Maturity Matrix

Task Management

A plant’s Task Management is a maturity score 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; some projects are
  - Overarching tasks are centrally managed, but details are left to each group
  - Tasks are managed centrally using a common board
  - Users have a list of assigned tasks distributed at the beginning of the shift
  - Audits are defined, approved and archived systematically
  - Audits are digitized with text & videos, and can be executed on mobile devices

- **SPORADIC**
  - Some tasks are managed centrally
  - Tasks are managed locally on physical boards
  - Workflows are defined manually in each task (like a decision tree at the end of an SOP, for example)
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  - Audit versioning is managed centrally
  - SOPs are digitized with text & videos, and can be used on mobile devices

- **SYSTEMATIC**
  - Some tasks are managed centrally
  - Tasks are centrally managed using a common board
  - Workflows are defined manually in each task (like a decision tree at the end of an SOP, for example)
  - Workflows are defined manually in each task (like a decision tree at the end of an SOP, for example)
  - Audit versioning is managed centrally
  - SOPs are digitized with text & videos, and can be used on mobile devices

- **DIGITIZED**
  - All tasks can be managed from a single digital system
  - Tasks can be assigned centrally
  - Task versioning is done automatically
  - SOPs are digitized with text & videos, and can be used on mobile devices

- **INTELLIGENT**
  - Any kind of task can be managed and accessed within a single, mobile-enabled platform
  - Any external system can send and receive task detail
  - Task outcome can lead to a workflow, creating other tasks and/or entries of any type
  - Data registered during task execution is contextualized (which tasks, who, when, etc.)

**PLANNING**

- Tasks are not managed centrally; some projects are
- Overarching tasks are centrally managed, but details are left to each group
- Tasks are centrally managed using a common board
- All tasks can be managed from a single digital system
- Any kind of task can be managed and accessed within a single, mobile-enabled platform
- An external system can send a task detail to the Kanban board, but some workflows require the tasks to be manually updated
- An external system can send and receive task detail

**EXECUTION**

- Tasks are done in an ad hoc manner, relying on worker experience
- Some tasks are predefined at the beginning of the shift
- Users have a list of assigned task distributed at the beginning of the shift
- Any user can access the list of assigned tasks, including non-planned activities like deviations
- A worker can directly access a task detail within the same application or with deep-linking

**AUDITS**

- No central management of audits, everything is done locally
- Only a small group of people know how to build or execute audits
- Any approved worker can build audits with little or no training
- Audits are digitized with text & videos, and can be executed on mobile devices
- Audits contain text, images, videos and/or inputs that can trigger workflows

**WORK INSTRUCTION**

- No central management of SOPs, everything is done locally
- External party or specialized workers build SOPs
- Any approved worker can build an SOP with little to no training
- SOPs are digitized with text & videos, and can be used on mobile devices
- SOPs can be automatically assigned based on skills, duration and availability

- Only a select few audits are defined globally
- Some audits are defined globally, but then altered for local usage
- Commonly-used audits are defined globally and used locally with no changes
- All audits for the company are on a single platform, so locations can share them
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- Audit versioning is not managed
- Audits are defined, approved and archived systematically
- Versioning is done automatically by the system
- All audits for the company are on a single platform, so locations can share them

- SOP versioning is not managed
- SOPs are defined, approved and archived systematically
- Versioning is done automatically by the system
- Approval is based on intelligent rules