



UMSITI

OPERATIONAL CONTROL SOFTWARE

*General
Information*



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INTRODUCTION

Umsiti is Operational Control Software (OCS) developed according to the specific requirements of an experienced Project Manager, who provides professional consultation to organisations on Project Management and Environmental Management.

The software is suitable for organisations seeking solutions for;

- Project Management (KPI's, Tasks, Activities)
- Environmental (Health and Safety)
- Insurance
- Administration
- Human Resources (Timesheets, Clocking)

1. SOFTWARE ARCHITECTURE

Key Performance Indicators

The software begins working at the organisation's highest level; where *Key Performance Indicators* are defined at the strategic level. The KPI's determine the goals of an organisation, which have to be captured into the software and monitored as work is carried out in efforts to meet the set out targets.



▼ Stakeholders

▼ Human Resources

▼ Indicators

▼ Tasks

▼ Actions

▼ Reports

▼ Dashboards

Indicator

⊞

⬆

ID: 181

Description Intensify Marketing

Duration 12

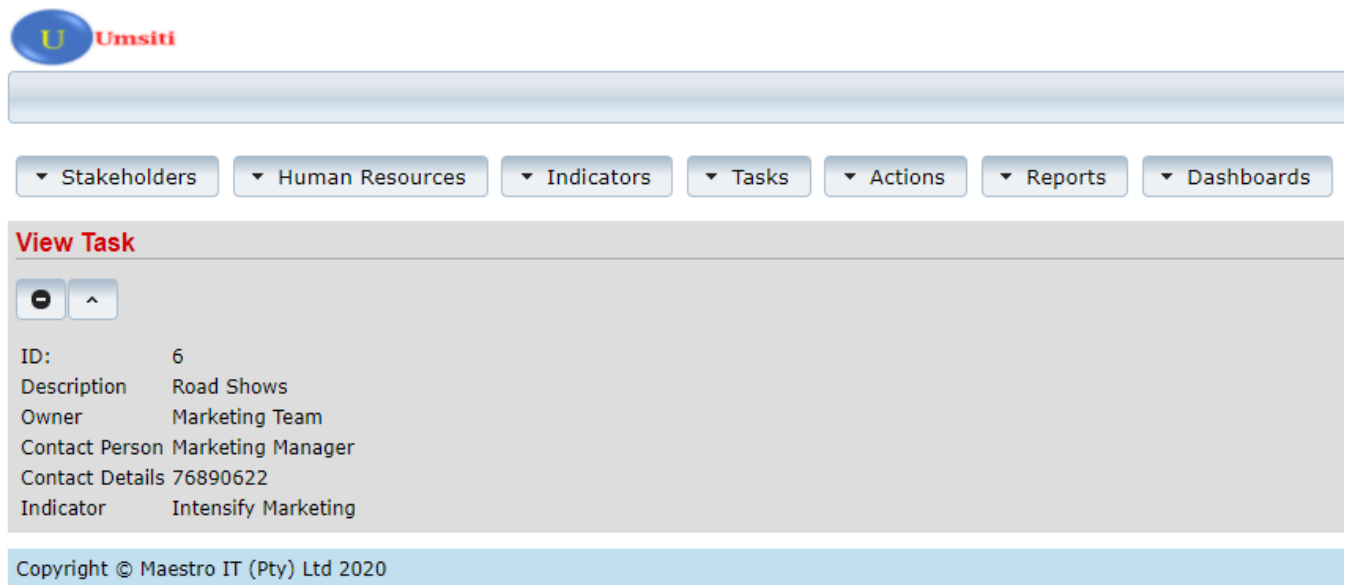
Type Strategic

status: Active

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Tasks

Managers or supervisors are required to periodically conduct planning meetings with their teams. *Tasks* to be carried out within the period specified in the linked KPI, are captured into the software for progress tracking.



Umsiti

▼ Stakeholders ▼ Human Resources ▼ Indicators ▼ Tasks ▼ Actions ▼ Reports ▼ Dashboards

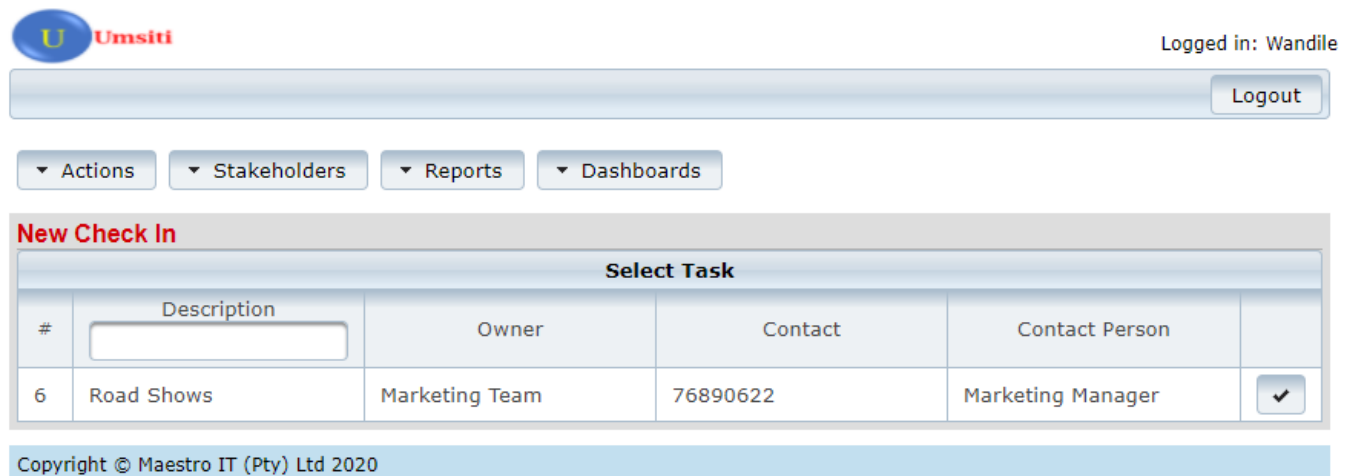
View Task

ID: 6
 Description: Road Shows
 Owner: Marketing Team
 Contact Person: Marketing Manager
 Contact Details: 76890622
 Indicator: Intensify Marketing

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Once the two components above have been defined and captured into the software at strategic level, the operational controlling process can begin.

Employee View



Umsiti Logged in: Wandile Logout

▼ Actions ▼ Stakeholders ▼ Reports ▼ Dashboards

New Check In

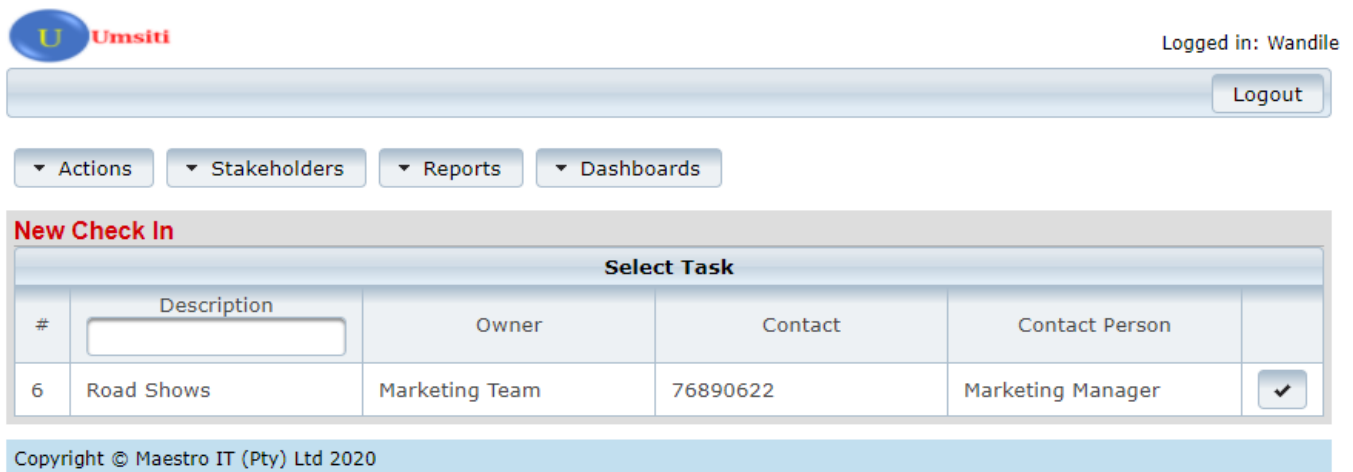
Select Task					
#	Description	Owner	Contact	Contact Person	
6	Road Shows	Marketing Team	76890622	Marketing Manager	☒

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Considering that managers already met with their respective supervising employees to establish the tasks which need to be carried out in order to meet the KPIs; at this point they are aware of all tasks at their disposal for a certain reporting period. Therefore, managers can assign the work to supervisors who shall then engage their employees to establish activities which each need to be carried out in order to complete the tasks.

2. EMPLOYEE PERSPECTIVE

Once supervisors and their employees have established the activities or actions which need to be conducted by each employee in order to fulfil the *Tasks*, employees can with their supervisor or independently, make use of the software to populate their dashboard with the activities relevant to them.



Umsiti

Logged in: Wandile

Logout

▼ Actions ▼ Stakeholders ▼ Reports ▼ Dashboards

New Check In

Select Task					
#	Description	Owner	Contact	Contact Person	
6	Road Shows	Marketing Team	76890622	Marketing Manager	☒

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Once the activities have been defined and appear in the employee's dashboard; each time an employee does work related to the task, they are required to provide an update by selecting the task and capturing data which will accurately determine and measure the work which they have or are about to perform as below;

Id	
Start Date	Mon Feb 08 00:00:00 CAT 2021
Request Details	Market services at Pigg's Peak during peak holiday season
Requesting Party Category	Plan
Requesting Party Name	Senzo
Requesting Party Telephone	24048496
Requesting Party Email	senzo@machuzu.com
Have you verified the request?	Yes
What are the verification results?	Issue/Request valid
What are additional requirements?	We need a tent and a dj for the roadshow
What are the external issues/changes that could negatively affect request?	Type: Environmental Description: As it summer it may rain Mitigation: Hence the tent Type: Political Description: Competition could sabotage event Mitigation: Do not directly refer to competitions products
What are the internal issues that could negatively affect request?	Type: Finances/Budget Description: Budget may be exhausted Mitigation: Confirm if funds are available Type: Human Resource Description: We may have insufficient staff Mitigation: Request for availability of all required staff
What risks are associated with the request?	Category: Failures (Syst/Plant) Description: Equipment could fail Likelihood: Unlikely Severity: Severe Mitigation: Backup generator with compatible microphone available

Note that the above Activity is under the Road Shows Task towards the Intensify Marketing KPI.

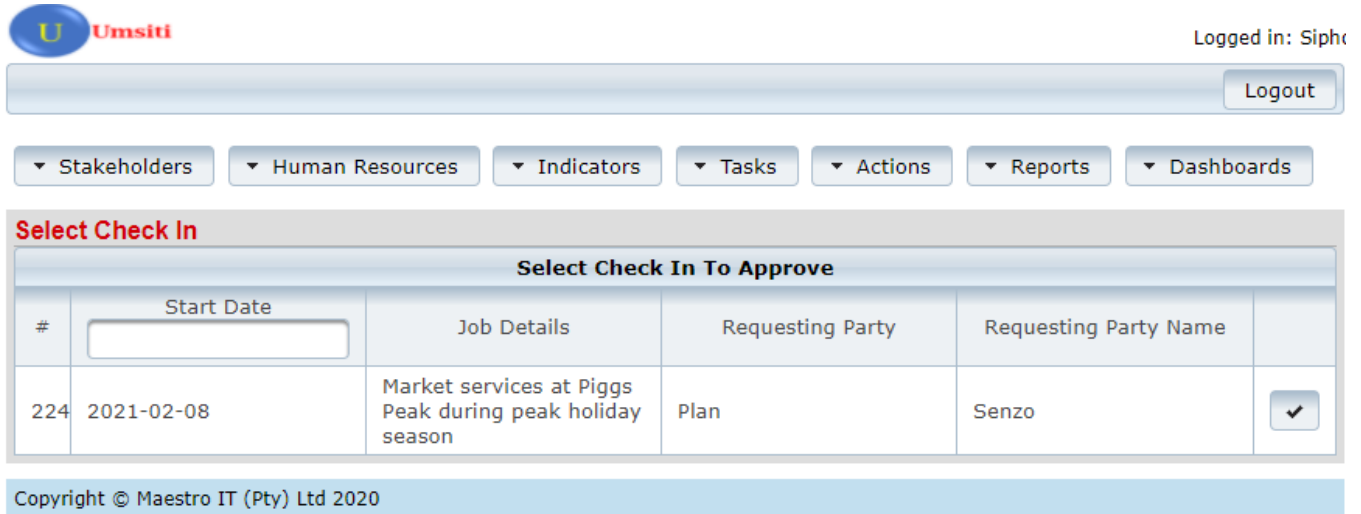
Below displays the specific duties an employee defines as required in order for them to complete the activity.

Capture Check In Actions				
Planned Action	Planned Target Date	Planned Resources Budget	Responsible Person	
Services Introduction	2021/02/08	0	Senzo	✎
Advantages of Our Services	2021/02/08	0	Senzo	✎
Artist Performance	2021/02/08	15000	Mahewu	✎
Giveaways	2021/02/08	10000	Senzo	✎

The activity as defined above is immediately sent to the supervisor and relevant personel who shall review and approve or make recommendations before the employee sets out to do the job.

3. SUPERVISOR PERSPECTIVE

Once employees have captured the activities they need to carry out, these will appear in their dashboard as well as that of their supervisor as below;



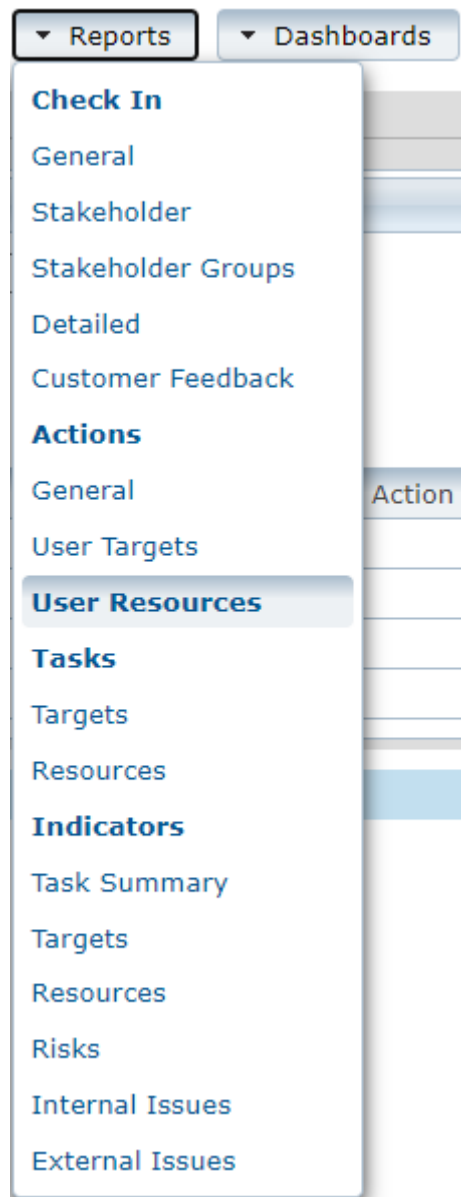
The screenshot displays the Umsiti web application interface from a supervisor's perspective. At the top left is the Umsiti logo. At the top right, it shows 'Logged in: Siph...' and a 'Logout' button. Below the header is a navigation bar with buttons for Stakeholders, Human Resources, Indicators, Tasks, Actions, Reports, and Dashboards. The main content area is titled 'Select Check In' and contains a table titled 'Select Check In To Approve'. The table has columns for #, Start Date, Job Details, Requesting Party, Requesting Party Name, and an approval checkbox. One row is visible with the following data: # 224, Start Date 2021-02-08, Job Details 'Market services at Piggs Peak during peak holiday season', Requesting Party 'Plan', Requesting Party Name 'Senzo', and a checked checkbox. At the bottom of the dashboard, a copyright notice reads 'Copyright © Maestro IT (Pty) Ltd 2020'.

#	Start Date	Job Details	Requesting Party	Requesting Party Name	
224	2021-02-08	Market services at Piggs Peak during peak holiday season	Plan	Senzo	☒

The supervisor reviews the activity or check in, and approves for the employee to continue if they are in agreement with all the provided data. The system provides notifications to all relevant personnel about this update.

4. REPORTS AND DASHBOARDS

Umsiti currently contains 16 reports to provide precise feedback to the organisation at all levels.



User Resources Report

Filter

2021/02/01

2021/02/28

12341234123412341 - Wandile Nxumalo

Filter

Export as Excel

Task	Planned Action	Actual Action	Planned Resources Budget	Actual Resources Budget	Difference
Road Shows	Services Introduction		0.00	0.00	0.0
Road Shows	Avantages of our services		0.00	0.00	0.0
Road Shows	Artist performance		15000.00	20000.00	5000.0
Road Shows	Giveaways		1000.00	1000.00	0.0

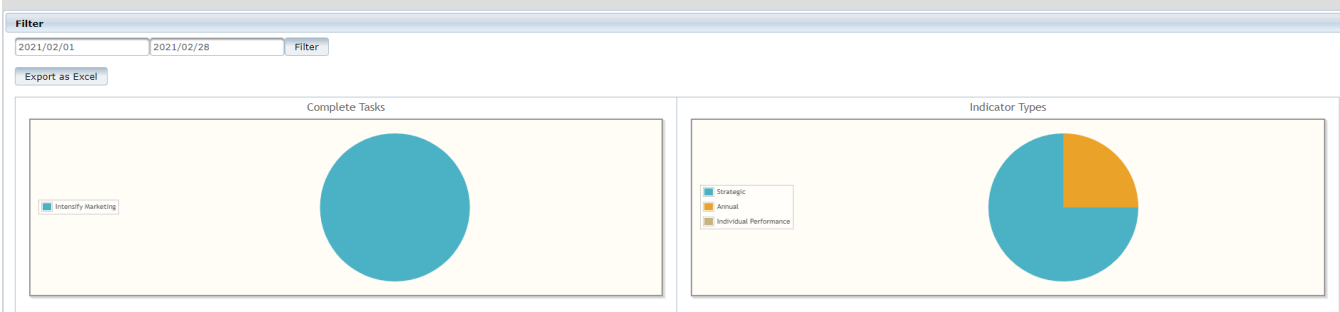
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There are currently 5 Dashboard views which are available. These contain several views within themselves.

▼ Dashboards

- Check In
- Check In Actions
- Indicators**
- Issues
- Tasks

Indicators Dashboard



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