 'Project Manager 2', 'Project Manager 3', and 'Project Members'.

The screenshot shows the 'Project Charter' form in Amplon, specifically for a 'Sub-project'. The form includes fields for Description, Subject, Cost, Cost Estimation, Other Details, and Links. On the right side, there are tabs for 'Active', 'Booked', 'Planned', and 'Archived'. Below these tabs, there are sections for 'Project Manager', 'Project Manager 2', 'Project Manager 3', and 'Project Members'.

Task 1
Task 2
Task 3

The screenshot shows the 'Project Charter' form in Amplon, specifically for a 'Sub-project'. The form includes fields for Description, Subject, Cost, Cost Estimation, Other Details, and Links. On the right side, there are tabs for 'Active', 'Booked', 'Planned', and 'Archived'. Below these tabs, there are sections for 'Project Manager', 'Project Manager 2', 'Project Manager 3', and 'Project Members'.

Task 1
Task 2
Task 3



Task management

Project Charter Amplon.io

* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.
* Mandatory Text

Project Name *
New factory project

Description
We need a new factory in order to meet future growth expectations

			07/2024
	BUDGET	ACT	FCT
Cost	3,260,000	525,000	3,260,000
Cost Saving	0	0	0
Order Intake	7,500,000	0	7,500,000

Update actual and forecast
Financials

☐ This is a program with sub projects

Task management
Task Management

“Task management” button at project charter opens a new window for project tasks.

NOTE:
To access the “Task management” edit mode, the project charter must be in edit mode.

New factory project

Description
We need a new factory in order to meet future growth expectations

Project Start Date
11/01/2024

Project End Date
19/11/2024

Project Manager
Kimmo Kallioniemi

Objective
A New factory with improved production layout. The new factory to consume less electricity and CO2 per produced unit.

Deliverables
To have fully operational new factory

ACTIVITY	DEADLINE	RESPONSIBLE	DESCRIPTION	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	STATUS	COMMENTS
Management decision	2024-01-14	Kimmo Kallioniemi		X													Done	1 Project approved without remarks
Final quotations received	2024-02-01	Kalle PM				X											Done	1 3 vendors offered solution
Vendor selection	2024-02-21	Jonna K						X									Done	1 Most trustful vendor selected
Ground works ready	2024-03-29	Kimmo Kallioniemi											X				Done	1 Minor delay
Building established	2024-07-02	Natalia															Done	1 Building ready and approved
Production equipment installation	2024-10-18	Kimmo Kallioniemi															Not Done	0
Commissioning	2024-11-04	Kimmo Kallioniemi															Not Done	0
Final acceptance	2024-11-19	Kimmo Kallioniemi															Not Done	0

“Task management” in view mode shows the schedule, task status and comments.

New factory project

Description
We need a new factory in order to meet future growth expectations

Project Start Date
11/01/2024

Project End Date
19/11/2024

Project Manager
Kimmo Kallioniemi

Objective
A New factory with improved production layout. The new factory to consume less electricity and CO2 per produced unit.

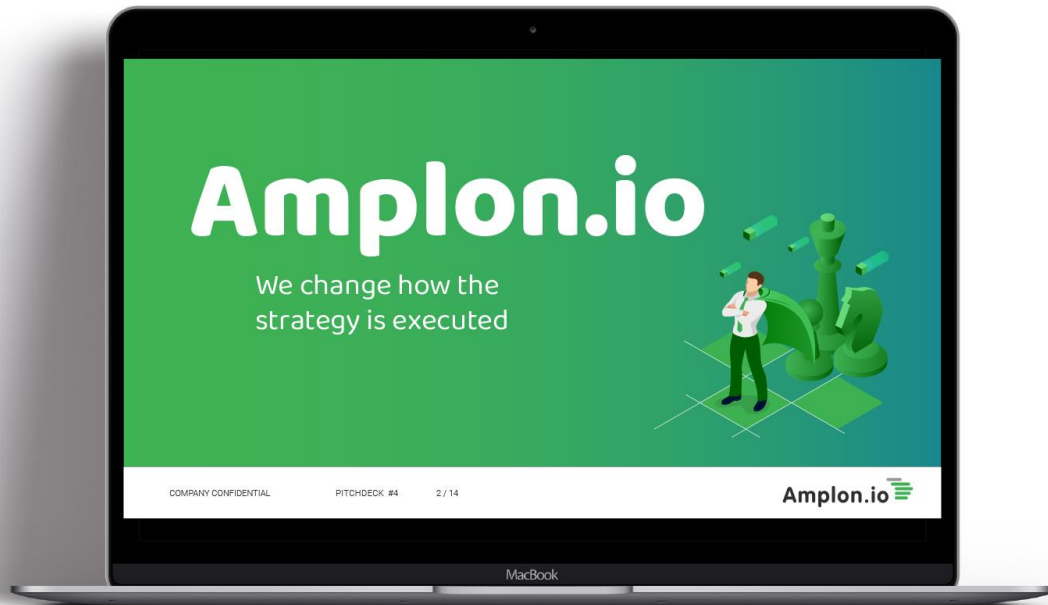
Deliverables
To have fully operational new factory

ACTIVITY	DEADLINE	RESPONSIBLE	DESCRIPTION	STATUS	COMMENTS
Management decision	2024-01-14	Kimmo Kallioniemi		Done	1 Project approved without remarks
Final quotations received	2024-02-01	Kalle PM		Done	1 3 vendors offered solution
Vendor selection	2024-02-21	Jonna K		Done	1 Most trustful vendor selected
Ground works ready	2024-03-29	Kimmo Kallioniemi		Done	1 Minor delay
Building established	2024-07-02	Natalia		Done	1 Building ready and approved
Production equipment installation	2024-10-18	Kimmo Kallioniemi		Not Done	0
Commissioning	2024-11-04	Kimmo Kallioniemi		Not Done	0
Final acceptance	2024-11-19	Kimmo Kallioniemi		Not Done	0

“Task management” in edit mode while you can add and modify tasks.



Example

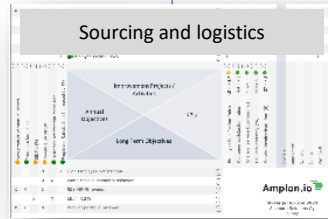
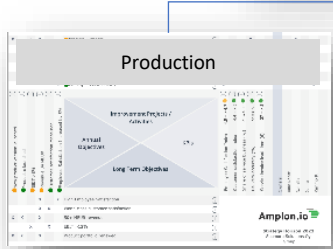
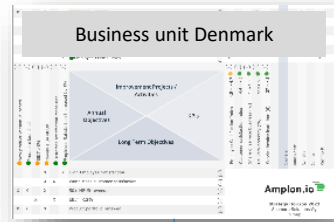


Following pages describe example organization defining objectives and related improvement projects in 7 steps.

After the basic setup, the continuous strategy follow-up is described in 3 +1 steps.



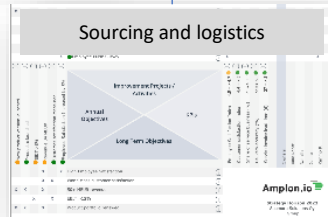
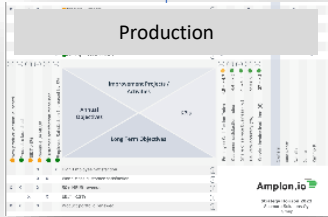
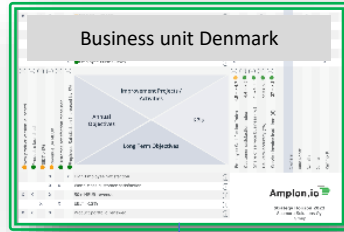
Example case



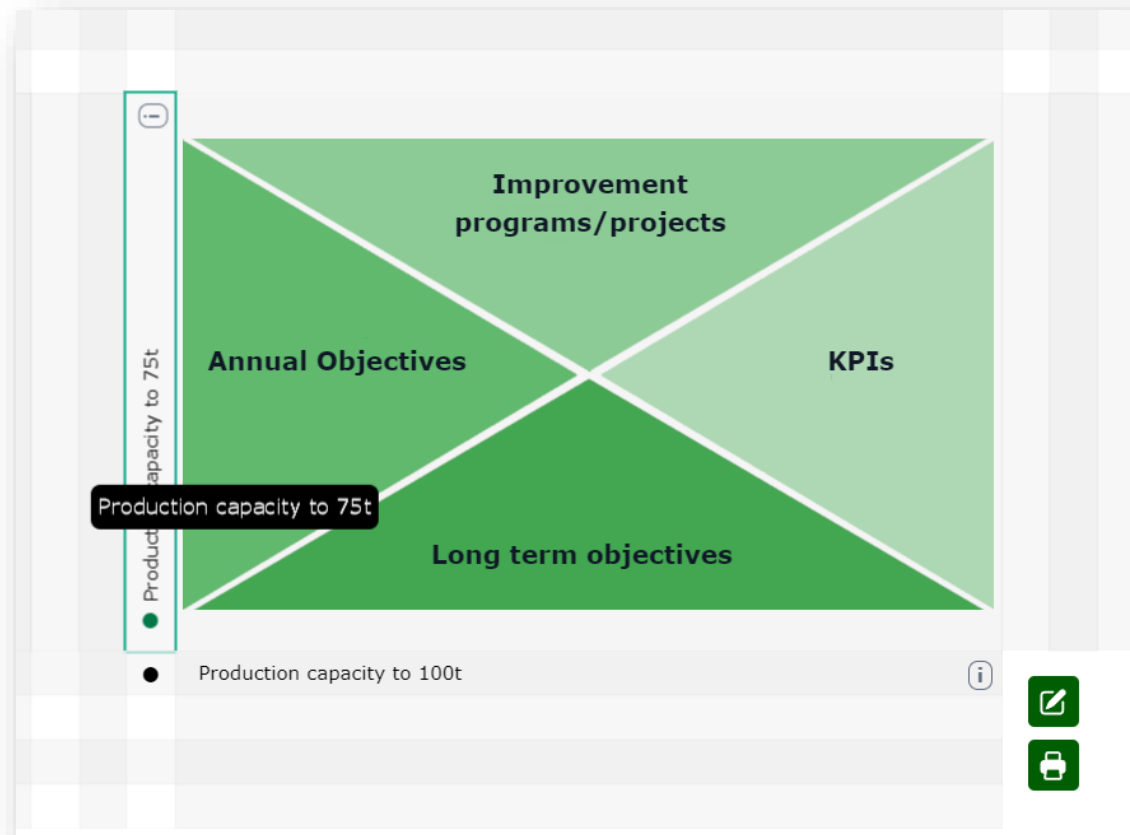
- Business unit “Denmark” has two departments: “Production” and “Sourcing and Logistics”.
- A business unit “Denmark” has set a strategic objective (long term objective): **“Production capacity to 100t”**
- Related annual objective is: **“Production capacity to 75t”**
- The business unit has found the following root causes that prevent them from reaching the objective:
 - Warehousing does not function properly
 - Material supply from vendors has too many shortages
 - Product change in production takes too long time
 - Production machinery reliability is too low, causing too many unplanned stops
- To meet the objective, the following development projects were initiated for each root cause:
 - Warehousing does not function properly => **Warehouse project**
 - Material supply from vendors has too many shortages => **Sourcing project**
 - Product change in production takes too long time => **Production project**
 - Machinery reliability is too low, causing too many unplanned stops => **Reliability project**



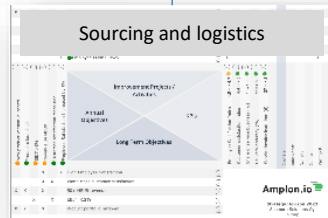
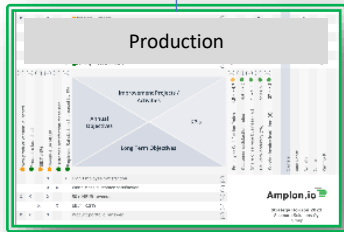
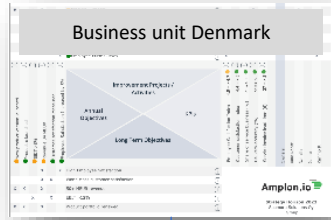
Step 1



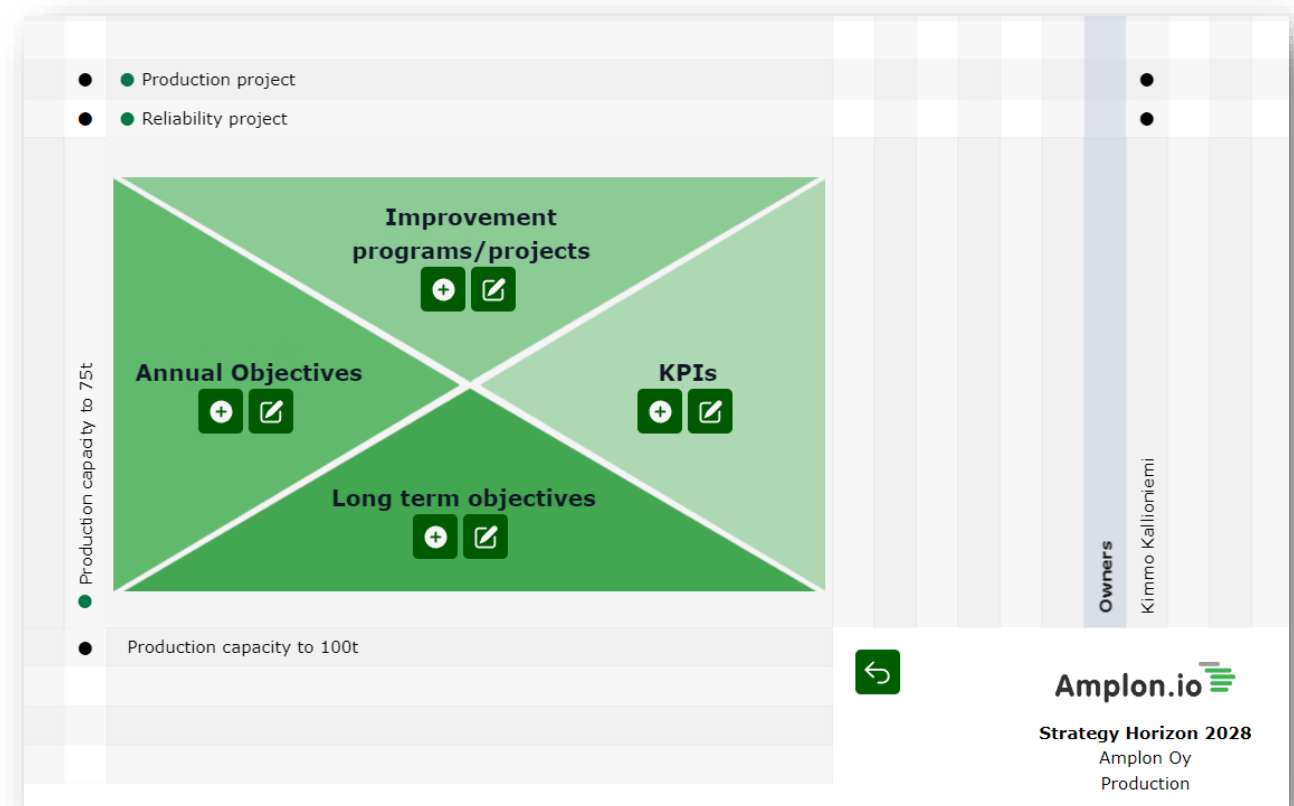
- Business unit Denmark establishes long term and annual objectives in the X matrix



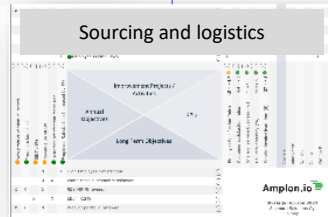
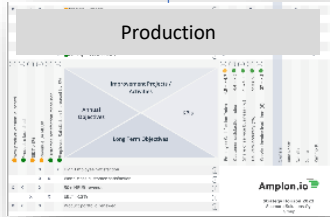
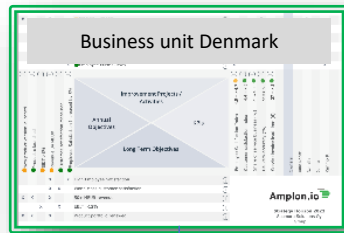
Step 2



1. Each department (Production & Sourcing and Logistics) align with the business unit Denmark objectives as part of the catchball process.
2. Both departments create the development projects in their X matrixes



Step 3



- Business unit Denmark would like to follow the progress of the key projects executed in the Production & Sourcing and Logistics departments.
 - By creating a Program structure in the business unit Denmark, they can consolidate the progress of each sub-project in the departments.
1. A “Production development program” is created by selecting “This is a program with sub projects”.
 2. Each of the four production development projects is attached to the program.

Project Charter Amplan.io

* Executing a development project or performing an activity are the visible evidences of strategy execution. Choose right priority projects and initiatives to meet objectives.

* Mandatory Text

Project Name *

Production development program

Description

Description

	BUDGET	ACT	FCT
Cost	0		
Cost Saving	0		
Order Intake	0		

Update actual and forecast

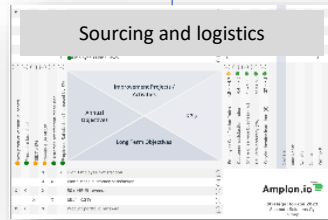
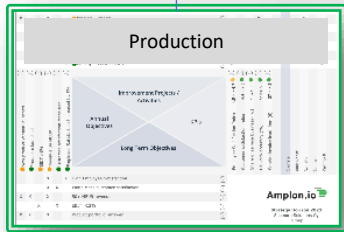
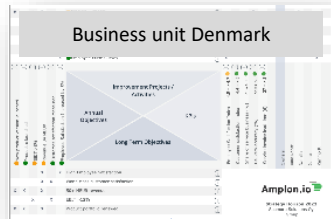
☒ This is a program with sub projects

Sub Projects

0 % Production project X 0 % Reliability project X 0 % Warehouse project X 0 % Sourcing project X



Step 4



- As part of the catchball process, links between the business unit Denmark and department objectives are created.

- The link is created from Production by choosing the business unit Denmark (parent unit) for comparison.
- A link can be created by clicking the square box in the edit mode.

Note: Department “Production” can create objectives directly thru the + symbol.

Note: Production can link multiple objectives to the business unit objective.

Amplon.io

Amplon Oy **Production**

MAIN

- Overview
- X-Matrix
- Portfolio Management

DASHBOARD

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

OTHERS

- Users

Strategy Making

Alignment Report Tag Group Report Comparison Report **Alignment Builder** Alignment Checker

Alignment Builder

Denmark **1** Compare

Production Denmark

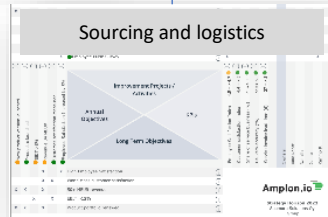
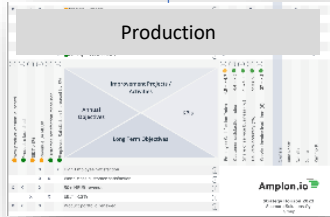
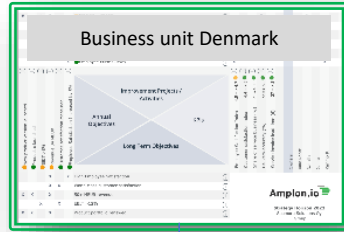
Long term objectives

Objective	Status	Value
Production capacity to 100t	Blue circle	Production capacity to 100t

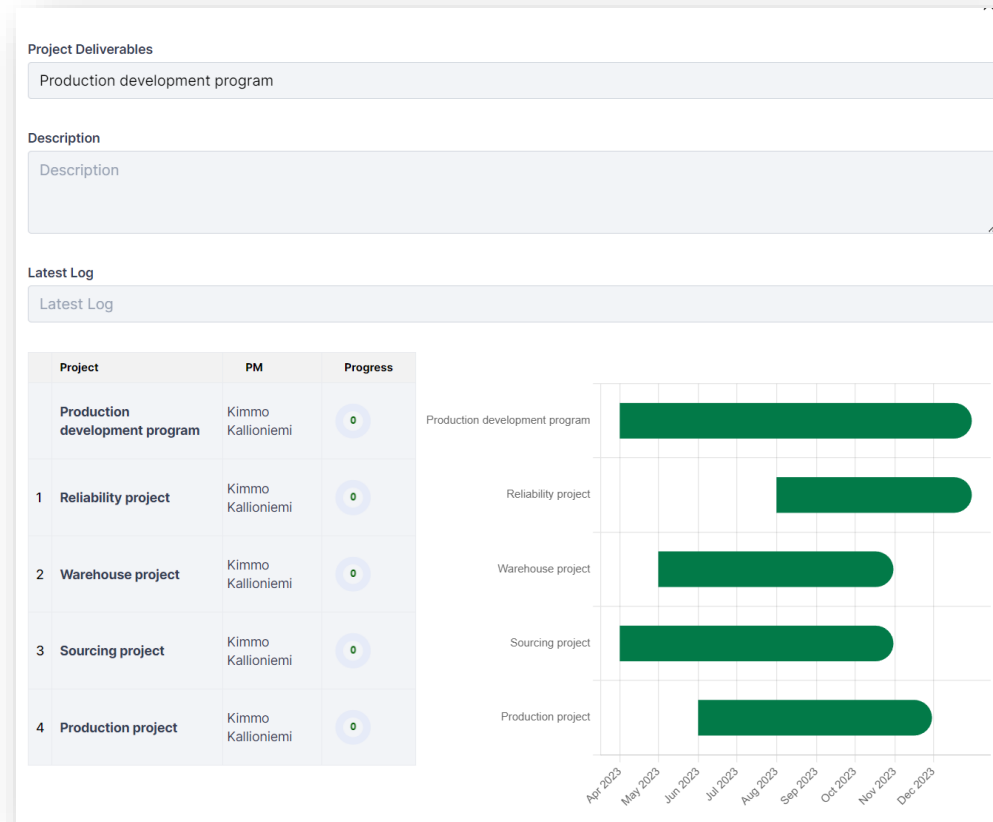
Annual Objectives

Objective	Status	Value
Production capacity to 75t	Red circle	Production capacity to 75t

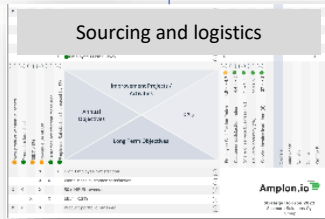
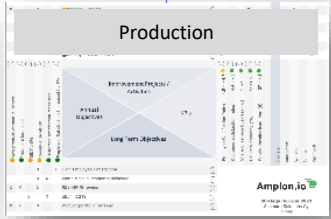
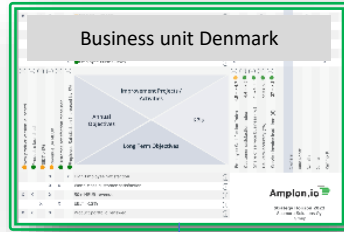
Step 5



- Project planning is finalized (start and end dates, scope, project team, link to detailed planning documents, etc.).
- Program structure is visualized in the business unit X matrix thru the + symbol



Step 6



- “Increase production hours” is selected as the leading KPI for the “Production capacity” objective and for the “Production development program”.
- “Increase production hours” KPI is shared and shown in the business unit Denmark and Production X matrixes.

Add Targets and KPIs

* Mandatory Text

Title *

Increase production hours (h)

Description

Description

KPI Tag Groups

Choose Tag Group

KPI Tag Modals

Select some options

Organization Units

Denmark, Production

Owner

Kimmo Kallioniemi

Links

You have not added any links

Add Link



KPI type *

☐ Irregular KPI

☐ Cumulative KPI

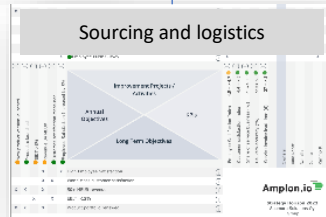
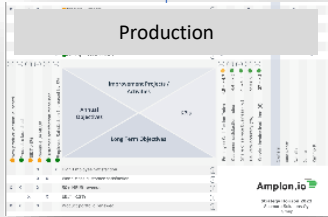
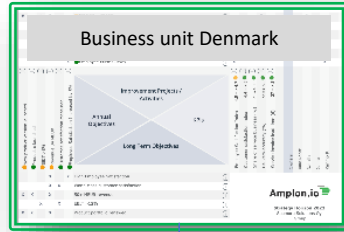
KPI Goal Value *

50

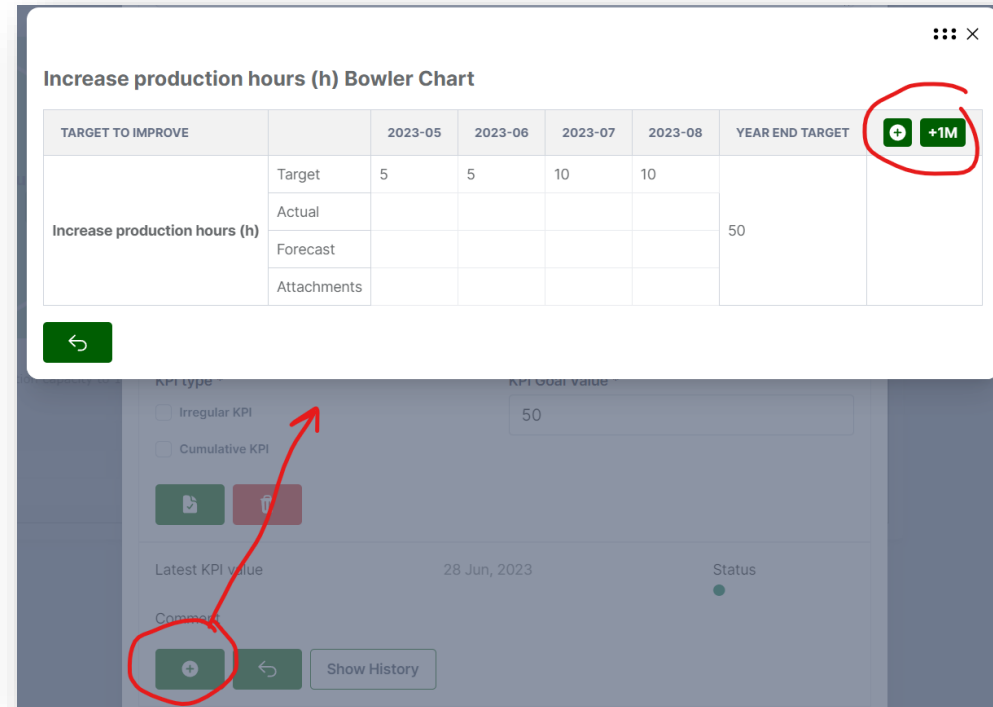
 



Step 7



1. “Increase production hours” KPI needs monthly targets, which can be accessed thru the KPI.
2. With + symbol, a new month is created and with +1M previous month is copied

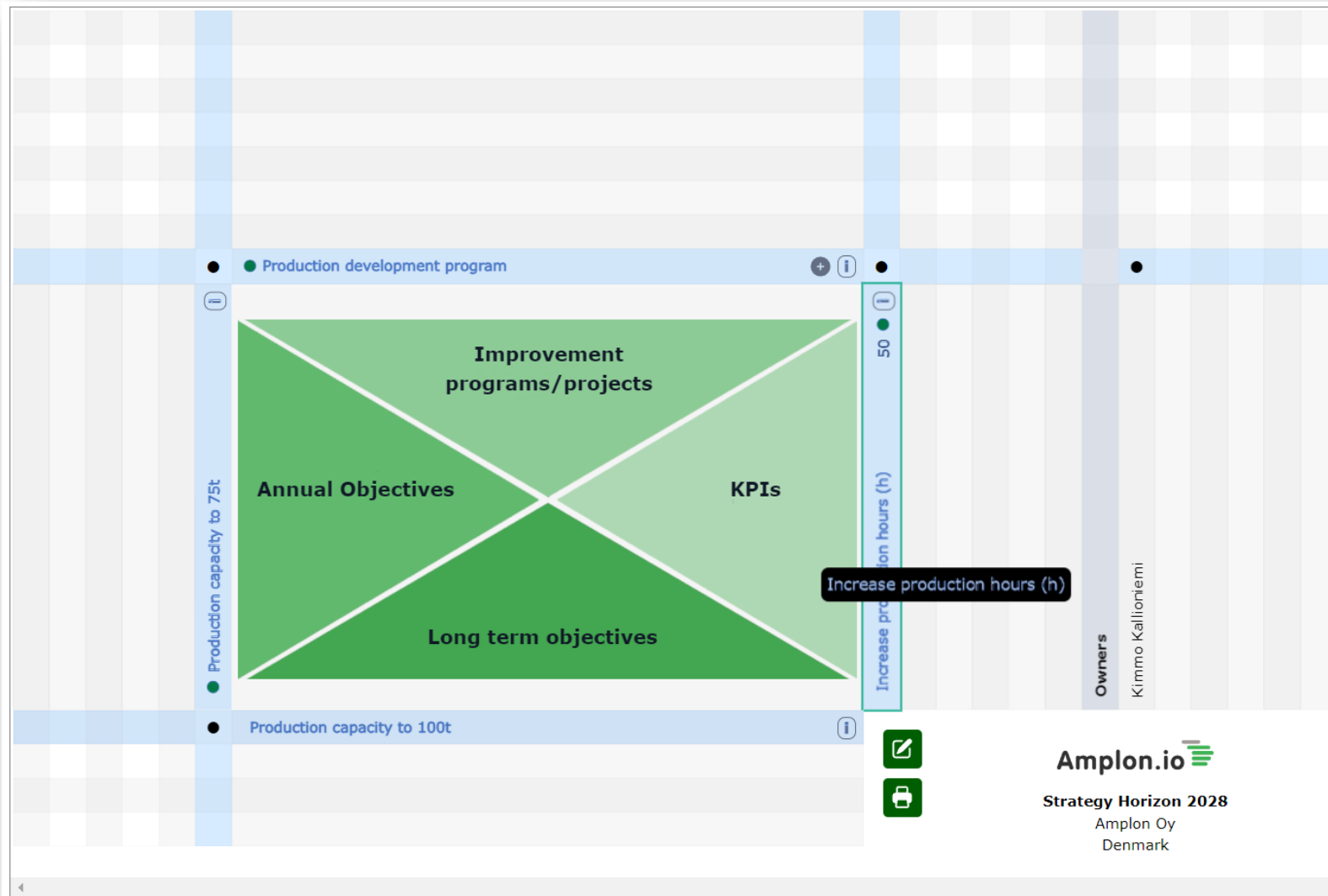


1

2



The result





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