

Activities for Developing MIS (Monthly information system) or DB (Performance Dashboard)

Functions: Project design & engineering

Codes for steps: TJ01-TJ08

Source: SJ77, SJ78, SJ79 (Annex 36A)

(Refer Chapter:14)

List of Steps/Activities	Codes for steps and (no of activities)	Function applicable	Responsibility
<p>CEO constituting CFT (comprising of CFO, Few HOD, Overall coordinator and deliberating and deciding following:</p> <ul style="list-style-type: none"> ● Designing structure/contents of MIS or DB at Organisation level/Business unit level ● Designing structure/contents of MIS or DB at Functional level ● Provision for incorporating Budgeted or targeted KPI (key performance indicator) values based on Annex 35B ● Frequency (like monthly) for which MIS or DB at must be prepared and released to identified users ● Timelines by which MIS or DB at must be released ● Functional coordinators for making and releasing MIS or DB ● Recipients or persons who are to be given access to MIS or DB ● Periodicity for reviewing of MIS or DB 	TJ01	All, similar	CEO/MD
<p>HOD Identifying functional KPI for each function vis a vis Core processes, supporting processes that can impact Organisation's profitability, Revenue, market share, costs, end-customer satisfaction and shareholder's value. KPI or DB parameters need to be reviewed with the CEO/MD</p>	TJ02	All, similar	Each HOD

<p>Incorporating KPI or Dashboard parameters in proposed MIS or Dashboard Function wise KPI are listed in chapters 1,2,3 This can be done in customised software /ERP or hard copy based on the size of the construction organisation</p>	TJ03	All, similar	Each HOD
<p>Computing or measuring actual values of functional KPI or Dashboard parameters by:</p> <ul style="list-style-type: none"> ● Accessing business transactions through key processes/activities, Documents, Configuration tables, Master data tables, Data tables by functional teams ● Analysing & consolidating the above for preparing of MIS/dashboard ● Including or populating these in respective MIS or DB ● Reviewing MIS or DB before circulating to intended recipients within function & outside function 	TJ04	All, similar	Nominated functional MIS /DB coordinator by Each HOD
<p>Review of populated functional MIS or Dashboard by CEO in monthly/periodic meeting with HOD/key coordinators</p>	TJ05	All, similar	CEO/MD
<p>Evolving & Sharing countermeasures by respective HOD with CEO/MD for accomplishing targeted MIS or DB parameters wherever there are shortfalls vis a vis budget</p>	TJ06	All, similar	Each HOD
<p>Making of minutes of review meeting of MIS or Dashboard & circulating or & providing access to relevant process owners /users, HOD & CEO</p>	TJ07	All, similar	Each HOD
<p>Periodic review by HOD with functional team members of the implementation status of the planned countermeasures to accomplish KPI or DB parameters</p>	TJ08	All, similar	Each HOD
<p>Additional activities proposed per function for meeting future activity requirements of any function for “Developing MIS or DB.”</p>	TJ10, TJ11, TJ12	@1/function	

The remaining activity codes are reserved for other functions.