

Appendix R. System Generated Reports



Department Performance Report

2018



| Facilities Administration | | Project | End Date | Completeness | Timeliness |
|---------------------------|----------------------|-----------------------|------------------|--------------|------------|
| 33.97% Completeness | 94.26% Timeliness | New Product Launching | July 17, 2018 | 0.00% | 100.00% |
| | | Store Opening | October 17, 2018 | 25.00% | 100.00% |

| Finance | | Project | End Date | Completeness | Timeliness |
|------------------------|----------------------|---------------|------------------|--------------|------------|
| 50.97% Completeness | 58.70% Timeliness | Store Opening | October 17, 2018 | 50.00% | 75.00% |

| Human Resource | | Project | End Date | Completeness | Timeliness |
|-----------------------|---------------------|---------|---------------|--------------|------------|
| 3.35% Completeness | 8.09% Timeliness | MKT GA | July 30, 2018 | 0.00% | 0.00% |

| Management Information System | | Project | End Date | Completeness | Timeliness |
|-------------------------------|----------------------|-----------------------------|-------------------|--------------|------------|
| 62.08% Completeness | 60.16% Timeliness | Software Update | August 01, 2018 | 50.00% | 50.00% |
| | | Store Opening - DLSU Andrew | December 18, 2018 | 100.00% | 100.00% |

| Marketing | | Project | End Date | Completeness | Timeliness |
|------------------------|----------------------|-----------------------|---------------|--------------|------------|
| 74.60% Completeness | 81.62% Timeliness | Mulan | May 04, 2018 | 100.00% | 100.00% |
| | | New Product Launching | July 17, 2018 | 50.00% | 50.00% |
| | | Template Test | July 22, 2018 | 100.00% | 100.00% |

| | | | | | |
|--|--|-----------------------------|-------------------|---------|---------|
| | | Centrum Complete | July 26, 2018 | 100.00% | 100.00% |
| | | Store Opening | October 17, 2018 | 40.00% | 80.00% |
| | | Store Opening - DLSU Andrew | December 18, 2018 | 92.00% | 80.00% |

| Procurement | | Project | End Date | Completeness | Timeliness |
|-------------------------------|-----------------------------|-----------------------------|-------------------|--------------|------------|
| 57.27% Completeness | 74.92% Timeliness | New Product Launching | July 17, 2018 | 100.00% | 100.00% |
| | | Centrum Complete | July 26, 2018 | 100.00% | 100.00% |
| | | MKT GA | July 30, 2018 | 0.00% | 0.00% |
| | | Store Opening | October 17, 2018 | 100.00% | 100.00% |
| | | Store Opening - DLSU Andrew | December 18, 2018 | 0.00% | 100.00% |

| Store Operations | | Project | End Date | Completeness | Timeliness |
|------------------------------|-----------------------------|---------------|------------------|--------------|------------|
| 1.94% Completeness | 91.98% Timeliness | Store Opening | October 17, 2018 | 0.00% | 100.00% |

END OF REPORT

Prepared By: Mickey Mouse
Prepared On: November 08, 2018

Figure 6-2 Department Performance Report



Project Status Report

Title: Store Opening - DLSU Andrew

Duration: July 01, 2018 - December 18, 2018

Description: 10th floor, 1st Taters branch in Taft

Owner: Mickey Mouse

Planned Last Week

| Task | Start Date | End Date | Responsible | Status |
|------------------------------------|--------------|--------------|--------------|---------|
| Task3.3.3-Receive Digital Menu TVs | Jul 25, 2018 | Nov 04, 2018 | Mickey Mouse | Ongoing |

Accomplished Tasks Last Week

There were No Tasks Accomplished Last Week

Problems Encountered

| Task | End Date | Actual End Date | Days Delayed | Responsible | Status | Remarks |
|------------------------------------|--------------|-----------------|--------------|--------------|---------|---------|
| Task3.3.3-Receive Digital Menu TVs | Nov 04, 2018 | - | 4 | Mickey Mouse | Ongoing | - |

Planned Next Week

| Task | Start Date | End Date | Responsible | Status |
|------------------------------------|--------------|--------------|--------------|---------|
| Task3.3.3-Receive Digital Menu TVs | Jul 25, 2018 | Nov 04, 2018 | Mickey Mouse | Ongoing |

Risks

There are no Risks

END OF REPORT

Prepared By: Mickey Mouse
Prepared On: November 08, 2018

Figure 6-3 Project Status Report



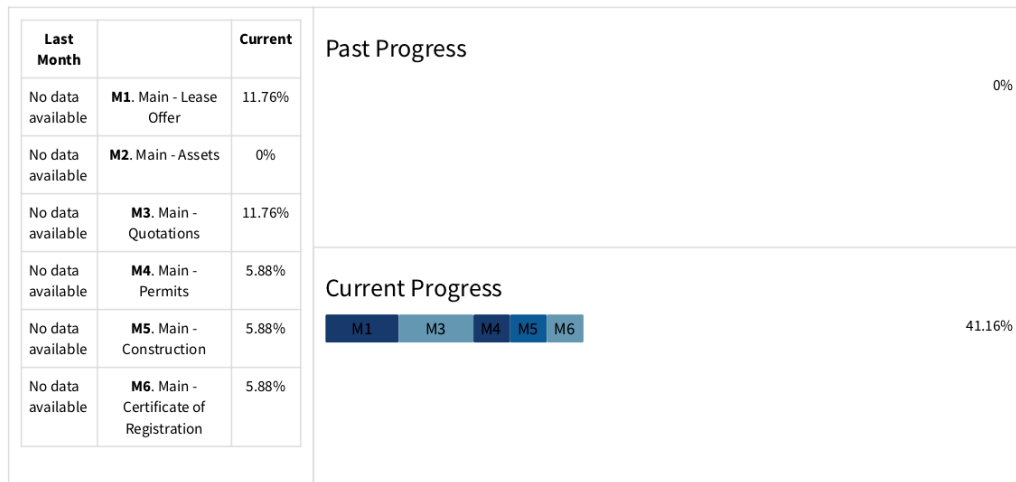
Project Progress Report

Title: Store Opening

Duration: June 15, 2018 - October 17, 2018

Description: Store Opening for Vertis North

Owner: Mickey Mouse



Accomplished Tasks

There were No Tasks Accomplished Last Month

END OF REPORT

Prepared By: Mickey Mouse
Prepared On: November 08, 2018

Figure 6-4 Project Progress Report



Project Summary Report

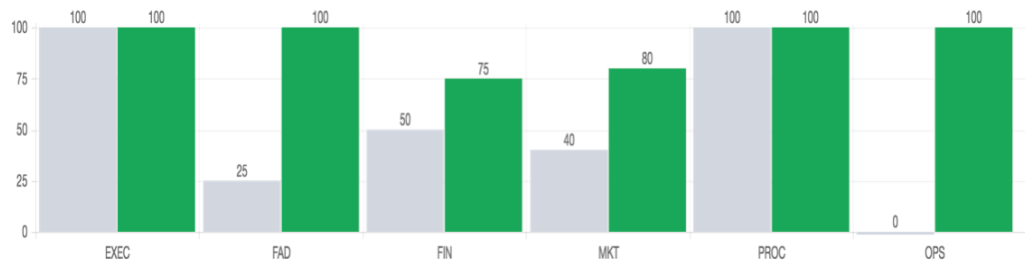
Title: Store Opening

Initial Duration: June 15, 2018 - October 17, 2018

Owner: Mickey Mouse

Actual Duration: June 15, 2018 - Present

Description: Store Opening for Vertis North



Team Members

| Name | Position | Department | Total Tasks | Delayed Tasks | Timeliness |
|-------------------------|--------------------------|---------------------------|-------------|---------------|------------|
| Walt Disney | President | Executive | 1 | 0 | 100% |
| FAD2 Staff | FAD Staff | Facilities Administration | 2 | 0 | 100% |
| FAD1 Supervisor | FAD Supervisor | Facilities Administration | 2 | 0 | 100% |
| Finance3 Staff | Finance Staff | Finance | 1 | 0 | 100% |
| Knee Moe | Finance Manager | Finance | 3 | 1 | 66.67% |
| Pum Ba | Marketing Staff | Marketing | 1 | 0 | 100% |
| Winnie The Pooh | Marketing Supervisor | Marketing | 2 | 0 | 100% |
| Mickey Mouse | Marketing Manager | Marketing | 2 | 1 | 50.00% |
| Ti Mon | Procurement Staff | Procurement | 1 | 0 | 100% |
| Store Operations3 Staff | Store Operations Staff | Store Operations | 1 | 0 | 100% |
| Oh Laugh | Store Operations Manager | Store Operations | 1 | 0 | 100% |

Delayed Tasks

| Task | Target End Date | Actual End Date | Days Delayed | Responsible | Department | Reason |
|--|-----------------|-----------------|--------------|--------------|------------|---------------|
| Task - Read lease offer | Jun 20, 2018 | Jul 24, 2018 | 34 | Knee Moe | Finance | done |
| Task - Claim certificate of registration | Jul 07, 2018 | Jul 23, 2018 | 16 | Mickey Mouse | Marketing | went on leave |

Early Tasks

There were no early tasks

Change Requests

| Task | Type | Date Requested | Reason | Requested By | Department | Status | Reviewed By | Date Reviewed | Remarks |
|---|------------------|----------------|----------------------------|------------------------------|---------------------------|----------|--------------|---------------|---------|
| Sub - Acquire certification of registration | Change Performer | Jul 06, 2018 | On leave | FAD1 Staff | Facilities Administration | Approved | Mickey Mouse | Jul 25, 2018 | - |
| Task - Look for mixer | Change Date | Jun 14, 2018 | Documents were put on hold | Store Operations1 Supervisor | Store Operations | Approved | Mickey Mouse | Jun 15, 2018 | - |
| Task - Submit certificate of registration | Change Performer | Jul 24, 2018 | la lang | Mickey Mouse | Marketing | Pending | - | Nov 08, 2018 | - |
| Task - Turnover of store | Change Performer | Jul 24, 2018 | pagod | Knee Moe | Finance | Approved | Mickey Mouse | Jul 25, 2018 | - |
| Task - Look for mixer | Change Performer | Jun 13, 2018 | hirap | Pum Ba | Marketing | Denied | Mickey Mouse | Jun 14, 2018 | fa |
| Task - Submit certificate of registration | Change Performer | Jul 25, 2018 | does it go in? | Mickey Mouse | Marketing | Pending | - | Nov 08, 2018 | - |
| Task - Submit certificate of registration | Change Performer | Jul 27, 2018 | Wronmg staff | Mickey Mouse | Marketing | Pending | - | Nov 08, 2018 | - |

END OF REPORT

Prepared By: Mickey Mouse
Prepared On: November 08, 2018

Figure 6-5 Project Summary Report



Project Performance Report

Title: Store Opening

Duration: June 15, 2018 - October 17, 2018

Description: Store Opening for Vertis North

Owner: Mickey Mouse



41.18%
Completeness

88.24%
Timeliness

Delayed Tasks

| Task | End Date | Actual End Date | Days Delayed | R | A | C | I | Department | Reason |
|--|--------------|-----------------|--------------|--------------|-----------------|-----------------|--------------|------------|---------------|
| Task - Read lease offer | Jun 20, 2018 | Jul 24, 2018 | 34 | Knee Moe | | | | Finance | done |
| Task - Claim certificate of registration | Jul 07, 2018 | Jul 23, 2018 | 16 | Mickey Mouse | Winnie The Pooh | Winnie The Pooh | Mickey Mouse | Marketing | went on leave |

END OF REPORT

Prepared By: Mickey Mouse
Prepared On: November 08, 2018

Figure 6-6 Project Performance Report



Team Performance Report

Department: Marketing

Head: Mickey Mouse



Team Members

| Name | Position | Projects | Tasks | Delayed Tasks | Average Completeness | Average Timeliness |
|-----------------|----------------------|----------|-------|---------------|----------------------|--------------------|
| Mickey Mouse | Marketing Manager | 2 | 2 | 1 | 90.00% | 90.00% |
| Winnie The Pooh | Marketing Supervisor | 2 | 1 | 1 | 80.00% | 80.00% |
| Buzz Lightyear | Marketing Supervisor | 1 | 0 | 0 | 100.00% | 50.00% |
| Pig Let | Marketing Staff | 1 | 1 | 1 | 75.00% | 75.00% |
| Plu To | Marketing Staff | 1 | 0 | 0 | 100.00% | 100.00% |
| Pum Ba | Marketing Staff | 3 | 1 | 2 | 83.33% | 83.33% |
| Simba Gabi | Marketing Staff | 2 | 1 | 0 | 66.67% | 66.67% |

END OF REPORT

Prepared By: Mickey Mouse
Prepared On: November 08, 2018

Figure 6-7 Team Performance



Employee Performance Report

| | | | | | | | | | |
|---|--------------|--------------|-----------------------|--------------|-----------------|---------------------|--------------------------|------------|--|
| Name: Mickey Mouse | | | | | | 90.00% | | 90.00% | |
| Position: Marketing Manager | | | | | | Completeness | | Timeliness | |
| Department: Marketing | | | | | | | | | |
| Store Opening (Jun 15, 2018 - Oct 17, 2018) | | | Completeness: 50.00% | | | Timeliness: 50.00% | | | |
| Task | Start Date | End Date | Actual End Date | Days Delayed | A | C | I | Status | |
| Task - Submit certificate of registration | Jun 29, 2018 | Jun 30, 2018 | - | - | Mickey Mouse | Mickey Mouse | Mickey Mouse Donald Duck | Ongoing | |
| Task - Claim certificate of registration | Jul 06, 2018 | Jul 07, 2018 | Jul 23, 2018 | 16 | Winnie The Pooh | Winnie The Pooh | Mickey Mouse | Complete | |
| | | | | | | | | | |
| Mulan (Apr 16, 2018 - May 04, 2018) | | | Completeness: 100.00% | | | Timeliness: 100.00% | | | |
| Task | Start Date | End Date | Actual End Date | Days Delayed | A | C | I | Status | |
| Task 1 - Project 7 | Apr 16, 2018 | May 04, 2018 | May 04, 2018 | 0 | | | | Complete | |
| | | | | | | | | | |
| Store Opening - DLSU Andrew (Jul 01, 2018 - Dec 18, 2018) | | | Completeness: 88.89% | | | Timeliness: 88.89% | | | |
| Task | Start Date | End Date | Actual End Date | Days Delayed | A | C | I | Status | |
| Task2.1.3 | Jul 12, 2018 | Jul 13, 2018 | Jul 13, 2018 | 0 | Buzz Lightyear | Oh Laugh | Walt Disney | Complete | |
| Task2.2.1 | Jul 14, 2018 | Jul 15, 2018 | Jul 15, 2018 | 0 | Winnie The Pooh | Oh Laugh | Walt Disney | Complete | |
| Task3.1.1-Attach sample product sizing | Jul 25, 2018 | Jul 28, 2018 | Jul 28, 2018 | 0 | Jack N. Poy | Oh Laugh | Walt Disney | Complete | |
| Task3.1.2-Attach Light Bulbs | Jul 25, 2018 | Jul 30, 2018 | Jul 30, 2018 | 0 | Jack N. Poy | Oh Laugh | Walt Disney | Complete | |
| Task3.1.3-Test all electrical equipment | Jul 25, 2018 | Aug 03, 2018 | Aug 03, 2018 | 0 | Jack N. Poy | Oh Laugh | Walt Disney | Complete | |
| Task3.2.1-Packaging inventory | Jul 25, 2018 | Aug 05, 2018 | Aug 05, 2018 | 0 | Jack N. Poy | Oh Laugh | Walt Disney | Complete | |
| Task3.2.2-Food inventory | Jul 25, 2018 | Aug 10, 2018 | Aug 10, 2018 | 0 | Jack N. Poy | Oh Laugh | Walt Disney | Complete | |
| Task3.2.3-Equipment inventory | Jul 25, 2018 | Aug 15, 2018 | Aug 15, 2018 | 0 | Jack N. Poy | Oh Laugh | Walt Disney | Complete | |
| Task3.3.3-Receive Digital Menu TVs | Jul 25, 2018 | Nov 04, 2018 | - | - | Jack N. Poy | Oh Laugh | Walt Disney | Ongoing | |
| | | | | | | | | | |
| Template Test (Jul 22, 2018 - Jul 22, 2018) | | | Completeness: 100.00% | | | Timeliness: 100.00% | | | |

| | | | | | | | | |
|---|--------------|--------------|-----------------------|--------------|---------------------|---|---|----------|
| Template Test (Jul 22, 2018 - Jul 22, 2018) | | | Completeness: 100.00% | | Timeliness: 100.00% | | | |
| Task | Start Date | End Date | Actual End Date | Days Delayed | A | C | I | Status |
| aaa | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |
| aab | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |
| aba | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |
| abb | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |
| baa | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |
| bab | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |
| bba | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |
| bbb | Jul 22, 2018 | Jul 22, 2018 | Jul 22, 2018 | 0 | | | | Complete |

Change Requests

| Task | End Date | Type | Date Requested | Reason | Status | Reviewed By | Reviewed Date |
|---|--------------|------------------|----------------|----------------|---------|-------------|---------------|
| Task - Submit certificate of registration | Jun 30, 2018 | Change Performer | Jul 24, 2018 | la lang | Pending | - | - |
| Task - Submit certificate of registration | Jun 30, 2018 | Change Performer | Jul 25, 2018 | does it go in? | Pending | - | - |
| Task - Submit certificate of registration | Jun 30, 2018 | Change Performer | Jul 27, 2018 | Wronmg staff | Pending | - | - |

END OF REPORT

Prepared By: Mickey Mouse
Prepared On: November 08, 2018

Figure 6-8 Employee Performance Report