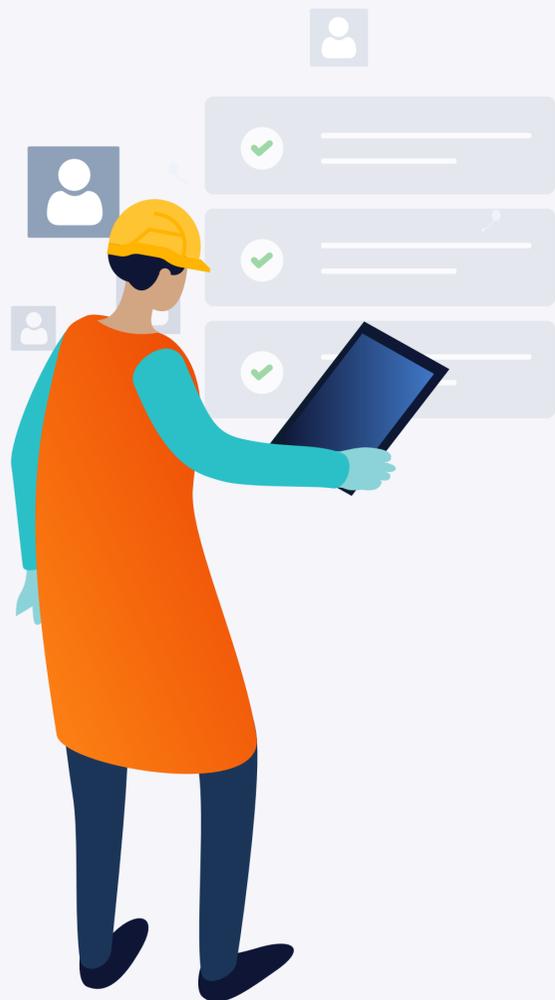


Maturity Matrix

Task Management

A plant's Task Management maturity score is based on their method of planning and assigning tasks, the ease, integration and simplicity of tools used to execute tasks, the availability of standardized job procedures, and finally, the presence of easy-access knowledge available to operators executing tasks, within the task execution interface.



	UNSTRUCTURED Tasks aren't managed centrally at the plant level	SPORADIC Some tasks are managed in a centralized way	SYSTEMATIC Tasks are managed regularly in a central common system	DIGITIZED Tasks are managed in a digital system	INTELLIGENT Task management can be done from anywhere, is integrated across all systems
PLANNING	<p>Tasks are not managed centrally; some projects are</p>	<p>Overarching tasks are centrally managed, but details are left to each group</p> <p>Tasks are managed locally on physical boards</p>	<p>Tasks are centrally managed using a common board</p> <p>All tasks are added to the board (i.e., a Kanban board), many of them added manually, pulled from other systems</p> <p>Central board is used to plan work at the shift level</p>	<p>All tasks can be managed from a single digital system</p> <p>An external system can send a task detail to the Kanban board, but some workflows require the tasks to be manually updated</p> <p>Tasks can be assigned at the worker level in addition to group level</p>	<p>Any kind of task can be managed and accessed within a single, mobile-enabled platform</p> <p>Any external system can send and receive task detail</p> <p>Tasks can be automatically assigned based on skills, duration and availability</p>
EXECUTION	<p>Tasks are done in an ad hoc manner, relying on worker experience</p> <p>Step for a given task are known in operator's head (by memory or experience)</p>	<p>Some tasks are predefined at the beginning of the shift</p> <p>Some tasks are part of a broader workflow represented by a decision tree (for example) but not always followed, nor are they routinely updated</p>	<p>Users have a list of assigned task distributed at the beginning of the shift</p> <p>Workflows are defined manually in each task (like a decision tree at the end of an SOP, for example)</p> <p>Follow-up actions are done ad hoc or reported at the end of shift</p>	<p>Any user can access the list of assigned tasks, including non-planned activities like deviations</p> <p>Simple workflow automation can be defined. Based on the task result (ok/fail), another task can be created</p> <p>Follow-up actions or ideas can be registered during task execution</p>	<p>A worker can directly access a task detail within the same application or with deep-linking</p> <p>Task outcome can lead to a workflow, creating other tasks and/or entries of any type</p> <p>Data registered during task execution is contextualized (which tasks, who, when, etc.)</p>
AUDITS	<p>No central management of audits, everything is done locally</p>	<p>Only a small group of people know how to build or execute audits</p> <p>Only a select few audits are defined globally</p> <p>Audit versioning is not managed</p>	<p>Any approved worker can build audits with little or no training</p> <p>Some audits are defined globally, but then altered for local usage</p> <p>Audits are defined, approved and archived systematically</p>	<p>Audits are digitized with text & videos, and can be executed on mobile devices</p> <p>Commonly-used audits are defined globally and used locally with no changes</p> <p>Versioning is done automatically by the system</p>	<p>Audits contain text, images, videos and/or inputs that can trigger workflows</p> <p>All audits for the company are on a single platform, so locations can share them</p> <p>All audits for the company are on a single platform, so locations can share them</p>
WORK INSTRUCTION	<p>No central management of SOPs, everything is done locally</p>	<p>External party or specialized workers build SOPs</p> <p>Only few SOPs are defined globally</p> <p>SOP versioning is not managed</p>	<p>Any approved worker can build an SOP with little to no training</p> <p>Some SOPs are defined globally, but then altered for local usage</p> <p>SOPs are defined, approved and archived systematically</p>	<p>SOPs are digitized with text & videos, and can be used on mobile devices</p> <p>Main SOPs are defined globally and used locally with no changes</p> <p>Versioning is done automatically by the system</p>	<p>SOP contains text, images, videos and/or inputs that can trigger workflows</p> <p>All SOPs for the company are on a single platform, so locations can share them</p> <p>Approval is based on intelligent rules</p>