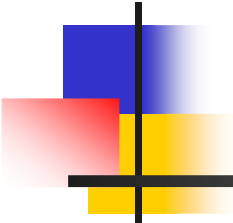


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Personnel Productivity System



“Combining Workflow Management with Personnel Training and Recruitment to meet the needs of Business.”

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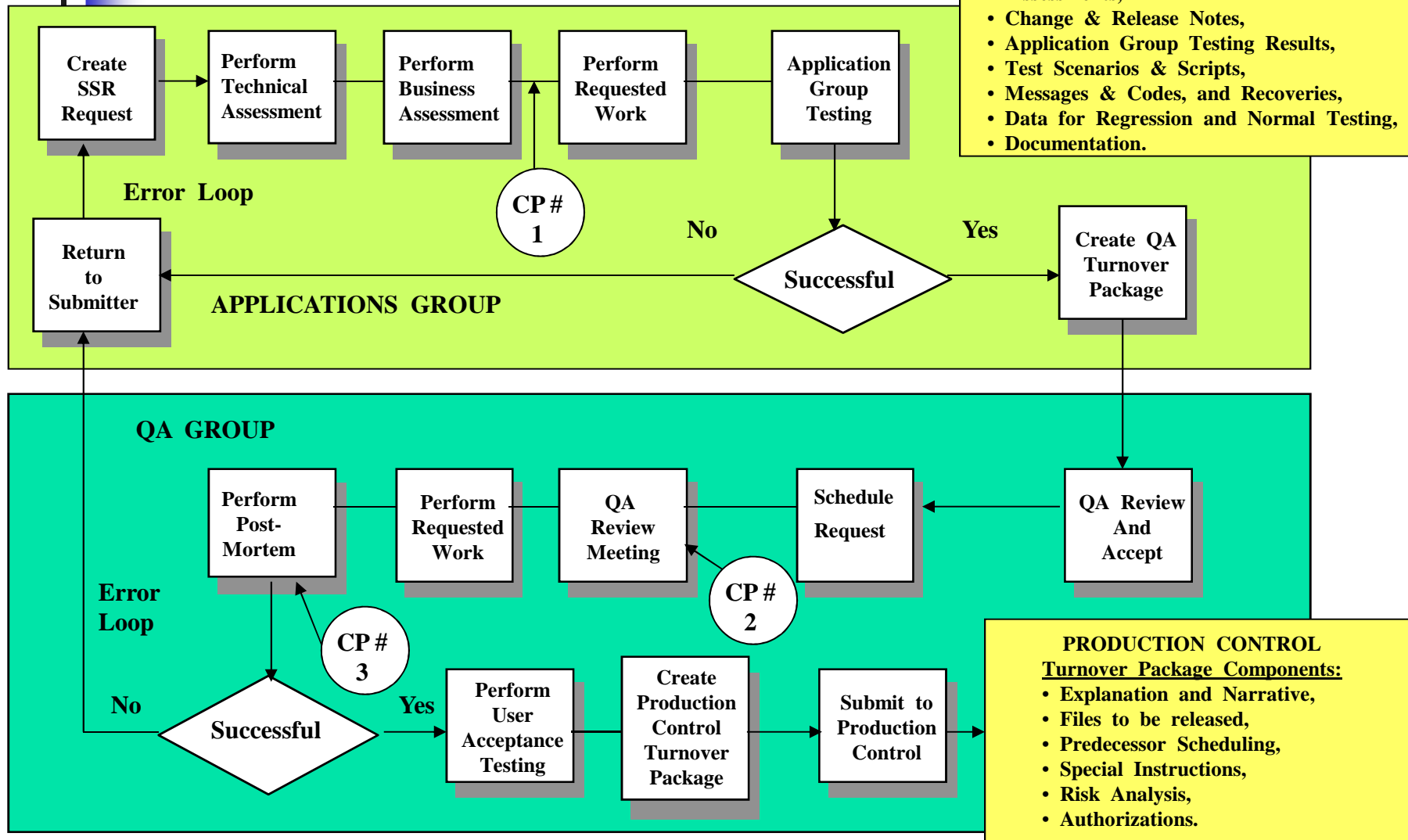


Abstract

- The two things people will always need are:
 - **Training, and**
 - **A Job.**
- The two things most responsible for making a business successful are:
 - **The quality of its staff, and**
 - **Controlling how work flows within its organization.**
- Now that technology enhancements to productivity are not returning the same percentage of improvements as in the past, **companies must look inside for performance gains.**
- This presentations shows how you can **achieve productivity gains** by utilizing current technologies to optimize Workflow, Personnel Productivity, and Business Profit Margins.

Request Processing Phases and Steps

Interfaces Between Applications, QA, and Production Groups.



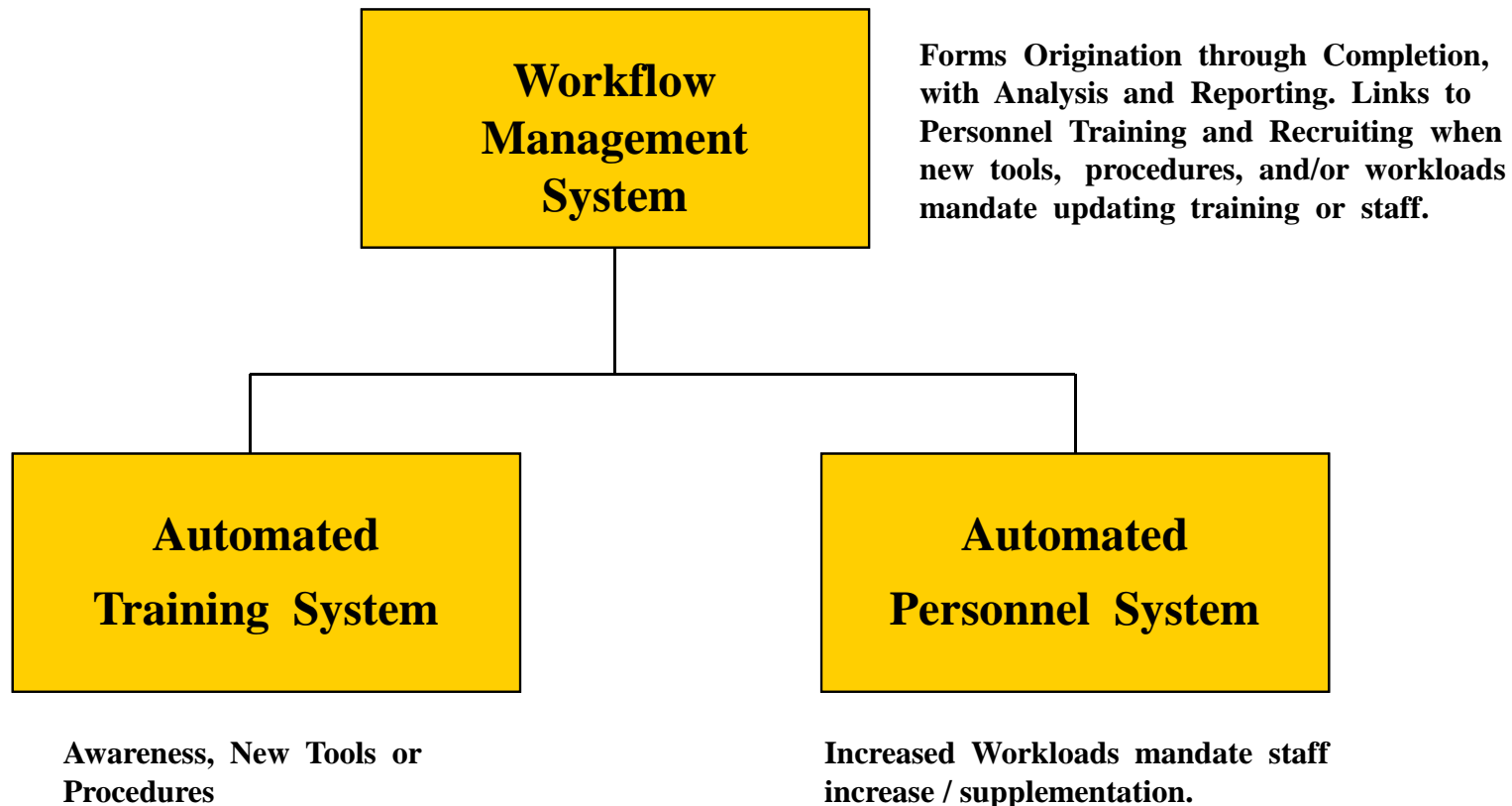


The Problem and Your Most Valuable Resource

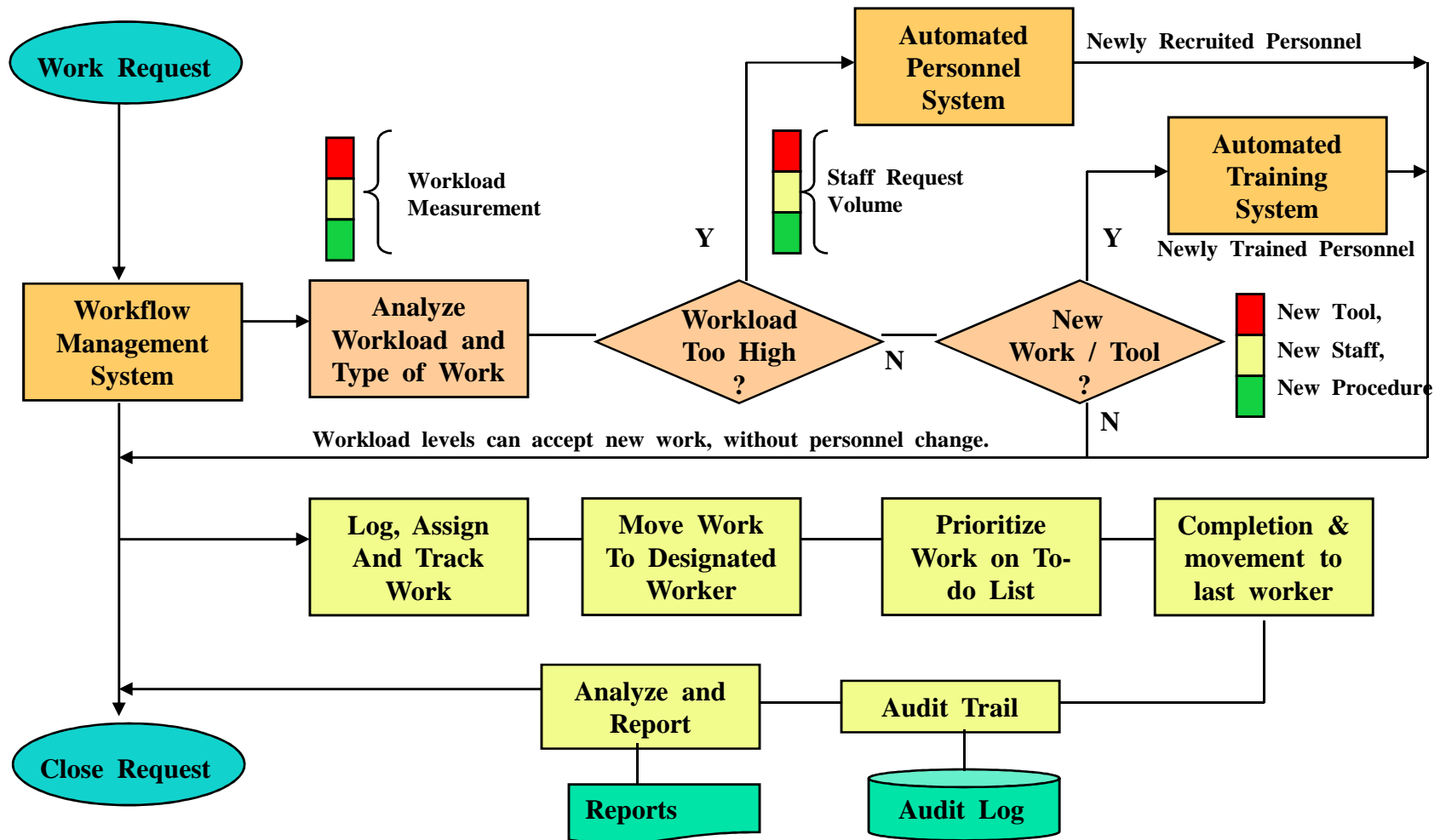
- Organizations aren't **implementing Business Imperatives** efficiently, due to employee awareness, training, and workflow deficiencies.
- **Cost overruns** inhibit organizations, delaying productivity improvements, and reducing profit margins.
- **Personnel Productivity** isn't being measured and reported on, causing management decisions to be based on reactive and not proactive directives.
- **Workflow optimization** methodologies are not being implemented, even though they would improve profits and enhance personnel productivity.
- **Service Level Agreements and Service Level Reporting** methodologies should be expanded to include Personnel Productivity remedies that ensure optimal performance and business profit margins, while satisfying client service and revenue desires.
- Companies should concentrate on employee needs more, to improve morale, productivity, and retention. After all, **your employees are your most valuable resource.**



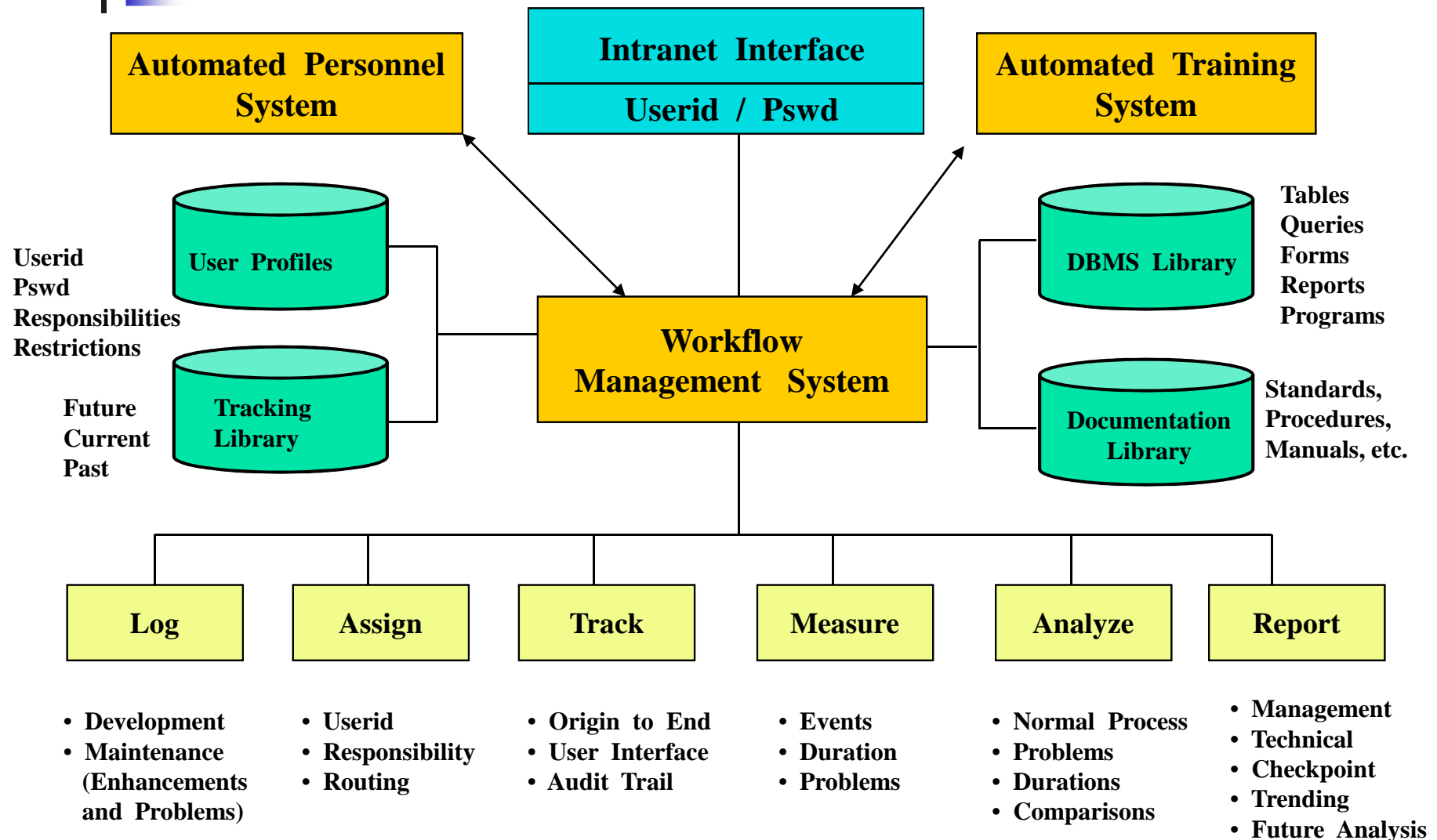
Combining Workflow Management With Personnel and Training Systems to Optimize Productivity



Workflow Management System Interfaces & Flow

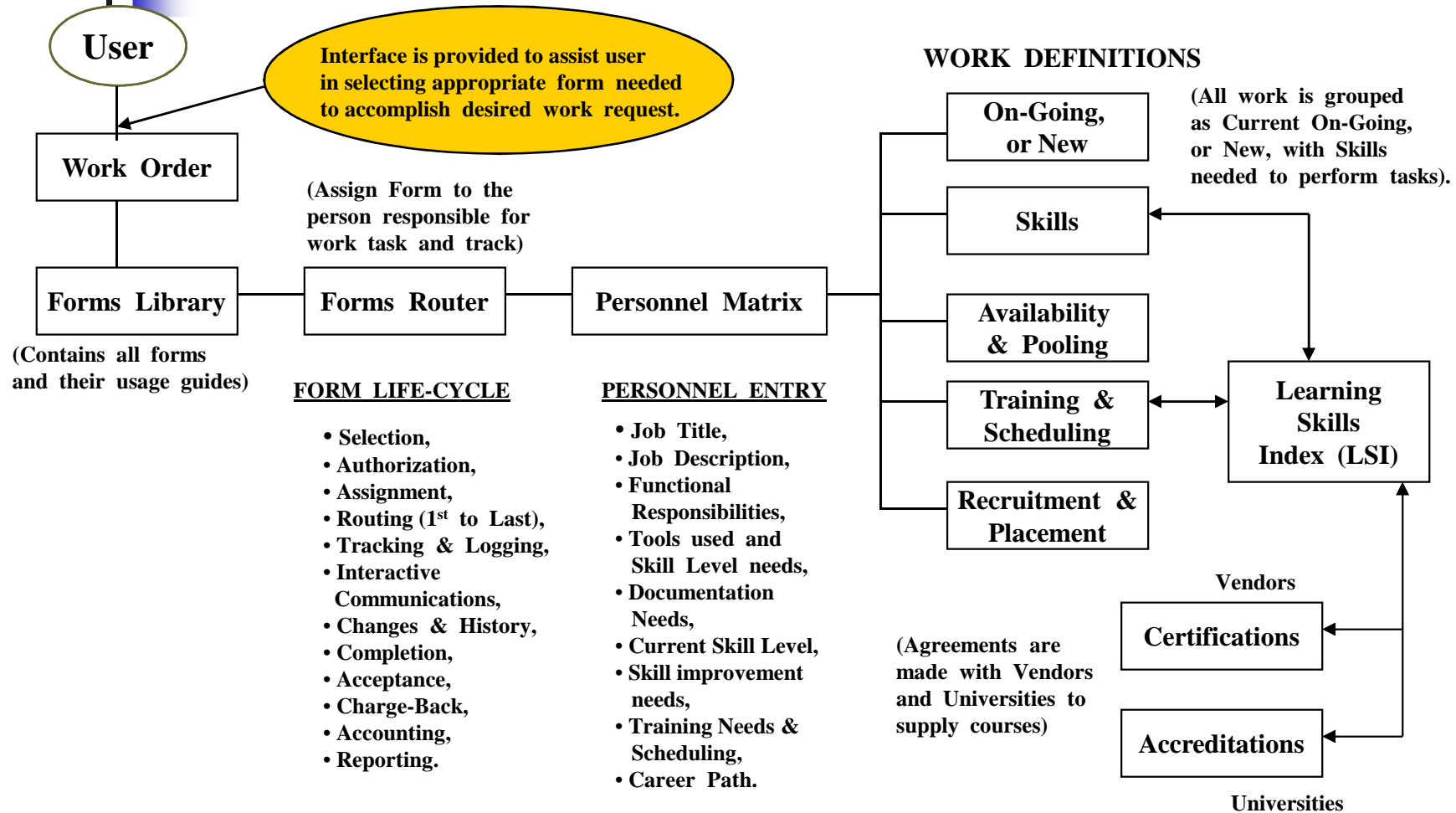


Workflow Management System

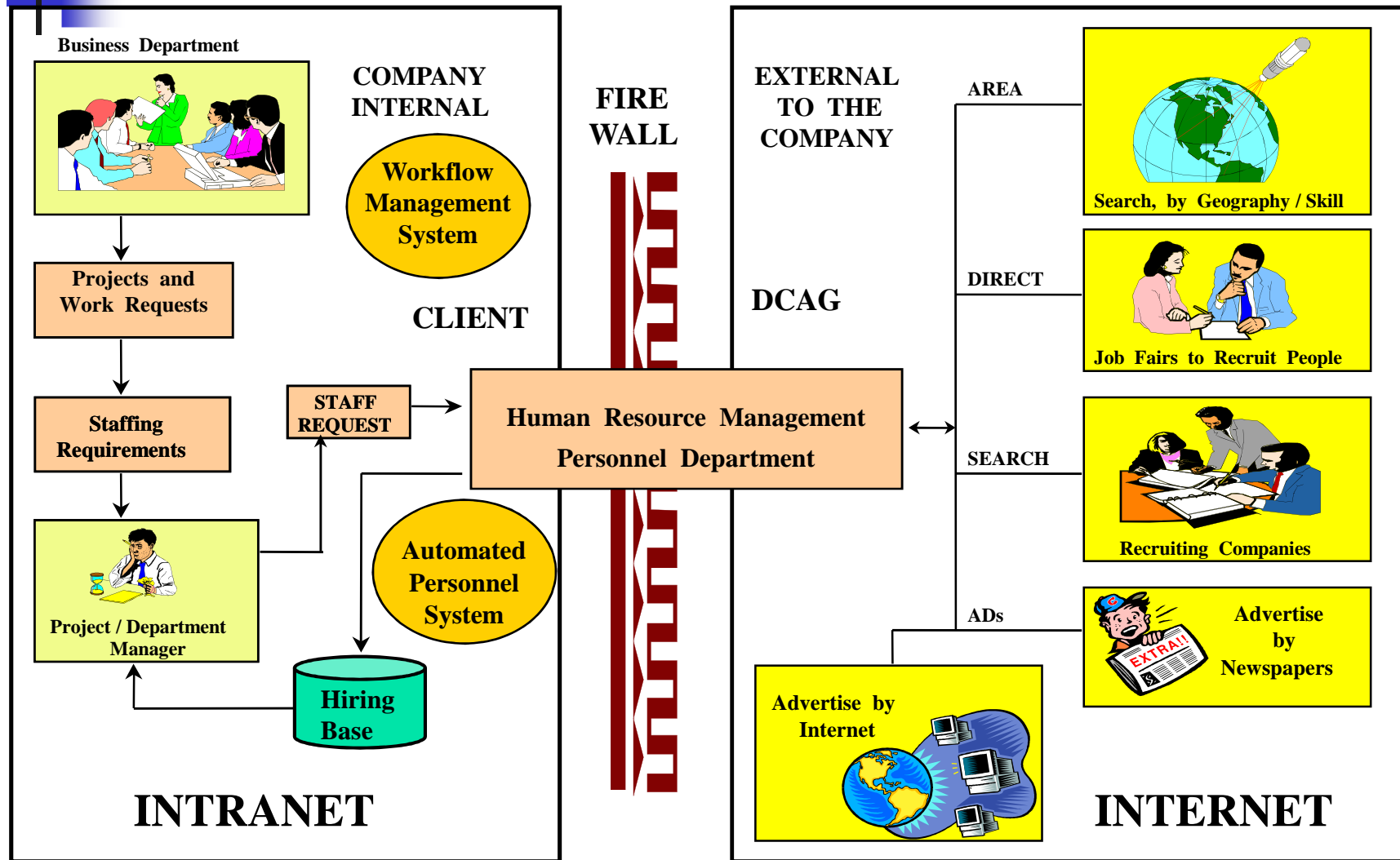


Forms Management and Control System

(Responsible for assigning work tasks to the right person at every project phase, while ensuring that skill requirements are met and the highest possible quality is achieved)



Connecting Workflow Management with Personnel Recruitment





Benefits Derived from PPS Implementation

- Reduced training costs and enhanced personnel skills.
- **Workflow Management and Control System** to manage and report on **WORK REQUEST FORMS** from origination through completion, thereby allowing for optimization.
- **Personnel Performance Analysis and Load Balancing Reports** to help management determine personnel needs, in advance, so that **PROACTIVE SOLUTIONS** can be applied.
- Quicker response to **Business Imperatives** and a higher degree of quality associated with deliverables.
- More efficient **employee performance evaluations** through reports detailing skills and workflow achievements.
- **Better employee** retention, job performance, and career planning, through system features and facilities.
- **Optimal business productivity and profit margins.**



Goals and Objectives

- Conduct a **NEEDS ANALYSIS** to define: the organizational structure, employee job descriptions and workloads, employee skill requirements, and employee training requirements. Then ensure the proper training of employees on all tools and procedures associated with their job tasks, define work form requirements and life cycles, and the reporting requirements needed to track workloads and training.
- Create a **STATEMENT OF WORK** to implement the Personnel Productivity System (PPS) and optimize Employee Skills, Performance, and Work Flow Management.
- Implement **Learning Skills Index (LSI)** for personnel that defines their present skills and future training requirements, based on job definition and workloads.
- Connect personnel to **Computer Based Training** modules needed to develop skills associated with their current positions and career paths.
- Provide **Accreditation and Certifications** from universities and vendors.
- Route **Work Requests** to personnel and track forms from inception to completion.
- **Provide reports** on lifecycle and personnel performance associated with tasks needed to complete Work Request forms.