

## Process Tracker

This application allows users to simplify the management of tasks and timelines associated with day-to-day business. All parties involved with a project: clients, vendors and managers can view the status of each phase of a project. Milestones and deadlines are tracked and can be reported via automated e-mail messages.

<span style="color: gray;">■</span> = Pending <span style="color: blue;">■</span> = Complete <span style="color: red;">■</span> = Overdue <span style="color: green;">■</span> = In Progress <span style="color: yellow;">■</span> = On Hold					
Tools	Phase	Duration	Contact	Due Date	Completed
	Final Element List	5.00 WD	<a href="#">Prime Mover</a>	Jul. 7/26/04	Sep. 9/27/04
	Approved Artwork	1.00 WD	<a href="#">Agency Production Person</a>	Jul. 7/27/04	Sep. 9/12/04
	Dielines and Element Specs due	7.00 WD	<a href="#">Display Vendor Account Manager</a>	Aug. 8/20/04	Sep. 9/28/04
	Order Form distributed	10.00 WD	<a href="#">Tammy Barker</a>	Aug. 8/30/04	
	Final Mechanicals for Large Thematic POS	7.00 WD	<a href="#">Agency Production Person</a>	Sep. 9/6/04	
	Final Mechanicals for Small Thematic POS	35.00 WD	<a href="#">Agency Production Person</a>	Oct. 10/11/04	
	Kit Commitments / Region Orders	3.00 WD	<a href="#">IMS - Janice McKitrick</a>	Oct. 10/14/04	
	Final Digital Files for Large Thematic POS	7.00 WD	<a href="#">SGS Project Manager</a>	Oct. 10/21/04	
	Final Digital Files for Small Thematic POS	2.00 WD	<a href="#">SGS Project Manager</a>	Oct. 10/23/04	
	ePOP opens for MDM	5.00 WD	<a href="#">IMS - Janice McKitrick</a>	Oct. 10/28/04	

### Phases

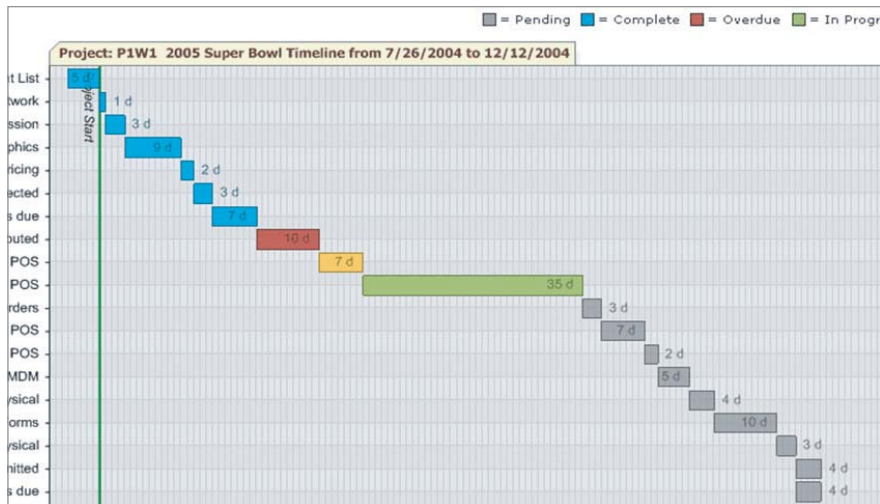
Custom templates can be created to mirror your existing workflow, from start to finish, or any portion along the way. Each process is broken into phases which can have different ownership applied to them.

- = Pending
- = Complete
- = Overdue
- = In Progress
- = On Hold

### Status

The status of each phase of a project is color-coded to assist in identifying those that are on time, versus those that are behind schedule.

# Process Tracker



## Timelines

Projects and/or phases can be mapped against a timeline and viewed in a Gantt chart format.

				Basic Data & Communication
				SAP Forecast
				Steering Committee / Comp
				Production Artwork
				Review Board
				Update BOM

## Reminders

The system can be triggered to send e-mails to remind participants of key milestones or deadlines, or to notify participants that a particular phase is complete or on hold. Associated documents can be attached to projects for easy access by all participants.