



Associate Assessment Report

For

Dan Beebe

Dan Beebe-R-Information Technology, Project Manager

Reporting To: Steve Szorc-R-Information Technology, Corp Dir of Info Tech

Revcor (R)

Assessment Period

Start 12/31/2005

End 12/29/2006

Vision2Change™

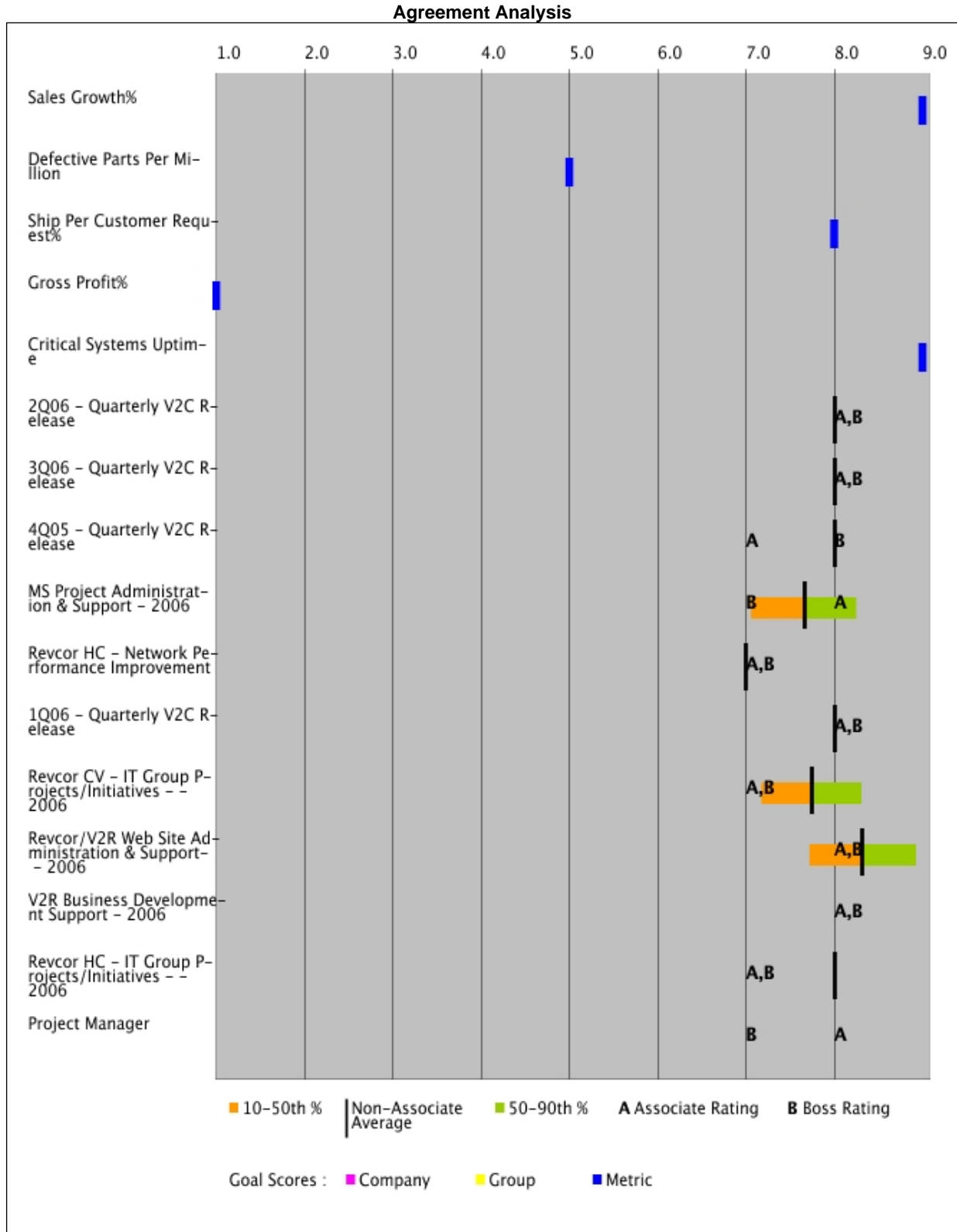


Confidential and not for public distribution.

Vision2Change(tm) is a registered trademark of Vision2Reality, V2R, LLC.

Current Period						
Associate Summary				Start Date	End Date	Score
Dan Beebe-R-Information Technology, Project Manager				12/31/2005	12/29/2006	7.9
Goal Analysis						
Goal Id	Goal	GoalSet	Category	Weight	Score	Points
1	Sales Growth%	R - Company Strategy	1 RAF Technology	5.0%	9.0	0.45
2	Defective Parts Per Million	R - Company Strategy	2 Customer Service	5.0%	5.0	0.25
3	Ship Per Customer Request%	R - Company Strategy	2 Customer Service	5.0%	8.0	0.4
4	Gross Profit%	R - Company Strategy	3 Operational Excellence	0.0%	1.0	0.0
5	Critical Systems Uptime	Group Programs	3 Operational Excellence	15.0%	9.0	1.35
6	2Q06 - Quarterly V2C Release	Associate MBOs / Projects	3 Operational Excellence	7.61%	8.0	0.61
7	3Q06 - Quarterly V2C Release	Associate MBOs / Projects	3 Operational Excellence	7.61%	8.0	0.61
8	4Q05 - Quarterly V2C Release	Associate MBOs / Projects	3 Operational Excellence	7.61%	8.0	0.61
9	MS Project Administration & Support - 2006	Associate MBOs / Projects	3 Operational Excellence	7.61%	7.5	0.57
10	Revcor HC - Network Performance Improvement	Associate MBOs / Projects	3 Operational Excellence	7.61%	7.0	0.53
11	1Q06 - Quarterly V2C Release	Associate MBOs / Projects	3 Operational Excellence	7.6%	8.0	0.61
12	Revcor CV - IT Group Projects/Initiatives - 2006	Associate MBOs / Projects	3 Operational Excellence	6.09%	7.56	0.46
13	Revcor/V2R Web Site Administration & Support - 2006	Associate MBOs / Projects	3 Operational Excellence	6.09%	8.27	0.5
14	V2R Business Development Support - 2006	Associate MBOs / Projects	3 Operational Excellence	6.09%	8.0	0.49
15	Revcor HC - IT Group Projects/Initiatives - 2006	Associate MBOs / Projects	3 Operational Excellence	6.08%	7.5	0.46
16	Project Manager	Associate MBOs / Projects	Job Descriptions	0.0%	7.0	0.0
Total				100.0%		7.9

This Page Left Blank Intentionally



Current Assessment Period

Goal Detail

Goal	Score
Sales Growth%	9.0

GoalSet	Category	Assessment Date	Final Assessment Date
R - Company Strategy	1 RAF Technology	12/02/2006	

Increase sales through revolutionary new air flow solutions and market penetration of existing products.

Actual	Anchor	Anchor Description
10.0	9	Excellent
8.0	8	Very Good
7.0	7	Good
6.0	6	Above Average
5.0	5	Average
4.0	4	Below Average
3.0	3	Poor
2.0	2	Very Poor
0.0	1	Failing

Linked Goal Scores

Linked Goals	Assigned To	Weight	Actual	Score	Weighted Score
Sales Growth %	Carpentersville (CV)	0.0 %	14.3	9.0	0.0
Sales Growth%	Haltom City (HC)	0.0 %	3.3	3.0	0.0

Milestones & Actions

Due Date	Completed Date	Rating
Launch Smart Top (AE)	12/15/2006	
Launch Smart Top project pending completion of business plan and obtaining initial customer commitment.		
11/14/2006	Due Date Changed to 12/15/2006 from 10/30/2006 : The date was changed to reflect the preparation needed before a project charter can be written for Aquacal. We are waiting for unit to arrive and the CHAI and Archie will be reviewing the unit so we can ask customer specific performance questions. Also Craig Had to cancel on our last visit to this customer when we did a cursory review of the product.	
10/18/2006	SC 10/18/06 - AE will submit revised business plan and will submit new dates. Will submit a new project charter for a new customer.	
09/20/2006	SC 9/20/06 - Have opportunity to work with company outside OEM, AquaCal. They want an all plastic cap. Will kick off a smart top for this smaller company that has approval. Will have conference call and then a fact finding trip before write up project charter.	
08/22/2006	Had meeting with JR1 on Aug 16 to expand on existing marketing plan with more documented Market Research and add more onsite VOC Survey results. Suggest moving due date to 10/30 /06 for next update and results.	
07/26/2006	SC 07/26/06 - May write up a project charter for a particular customer. This may be put into effect first.	
05/23/2006	Per AE request date moved from 7/30/06 to 9/30/06.	
05/03/2006	SC 05/03/06 - Sales and Mkt plan working on to launch after smart bottom sales and marketing plan is approved.	
Complete Plastic Furnace Wheel Business Plan (AE)	12/29/2006	
Complete Plastic Furnace Wheel Business Plan		
12/15/2006	Due Date Changed to 12/29/2006 from 11/30/2006 : Project continues to drag out. Survey revised numerous times. Need voice of customer summary (AE). Need updated metal vs plastic cost comparison	

Milestones & Actions	Due Date	Completed Date	Rating
CH).			
10/18/2006	Due Date Changed to 11/30/2006 from 10/20/2006 : pending new customer survey.		
10/18/2006	SC 10/18/06 - JR did receive and reviewed was expecting next revision. Rev 20 will not be ready until the end of November. Survey is complete to send out and JR would like to see a copy.		
10/18/2006	SC 10/18/06 - Next step is for JR to review revision 19 of plastic furnace wheel business. JR never received AE to resend.		
08/23/2006	SC 08/23/06 - Difficult to discuss in Archie's absence. Letter of Offer sent to candidate for Product Mgr. CH not sure we have a product. Don't currently know the customer's requirements, this information should be available without new hire. We have no customer specifications to launch this. We need another project in a furnace and develop customer specifications. John to follow up with Archie for this project.		
08/22/2006	Sent out last Revision 15 on 7.26.06 to PAT which includes customer surveys VOC results. Waiting for PAT Team comments.		
07/26/2006	SC 07/26/06 survey to go out today. AE will wait for comments and remarks.		
06/28/2006	SC 06/28/06, Archie requests moving date out and should have customer surveys back by next SC meeting and will report.		
05/31/2006	After conversation with JR agreed to add a VOC survey to this business plan. This is happening now. 6/20/06 due date for the survey results. Bus. Plan is done but adding this customer survey.		
05/23/2006	Additional research still needed to define current market conditions. Requested by AE to move date from 3/31/06 to 6/20/06.		
05/03/2006	SC 05/03/06 - In phase of gathering additional information. Should have back to JR by next week. JR wants more information back from the customer, on the plastic furnace wheel. AE to discuss further with JR.		
04/17/2006	Original plan needs to be revised. Additional research needed to define current market conditions.		
Launch Smart Bottom (AE)	01/01/2007		
Launch Smart Bottom project pending completion of business plan and obtaining initial customer commitment.			
09/20/2006	SC 09/20/06 - Put Smart Bottom on back burner for awhile. Push out to 1/1/07.		
08/22/2006	Had meeting with JR1 on Aug 16 to expand on existing marketing plan with more documented Market Research and add more onsite VOC Survey results. Suggest moving due date to 10/30 /06 for next update and results.		
07/26/2006	SC 07/26/06 - date out to 8/25/06. Doing a customer survey on this which is in process. Should be done in 30 days.		
06/23/2006	Per Archie - Moved date from 6/25/06 to 7/25/06		
05/03/2006	SC 05/03/06 - Sales & Mkt Plan has gone through several revisions, next revision due out in about a week.		
Sell Magicaire Wheel (JR)	01/31/2007		
Release Magicaire wheel for production by 4/1/04 and achieve \$199,150 in sales for 2004.			
06/28/2006	SC 06/28/06 - Got PO, got agreement from customer to order 4,800 currently and another 4,800 in January 2007.		
05/31/2006	SC 05/31/06, was CD should be linked now to Jack R. Jack to add milestone and link it.		
05/03/2006	SC 05/03/06 HC should be receiving a PO this month for 5,000 pcs. Will be up to speed for 2006, additional 5,000 pcs. 1/07.		
04/11/2006	01/06/06 - Currently 13k short on their tooling amortization which must be purchased by 6/1/06 or be invoiced \$2 per unit.		

Current Assessment Period

Goal Detail

Goal	Score
Defective Parts Per Million	5.0

GoalSet	Category	Assessment Date	Final Assessment Date
R - Company Strategy	2 Customer Service	12/02/2006	

Our Defective Parts Per Million (PPM) goal is to achieve 500 or less defective parts per million that are shipped to our customers.

Actual	Anchor	Anchor Description
0.0	9	0 Excellent
500.0	8	500 Very Good
1000.0	7	1000 Good
2500.0	6	2500 Above Average
5000.0	5	5000 Average
7500.0	4	7500 Below Average
10000.0	3	10000 Poor
12500.0	2	12500 Very Poor
15000.0	1	15000 Failing

Linked Goal Scores

Linked Goals	Assigned To	Weight	Actual	Score	Weighted Score
Defective PPM	Carpentersville (CV)	0.0 %	3387.0	5.0	0.0
Defective PPM	Haltom City (HC)	0.0 %	1505.0	6.0	0.0

Milestones & Actions	Due Date	Completed Date	Rating
Process Control			
Statistically identify opportunities to improve process controls and continuously implement solutions.			
Quality Cost			
Monitor our quality costs to identify opportunities to drive ongoing improvement.			

Current Assessment Period

Goal Detail

Goal	Score
Ship Per Customer Request%	8.0

GoalSet	Category	Assessment Date	Final Assessment Date
R - Company Strategy	2 Customer Service	12/02/2006	

Achieve 90% on time shipments based on the customer's requested ship date.

Actual	Anchor	Anchor Description
90.0	9	Excellent
85.0	8	Very Good
81.0	7	Good
76.0	6	Above Average
72.0	5	Average
67.0	4	Below Average
63.0	3	Poor
58.0	2	Very Poor
0.0	1	Failing

Linked Goal Scores

Linked Goals	Assigned To	Weight	Actual	Score	Weighted Score
Ship Per Request %	Carpentersville (CV)	0.0 %	90.72	9.0	0.0
Ship Per Request %	Haltom City (HC)	0.0 %	83.45	7.0	0.0

Current Assessment Period

Goal Detail

Goal	Score
Gross Profit%	1.0

GoalSet	Category	Assessment Date	Final Assessment Date
R - Company Strategy	3 Operational Excellence	12/02/2006	

Increase gross profit compared to sales.

Actual	Anchor	Anchor Description
26.0	9	Excellent
25.0	8	Very Good
24.0	7	Good
23.0	6	Above Average
22.0	5	Average
21.0	4	Below Average
20.0	3	Poor
19.0	2	Very Poor
0.0	1	Failing

Linked Goal Scores

Linked Goals	Assigned To	Weight	Actual	Score	Weighted Score
Gross Profit Margin %	Carpentersville (CV)	0.0 %	17.5	1.0	0.0
Gross Profit %	Haltom City (HC)	0.0 %	7.9	1.0	0.0

Milestones & Actions	Due Date	Completed Date	Rating
Increase Sales			
Increase sales through market penetration and new product development.			
Reduce Labor Cost			
Reduce labor costs by increasing output efficiency, eliminating waste, lowering re-work and scrap, while fairly compensating our work force.			
Reduce Material Cost			
Reduce material costs through product re-design, material substitution, less scrap and obsolescence.			
Reduce Overhead Cost			
Reduce overhead costs by maximizing output while efficiently utilizing our resources. Control our insurance costs through improved safety and health life styles.			

Current Assessment Period

Goal Detail

Goal	Score
Critical Systems Uptime	9.0

GoalSet	Category	Assessment Date	Final Assessment Date
Group Programs	3 Operational Excellence	12/15/2006	

Maintain availability of core I.T. equipment, services and applications used by an employee to do their required job. Includes: ManMan, Email, Network Printing, PC's, Payroll apps, desk phones, etc. Not included: Specialty applications, Palm type devices, cell phones, fax machines, copiers etc.

Actual	Anchor	Anchor Description
99.9	9	Excellent. All priority one systems and total aggregate uptime equal to or greater than 99.9
99.8	8	
99.7	7	Good. All priority one systems and total aggregate uptime equal to or greater than 99.7
99.6	6	
99.5	5	Average. All priority one systems and total aggregate uptime equal to or greater than 99.5
99.4	4	
99.3	3	Poor. All priority one systems and total aggregate uptime equal to or greater than 99.3
99.2	2	
0.0	1	Failing

Current Assessment Period

Goal Detail

Goal	Score
2Q06 - Quarterly V2C Release	8.0

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	09/01/2006	09/01/2006

Proactively manage the quarterly V2C Release process to ensure on-time delivery of all critical path deliverables.

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	8.00	8.00	0.00	0.00	0.00	8.00	8.00
Weight	50.0 %	0.0 %	0.0 %	0.0 %	0.0 %	50.0 %	100.0 %
Raters	1	1	0	0	0	1	3

Milestones & Actions	Due Date	Completed Date	Rating
02/20/06 Snd *Prelim* Feature List to JR, SS & NG for Discussion	04/28/2006	04/28/2006	
Work with John Reichwein, Steve Szorc and Naren Gehlot to establish development priorities.			
02/23/06 Distribute *Updated* Feature List to JR for Approval	04/28/2006	04/28/2006	
The final feature list will be sent to JR, SS and NG. JR to approve list for build. The build list may be 'tweaked' prior to approval by JR.			
02/23/06 Gather Feedback on Feature List from JR, SS & NG	04/28/2006	04/28/2006	
Obtain feedback from JR, SS & NG as needed to ensure that a good mix of enhancements, bug fixes and technology updates are present in the build's feature list. An Updated Feature List will be generated.			
03/01/06 Distribute *Final* Feature List to JR, SS & NG	04/28/2006	04/28/2006	
Inform the team of development priorities and start work on specifications and/or code as needed.			
03/01/06 Receive Final Approval from JR on Feature List	04/28/2006	04/28/2006	
Obtain final approval from JR on the Updated Feature List.			
03/10/06 Distribute *Draft* Spec to JR, SS & NG for Discussion	04/28/2006	04/28/2006	
Gather input on specification(s) and develop draft specification(s)			
03/10/06 Write Functional Specification for New Feature(s)	04/28/2006	04/28/2006	
Work with all parties to produce and a specification for the new Feature(s).			
03/21/06 Distribute *Updated* Spec(s) to JR for Approval	04/28/2006	04/28/2006	
Get John Reichwein approval on a specification for the new Feature(s). Specifications may be 'tweaked' prior to approval.			
03/21/06 Gather Feedback on Specification(s) from JR, SS &	04/28/2006	04/28/2006	

Milestones & Actions	Due Date	Completed Date	Rating
NG			
Obtain feedback on specifaion(s) from all parties and update specification(s) as needed.			
03/30/06 Obtain Final Approval from JR on Specification(s)	04/28/2006	04/28/2006	
Obtain final approval from JR on the Updated Feature List.			
03/30/06 Send Approved Specification(s) to JR, SS & NG	04/28/2006	04/28/2006	
Deliver the final specification to all parties and begin work on code to support the new specifications.			
06/16/06 Monitor Development Work	06/21/2006	06/28/2006	
Provide support, as needed, during the development cycle to help ensue on-time delivery of the items on the feature list for the current build.			
06/19/2006	Changed due date due to 2 day slip in development work on the associate chooser.		
06/19/2006	Changed due date to match shceduled vacation return date.		
06/16/06 Receive Build from HG for Testing	06/21/2006	06/28/2006	
Obtain build code from NG (deployed on the demo server) for testing.			
06/19/2006	Changed due date due to 2 day slip in development work on the associate chooser.		
06/19/2006	Changed due date to match shceduled vacation return date.		
06/30/06 Notify Users of Maintenance Work for Build Deploy	06/30/2006	06/29/2006	
Send e-mail to usres about new build installation and any planned downtime that wil be caused by the deployment of the build.			
06/30/06 Perform System Testing on V2C Build	06/30/2006	06/28/2006	
Test new and existing features of V2C prior to release of the build. Work with NG to resolve bugs/issues discovered in testing.			
06/30/06 Release Test Build to NG for Production Installation	06/30/2006	06/28/2006	
Update TRACKER PVCS based on bugs/issues resolved and formally notify NG that build is OK for instalation on teh production servers.			
GM - Baseline Date	07/03/2006	07/07/2006	
Contains baseline due date and any general issues and/or communications about this project.			
07/03/06 Verify Build Installation on Production Servers	07/07/2006	07/07/2006	
Ensure that the new build works as expected in production. This is not comprehensive testing; just ensuring that features appear to work as they did on the demo/test system.			
06/29/2006	Due Date changed due to holiday/vacation schedule.		

Milestones & Actions	Due Date	Completed Date	Rating
The final feature list will be sent to JR, SS and NG. JR to approve list for build. The build list may be 'tweaked' prior to approval by JR.			
06/07/2006	Sent on 6/7/2006 to JR via e-mail.		
05/31/06	Receive Final Approval from JR on Feature List	05/31/2006	06/07/2006
Obtain final approval from JR on the Updated Feature List.			
06/07/2006	Received list of 4 highest priority items from JR during phone call from HC. JR consulted with RK and SG to help create list.		
05/31/06b	Distribute *Final* Feature List to JR, SS & NG	05/31/2006	06/28/2006
Inform the team of development priorities and start work on specifications and/or code as needed.			
06/07/2006	E-mailed to team members on 6/7/2006.		
06/09/06	Write Functional Specification for New Feature(s)	06/21/2006	06/28/2006
Work with all parties to produce and a specification for the new Feature(s).			
06/07/2006	Bumping due date to accomodate my vacation schedule.		
06/09/06b	Distribute *Draft* Spec to JR, SS & NG for Discussion	06/21/2006	06/28/2006
Gather input on specification(s) and develop draft specification(s)			
06/07/2006	Bumping due date to accomodate my vacation schedule.		
06/20/06	Gather Feedback on Specification(s) from JR, SS & NG	06/27/2006	06/28/2006
Obtain feedback on specifaion(s) from all parties and update specification(s) as needed.			
06/07/2006	Bumping due date to accomodate my vacation schedule.		
06/20/06b	Distribute *Updated* Spec(s) to JR for Approval	06/27/2006	06/28/2006
Get John Reichwein approval on a specification for the new Feature(s). Specifications may be 'tweaked' prior to approval.			
06/07/2006	Bumping due date to accomodate my vacation schedule.		
06/29/06	Send Approved Specification(s) to JR, SS & NG	06/30/2006	06/30/2006
Deliver the final specification to all parties and begin work on code to support the new specifications.			
06/30/2006	Moving dute date by one day - Waiting on JR final approval. Updated spec sent to JR on 6/29/2006.		
06/29/06b	Obtain Final Approval from JR on Specification(s)	06/30/2006	06/30/2006
Obtain final approval from JR on the Updated Feature List.			
06/30/2006	Moving dute date by one day - Waiting on JR final approval. Updated spec sent to JR on 6/29/2006.		
09/15/06	Monitor Development Work	09/19/2006	09/19/2006
Provide support, as needed, during the development cycle to help ensue on-time delivery of the items on the feature list for the current build.			
09/19/2006	Due date moved due to slight delay in getting test build on demo server.		
07/27/2006	Met with Naren to discuss the functional specification for Milestone ratings. No changes to the spec were made as a result of this discussion.		
09/15/06b	Receive Build from HG for Testing	09/19/2006	09/19/2006
Obtain build code from NG (deployed on the demo server) for testing.			
09/19/2006	Due date moved due to slight delay in getting test build on demo server.		
09/29/06	Perform System Testing on V2C Build	09/29/2006	09/28/2006
Test new and existing features of V2C prior to release of the build. Work with NG to resolve bugs/issues discovered in testing.			
09/28/2006	All items have been tested and all known issues resolved.		
09/19/2006	Received build for testing.		
09/29/06b	Release Test Build to NG for Production Installation	09/29/2006	10/04/2006
Update TRACKER PVCS based on bugs/issues resolved and formally notify NG that build is OK for instalation on teh production servers.			
10/04/2006	Done on 9/28.		
09/29/06c	Notify Users of Maintenance Work for Build Deploy	09/29/2006	10/04/2006
Send e-mail to usres about new build installation and any planned downtime that wil be caused by the deployment of the build.			
10/04/2006	Done on 9/28.		
10/02/06	Verify Build Installation on Production Servers	10/02/2006	10/04/2006
Ensure that the new build works as expected in production. This is not comprehensive testing; just ensuring that features appear to work as they did on the demo/test system.			
10/04/2006	Done on 10/2 & 10/3.		
GM - Baseline Date	10/02/2006	10/04/2006	
Contains baseline due date and any general issues and/or communications about this project.			
10/04/2006	Done on 10/3.		

Current Assessment Period

Goal Detail

Goal	Score
4Q05 - Quarterly V2C Release	8.0

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	03/01/2006	03/01/2006

Proactively manage the quarterly V2C Release process to ensure on-time delivery of all critical path deliverables.

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	8.00	7.00	0.00	0.00	0.00	8.00	8.00
Weight	50.0 %	0.0 %	0.0 %	0.0 %	0.0 %	50.0 %	100.0 %
Raters	1	1	0	0	0	1	3

Milestones & Actions	Due Date	Completed Date	Rating
Publish *Preliminary* Feature List for Build	08/15/2005	11/10/2005	
Work with John Reichwein, Larry Brigman, and Steve Szorc to establish development priorities.			
11/10/2005	Completed 7/25/2005 with JR approval for 2 builds (this build was the second of the two)		
Publish *Final* Feature List for Build	09/01/2005	11/10/2005	
Work with Naren to determine relative effort of prioritized features. Re-evaluate development priorities with John, Larry and Steve and publish final list of features to be completed in the build.			
11/10/2005	Completed 9/8/2005 - with JR approval of the updated development schedule.		
Complete Functional Specification for New Feature(s)	09/30/2005	11/10/2005	
Work with all parties to produce and get John Reichwein approval on a specification for the new Feature(s).			
11/10/2005	Build based on specification dated 3/17/2005.		
Complete System Testing on V2C Build	01/06/2006	01/18/2006	
Test new and existing features of V2C prior to release of the build.			
01/18/2006	01/06/2006 - build testing complete & released for installation.		

Current Assessment Period

Goal Detail

Goal	Score
MS Project Administration & Support - 2006	7.5

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	12/29/2006	

Provide timely support for MS Project throughout the Revcor Companies.

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	7.00	8.00	0.00	0.00	8.00	7.50	7.50
Weight	25.0 %	0.0 %	0.0 %	0.0 %	25.0 %	50.0 %	100.0 %
Raters	1	1	0	0	1	2	5

Milestones & Actions	Due Date	Completed Date	Rating
03/06/2006 Investigate Req's for Vendor Access to MS Project	03/06/2006	03/06/2006	
Work with Craig Hall to determine the requirements for outside vendor access to MS Projects at Revcor.			
03/06/2006	New server in place and ready for SQL Server and MS Project Installation		
01/18/2006	A new server will be required for MS Project if we want to extend the user base to outside the company. BJ has submitted an SAR for additional SAN storage space that would need to be in place before a new Project Server could be installed.		
01/18/2006	Access to data stored in Sharepoint will require domain accounts for our outside vendors. This may pose a security risk and needs to be assessed.		
01/18/2006	Spoke with Craig Hall about the needs of vendors to access items stored in Sharepoint (e.g., documents, risks, issues). Craig would like to have vendors actually participate as part of the team. This means not just entering time and updating tasks, but also reading/editing/uploading documents and possibly risks and issues, as well.		
03/08/2006 Install new Project Server and MS Project Software	03/08/2006	03/08/2006	
Work with BJ to install the new project server machine and require software: Sharepoint, SQL Server, MS Project Server and PWA.			
03/08/2006	Moved RBS structure		
03/08/2006	Moved Enterprise Resource Pool		
03/08/2006	Moved Enterprise Global to new server.		
03/08/2006	Installed patches for Sharepoint Services.		
03/08/2006	Installed Project Server.		

Milestones & Actions		Due Date	Completed Date	Rating
03/06/2006	Downloaded and installed Sharepoint Services w/ SP 2			
03/06/2006	Installed SQL Server SP4			
03/06/2006	Installed 24 'High Priority' Updates to Windows			
03/06/2006	Installed Windows Server 2003 Service Pack 1			
03/06/2006	Installed SQL Server 2000 and SQL Analysis Services.			
03/06/2006	Installed Window Installer 3.1 so that the latest patches and service packs can be installed.			
03/10/2006	Test New Installation	03/13/2006	03/13/2006	
Test the new server/software to determine if customer requirements can be met. If not, refine system to meet the defined requirements.				
03/13/2006	Tested OK with Craig Hall - had to correct permissions to allow him to see all the projects in the company. Once permissions were updated, everything appeared to be working fine.			
03/10/2006	Moving due date to 3/13/2006 due to lack of test with 'real' data. Craig Hall has not been available for a live test of the new server.			
03/10/2006	Corrected e-mail issue (actually a McAfee Virus Protection issue) and all appears ready for data migration.			
03/08/2006	E-mailed Craig Hall about being a test subject for the new server sometime tomorrow.			
03/08/2006	Exported a project plan from old server and imported it successfully to the new server. Resources mapped OK to new enterprise resources - no errors.			
03/08/2006	Published a new project plan from Project Professional - tasks published OK w/ no errors - no e-mail was sent because the Exchange server is not set up to forward/relay mail from the new project server. E-mailed BJ about need to change Exchange config ASAP.			
03/15/2006	Data Migration to New Server	03/15/2006	03/15/2006	
Migrate data, during off hours, to the new server environment. In house testing will be performed to validate that the migration was successful. Any issues raised regarding the migration will be acted upon prior to the completion of this milestone.				
03/15/2006	Active projects moved to new server and owners updated to be existing PMs			
03/15/2006	Data copied to offline archive.			
03/16/2006	Move Documents & Risks to New Server	03/16/2006	03/16/2006	
Some teams had started to save documents and risks on the project server. These items need to be migrated to the new server before the old server can be repurposed.				
03/16/2006	Migrated Risks for the BH 1400 project			
03/16/2006	Migrated documents for the 11" Vector, BH 1400, PP3 Phase 2, SCS Order, and Parallel Blade Die projects.			
03/16/2006	Update Project Pro Links to New Server	03/16/2006	03/16/2006	
All PMs will need their links to the project server updated to point to the new server. Ensure that all users have been notified of the new server address and how to update their Project Pro connections, as well as, any PWA links they may have saved in the past.				
03/15/2006	Shepherd complete.			
03/15/2006	Sharp & Reichwein have been updated.			
03/15/2006	Hall, Smeddinghoff, Adamski, Knight, Pennington, Frick, Shelby, and Dickson have been migrated.			
03/15/2006	PMs have been changed or vmail & email have been left for PMs that have not been available for changes to be made to MS Project Pro.			
04/28/2006	Test External Access	07/31/2006	07/27/2006	
Work with Craig Hall to ensure that the system can support vendor access as required. This testing will be done with a live project and vendors working on that project.				
07/27/2006	Jack has had no trouble using MS Project from offsite. Because he has been developing training materials, he has been using the system as a PM and as a resource with no problems.			
07/25/2006	Status Update: Jack has been successfully using the system while logged in from his home via a VPN connection.			
06/30/2006	Jack Butler, external training developer, will be using the system via VPN connection. A due date will be set one month out. If Jack does not report any significant issues using the software over the VPN connection, we will consider the testing to be successful and complete.			
04/28/2006	Moving due date... waiting for external user for test case.			
GM - Baseline Date		12/29/2006		
Contains baseline due date and any general issues and/or communications about this project.				
MS Project Ongoing Administration				
MS Project administration tasks that are not related to a specific project/initiative will be recorded as actions for this milestone..				
02/27/2006	Added Project Common Tasks Instructions to RICO so that all PMs can have access at any time. Sent e-			

Milestones & Actions	Due Date	Completed Date	Rating
	mail notifying SC members of the location of the document.		
02/16/2006	Corrected three project related issues uncovered in the last project audit. Vector 11 had a task that was improperly reassigned to another resource leaving an orphaned task. BH1400 and Hub High Volume each had a task that was improperly deleted leaving an orphaned task. Manually corrected database.		
02/10/2006	Worked with Scott G on findings from project audit. It appeared that PMs are still struggling with the difference between projects and assignments and the means to successfully publish each. As a result, I was asked to clarify these issues during the SC meeting.		
MS Project Training for Revcor Project Managers			
Facilitate the training of Revcor project managers on MS Project with some emphasis on Enterprise Features.			
03/08/2006	Project Management Practice: Our training programs on your site (up to 20 participants) are an investment of \$2495.00 per day plus expenses plus \$69.95 per participant for our training kits. The training kits include a copy of the manual, exercises and corresponding exercise files and a certificate of completion.		
03/08/2006	Called & e-mailed 4 training vendors on course content and pricing for on site training on 3/1/2006. As of today, only one has responded despite several attempts at contacting them. I will contact another group of vendors in an effort to get 2-3 quotes.		

Current Assessment Period

Goal Detail

Goal	Score
Revcor HC - Network Performance Improvement	7.0

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	12/29/2006	

Improve the actual/perceived network between the Haltom City facility and Carpentersville

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	7.00	7.00	0.00	0.00	0.00	7.00	7.00
Weight	50.0 %	0.0 %	0.0 %	0.0 %	0.0 %	50.0 %	100.0 %
Raters	1	1	0	0	0	1	3

Milestones & Actions	Due Date	Completed Date	Rating
Pre-Accelerator Timing Tests	01/20/2006	01/20/2006	
Conduct timing tests based on the current network infrastructure between HC & CV. These tests will be taken twice a day for 5 days and compared to CV & VPN baseline values.			
01/20/2006	Complied spreadsheet results of timing tests for meeting with network engineering consultant.		
01/20/2006	Completed 1/20 morning & afternoon on HC Conf Room PC		
01/20/2006	Completed 1/19 morning & afternoon on HC Conf Room PC		
01/19/2006	Re -tested JR laptop while he was in HC for comparison against CV and VPN values for his machine.		
01/18/2006	Tested the HC Conf Room PC in AM and PM as part of the five day testing cycle.		
01/18/2006	Tested JR laptop while he was in HC for comparison against CV and VPN values for his machine.		
Test WAN Accelerator Device(s)	02/03/2006	02/03/2006	
Conduct timing tests between HC and CV using one or more WAN Accelerator machines to determine if this type of appliance will improve network performance.			
05/16/2006	SilverPeak in HC removed from network and shipped back to manufacturer during our trip to HC.		
02/03/2006	I found that some of the traffic on the HC LAN is due to arp packets being send to 192.168.2.1, the old MPCSERVER address. Apparently some PCs still have mappings to this server and they are constantly trying to contact it, thereby causing the higher than normal arp traffic. I am in the process of analyzing the traffic to determine the sources and will work with BJ/Jared to get the mapped drives removed.		
02/03/2006	Determined that the VM2 Server in HC was infected by several viruses while reviewing network traffic dumps with SilverPeak. BJ cleaned the server with Stinger and we installed McAfee on the server with auto-updates.		

Milestones & Actions	Due Date	Completed Date	Rating
02/03/2006	Status Update: worked with SilverPeak engineers in a series of meetings to optimize the performance of the network traffic between CV and HC.		
Visit Haltom City and Assess Network/PC Performance	02/17/2006	02/17/2006	
Make a trip to HC to determine what traffic and devices are on the network that may be affecting performance . Determine possible causes of network bottlenecks and suggest corrective actions as required.			
02/17/2006	Moving due date to 2/17/2005 and completing this milestone. All activities spawned by this milestone will be tracked as their own activities on my goal card or BJ Gray's goal card.		
02/17/2006	Phone call completed with Rob Knight on actionable items from trip. Older PCs being replaced so that we can better administer them and keep virus protection in place and reduce excessive internet surfing. Internet tracking software to keep tabs on internet usage in place and operational.		
02/16/2006	E-mail summary of findings sent on 2/13. Follow-up call wil Rob Knight scheduled for 2/16. Moving due date to 2/16.		
02/10/2006	From e-mail dated 2/8/2006: There also seems to be an issue using mapped drives from HC to CV. When navigating via a mapped drive, performance is slow (even from my PC) and tends to periodically appear to lock up when opening folders located on a mapped drive. If I try the same thing by typing in the entire path (e.g., \\rev-il-fs1\public\dbeebe), performance is fine. Why??? This behavior is repeatable maybe different servers competing to be master browser?		
02/10/2006	From e-mail dated 2/8/2006: Network timing from my PC is OK all small tests were within 1 to 3 seconds of my opening time in CV. I m thinking that this points to a PC based issue (software versions, spyware, network port mis-matches).		
02/10/2006	From e-mail dated 2/8/2006: The viruses may be responsible for some of the variability we see in the network speeds down here. If a bunch of spam is sent out from several PCs, especially if it send out a bunch sleeps sends out a bunch etc, could be squeezing the VPN Tunnel periodically.		
02/10/2006	From e-mail dated 2/8/2006: We may want to consider buying a dozen low end PCs (\$500 12 x \$500 = \$6,000) for down here to replace some of these PCs. If all they are using is reflections, we may want to review the Citrix idea BJ has. Either way, we need to be able to keep virus scanning on, and even a low end PC of today at 1.8GHz would be screaming fast compared to the 200MHz-500MHz they have now.		
02/10/2006	From e-mail dated 2/8/2006: The virus scan slows the PCs down a lot, I am suspecting that the scanning was turned off manually to keep the PCs from slowing down to a crawl; getting a virus, however, slowed them to a permanent crawl.		
02/10/2006	From e-mail dated 2/8/2006: From 7:00-7:45 I was on the floor trying to run the audit tool on the PCs out there. I have run the discovery tool on 1/3 of them, but have had problems doing so. Many of he machines are really, really, really slow so slow that I can t move the mouse around smoothly outside of a reflections window. Most of the PCs have virus scan software loaded on them, however, few have been updated in months, and fewer still are setup to do scheduled scans of the entire file systems. I have found Mass Mailer viruses on three of the floor PCs and am currently scanning 2 more. After removing the viruses, the PCs were still slow by today s standards, but I could run the discovery audit software on them.		
02/10/2006	Preliminary verbal report on findings of trip discussed with Steve and BJ. Issues include: slow old PCs, virus scanning, inappropriate materials on PCs, and other network health related issues.		
02/10/2006	Trip taken to HC on 2/7 and 2/8. PC/Network Audit 90% completed except for PCs that I could not locate. I will work with Bruce to find these devices when back in CV.		
Post-Accelerator Timing Tests		04/07/2006	04/04/2006
Conduct timing tests based on the accelerated network infrastructure between HC & CV. These tests will be taken twice a day for 5 days and compared to the pre-accelerator timing tests, as wells as, CV & VPN baseline values.			
04/04/2006	Accelerators to be removed. It has been decided that the cost/benefit ratio is very low and that the periodic downtime that these devices have been causing is ot acceptable.		
02/16/2006	Moving due date based on SilverPeak' timing to upgrade appliances and have us retest.		
02/10/2006	Accelerators were turned off on 2/6 due to network performance issues. These issues cleared up when the accelerators were set to 'bypass' mode. SilverPeak is looking at the issue and would like to install an firmware upgrade next week.		
02/03/2006	Status Update: All timing test results have been gathered. A spreadsheet comparing the pre-accelerator and post-accelerator values is the next step.		
Trip to HC to Correct Network & PC Performance Issues		05/16/2006	05/16/2006
Travel to HC to correct known network and PC issues that can affect network performance (port mismatches, inappropriate			

Milestones & Actions	Due Date	Completed Date	Rating
network use, viruses, etc.)			
05/16/2006	Made trip to HC to ensure that all PCs have anti-virus, discovery and VnC software installed and functioning. Enabled remote desktop for all XP machines for support purposes.		
Correct HC Issues Found to Impact Network Performance		06/30/2006	06/30/2006
Work to ensure that all issues found have a significant negative impact on HC network performance are corrected.			
03/13/2006	Cleared logs on all HC switches to reduce the amount of local memory needed to store the logs. Most of the logs had never been cleared and still contained records from the first time they were powered up (i.e., a lot of data). These logs should be cleared periodically, however, with recent changes to the switch/port configs, they should fill up at a significantly slower rate.		
03/13/2006	Disabled auto port trunking discovery feature of the HP switches. This feature causes the port connection to PCs to be periodically interrupted to determine if the port is supposed to be part of a trunk. We are not using trunking and the feature is known to cause a large number of network errors - HC was experiencing a large number of re-trans errors associated with this issue which are no longer present with the 'feature' turned off.		
03/13/2006	Corrected the following port speed/duplex mis-matches: Main Switch Ports A11, A13, A14, A23; Shipping Switch Ports 4, 12, 14; Back Office Switch 20,24; Lab Top Switch 13, 20, 23		
GM - Baseline Date		06/30/2006	06/30/2006
Contains baseline due date and any general issues and/or communications about this project.			
06/30/2006	This milestone was added to comply with the new MBM linking standard after the project was completed.		

Current Assessment Period

Goal Detail

Goal	Score
1Q06 - Quarterly V2C Release	8.0

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	06/01/2006	06/01/2006

Proactively manage the quarterly V2C Release process to ensure on-time delivery of all critical path deliverables.

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	8.00	8.00	0.00	0.00	0.00	8.00	8.00
Weight	50.0 %	0.0 %	0.0 %	0.0 %	0.0 %	50.0 %	100.0 %
Raters	1	1	0	0	0	1	3

Milestones & Actions	Due Date	Completed Date	Rating
Publish *Preliminary* Feature List for Build	11/11/2005	03/17/2006	
Work with John Reichwein, Larry Brigman, and Steve Szorc to establish development priorities.			
03/17/2006	We are working from a September Version of the development plan which outlined this build with one change; the addition of an upward manage by milestone link mechanism.		
Publish *Final* Feature List for Build	12/02/2005	03/17/2006	
Work with Naren to determine relative effort of prioritized features. Re-evaluate development priorities with John, Larry and Steve and publish final list of features to be completed in the build.			
03/17/2006	Completed 9/8/2005 - with JR approval of the updated development schedule.		
Complete Functional Specification for New Feature(s)	12/16/2005	03/17/2006	
Work with all parties to produce and get John Reichwein approval on a specification for the new Feature(s).			
03/17/2006	No specifications needed for items in release. All items are only extensions of existing functionality and will work just like existing features.		
Complete System Testing on V2C Build	03/31/2006	04/04/2006	
Test new and existing features of V2C prior to release of the build.			
GM - Baseline Date	03/31/2006	06/30/2006	
Contains baseline due date and any general issues and/or communications about this project.			

Current Assessment Period

Goal Detail

Goal	Score
Revcor CV - IT Group Projects/Initiatives - 2006	7.56

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	12/29/2006	

Provide ongoing support and/or leadership to Revcor IT projects/initiatives at CV in the 2006 calendar year. These projects/initiatives may be tactical or strategic, will be internal to IT (not customer facing) and will be rated only by members of IT involved in the

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	7.00	7.00	0.00	0.00	8.00	7.67	7.56
Weight	25.0 %	0.0 %	0.0 %	0.0 %	18.75 %	56.25 %	100.0 %
Raters	1	1	0	0	1	3	6

Goal Comments

Dan is diligent with systems and tasks. He is willing to take ownership where appropriate.

Milestones & Actions	Due Date	Completed Date	Rating
Install Discovery Tool on APP2	07/31/2006	07/27/2006	
Install the Discovery Tool on rev-il-app2 and migrate database to the new server (if possible - if not, rebuild database from srcatch)			
07/27/2006	Discovery moved to RICO and database updated.		
07/27/2006	As APP2 was an older server, we have decided to move Discovery to RICO.		
06/02/2006	BJ is going to rebuild NEWSRV2 for discovery deployment.		
05/16/2006	Tried to install, but the software would not install because only SQL light was present on the server and it was already in use by 2 applications (SurfControl and TrackIT). BJ is purchasing another server for RICO and the discovery tool.		
Create New Sales Quotation Form	11/10/2006	11/09/2006	
Create a new sales quotation form based on a sample from Larry Scully.			
11/07/2006	First and final drafts (black & white and color) have been given to LS. He will followup with Mary Dickson.		
Upgrade ACT! to 2006 ver. 8	12/04/2006	12/04/2006	

Milestones & Actions	Due Date	Completed Date	Rating
Upgrade CV/HC Sales and Marketing and V2C databases and users to 2006 ver. 8.			
12/04/2006	Due Date Changed to 12/04/2006 from 12/15/2006 : Swapped due dates with website related Housings catalog work due to marketing & sales priority to get the ACT upgrade done first.		
12/04/2006	Added installation files to fileshare on ACT server so that Mary can upgrade other users of ACT to 2006.		
12/04/2006	Installed ACT 2006 on Mary Dickson's laptop and ensured that it was functioning properly.		
12/04/2006	Reinstalled ACT 2006 on server and loaded clean ACT 2006 database to server.		
12/04/2006	Database received back fom ACT Database Support and converted to ACT 2006.		
11/20/2006	Database sent to ACT! Database Recovery Services for cleanup and conversion to ACT!2006.		
11/09/2006	Spoke with Mary Dickson about the database corruption. She will get back to me on when it would be a good time to send the database off to Sage Act! Database Recovery for cleanup and migration. At least 5 business days is required for this work to be done.		
11/07/2006	After 2+ hours on teh phone with ACT! support it has been determined that the data/database cntaining group information is corrupt (or contains corrupt records). I will need to contact the Database Services deptment at ACT! and determine what help they can offer (on a fee basis).		
11/07/2006	Upgrade of database fails with fatal (and unidentified) error. Working with ACT support to find out why this is happening.		
08/31/2006	Work now to be done during development phase of V2C 4th Quarter build and scheduled around ERS presentation. The due date is being moved to reflect this change.		
08/14/2006	Deplyment delayed due to defective server having to be sent back to supplier. ERS dates and times have also caused the due date of this task to be delayed.		
07/27/2006	New server installed 07/24/2006 and crashed with a system 'blue screen' error on 07/26/2005. Waiting for new server to install ACT. MD had been notified of delay.		
06/02/2006	I am looking into the possibility of upgrading to ACT Web. This solution may provide some benefits to our geographically disperse sales/maketing team.		
06/02/2006	Mary D has provided a list of peoplewho should be using ACT. Some of the people on the list don't have ACT on their PCs, so they are not actively using it. Also, Discovery shows that 8 people who have it installed do not use it on a regular basis. Do we really need to put ACT on these PCs???		
06/02/2006	Received upgrade product and installation key from Sage Software, the new owners of ACT. Revcor has 38 licenses to use the software. Discovery only shows 24 installed copies and 4 of these are probably not needed (to be verified with Mary D).		
GM - Baseline Date		12/29/2006	
Contains baseline due date and any general issues and/or communications about this project.			
Discovery/Audit Tool Support			
Work with BJ to successfully deploy and effectively use a hardware/software audit tool on all network connected devices at all Revcor locations.			
07/27/2006	Moved Discovery tool to the new RICO server.		
05/16/2006	A bug that is causing software to report an inaccurate 'usage' has been forwarded to Centennial support and has been escalated to the software's developers for resolution.		
05/16/2006	All PCs in HC now in discovery tool. Most PCs in CV are in the tool, too.		
02/16/2006	10 PCs in TX and 4 in CV are still not audited. Most of the HC PCs are outdated and scheduled to be replaced with newer PCs (as the result of a manual audit during my visit to HC). 2 of the CV machines are laptops assigned to salesmen; these will be audited next time they are in the office. All others will be addressed as they are located when time permits.		
02/10/2006	Had Jared Root turn off firewalls on PCs loacted in CV that agent could not be loaded on and re-ran audit. Only a few PCs are sill un-auditable and I will continue to get these into the tool as time permits.		
02/10/2006	Status Update: Downloaded demo version of Centennial Software's Discovery tool, depolyed it on my PC and it worked well, scheduled webinar for Steve and BJ to see the tool, determined that a 300 seat small business license was \$1800, purchased small business license, ran initial full audit of network, some PCs would not load audit agent and need to be dealt with on a case by case basis.		
Investigate SAN Performance			
Determine if the SAN is operationg at its peak performance. This is an issue because the network server performance and backup performance is directly related to SAN Perfomance.			
Shopvue Support			
Actively support the use of Shopvue at Revcor. This includes system maintainance, as well as, troubleshooting. BJ is to be the primary contact on Shopvue and I am to be his backup.			

Milestones & Actions	Due Date	Completed Date	Rating
06/02/2006	Corrected the Revcor Vacation Planner Report in SV for Perry G.		
Soft Server Shutdown Prior to UPS Shutdown			
Ensure that servers get and respond to a low battery signal from the UPS.			
System Integrity & Security			
Work with BJ on ongoing efforts to secure Revcor's network systems from internal and external risks (e.g., virus issues, data loss, etc.)			
12/04/2006	Contacted Denmac Systems to scope out work for a system security audit. Initial meeting on scope scheduled for 12/8/2006.		
05/16/2006	Checked Anti-Virus and forced updates on several PCs. Had Jared turn off firewalls so that the enterprise engine could be deployed on a few new PCs.		
02/03/2006	Created groups in McAfee for easier management of special cases. For example, real-time-scanning causes performance problems on slower PC; they have been put into a special group where r-t-s has been turned off. Also, MS Project Pro has a problem with McAfee's ScriptScan feature, so all PMs have been placed in a group where ScriptScan has been disabled. Servers have also been placed in their own group so that they can be locked down quickly in the event that a malicious attack ever makes it onto the Revcor network.		
02/03/2006	Set 'tarpit time' on the SMTP service to 20 sec as recommended to reduce the risk of a potential spam attack being successfully carried out. This essentially delays any non-deliverable response by 20 seconds so that a spammer has to wait before getting a reply from the server. As an attack would require 100s of messages, this setting would slow the process to a point that its effects would be spread out with minimal or no visible slowdown for legit traffic.		
02/03/2006	Setup SMTP to refuse message for e-mail addresses that are not in active directory. This prevents these messages from making it to the exchange server and should improve the performance of the exchange server.		
02/03/2006	Added spam sources to the blocked sender list based on a review of the exchange server logs. This should cut down on the amount of spam that the mail server has to contend with and improve performance slightly.		
02/03/2006	Updated SecurePipe to do reverse DNS lookups on all inbound mail for revcor.com and vision2reality.com.		
01/27/2006	Updated Revcor.com MX record to point to SecurePipe MX servers.		
01/27/2006	Updated Vision2Reality.com MX record to point to SecurePipe MX servers.		
01/25/2006	Status Update - Email - Worked with BJ and Jeff (Dimension Data) to block all SMTP traffic at the firewalls that does not originate from the SecurePipe/MailMax servers.		
01/25/2006	Status Update - Email - Updated V2R.org MX record to no longer accept mail.		
01/25/2006	Status Update - Email - Removed Paul Trousil as an SecurePipe/MailMax administrator and closed his account. Created administration accounts for BJ Gray and myself.		
01/25/2006	Status Update - Antivirus - Updated Protection Pilot so that all PCs that are running 2000 or XP are automatically updating from the application server.		
Work Order Labor & Costs Report			
Coordinate the development of or directly develop a report that support finance's requirements for a Work Order Labor & Costs Report			
08/31/2006	Draft report delivered on 8/25. No feedback has been received.		
08/23/2006	Reviewed ShopVue and CORT HRMS databases to better understand what data is available today, without any modification, for reporting.		

Current Assessment Period

Goal Detail

Goal	Score
Revcor/V2R Web Site Administration & Support - 2006	8.27

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	12/29/2006	

Provide timely support for updates for and ensure access to the Revcor.com, Vision2Reality.com and RICO web sites.

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	8.00	8.00	0.00	0.00	8.33	0.00	8.27
Weight	20.0 %	0.0 %	0.0 %	0.0 %	80.0 %	0.0 %	100.0 %
Raters	1	1	0	0	3	0	5

Goal Comments

I haven't worked with Dan too much but when I do need his assistance with RICO or anything else he is always willing help me. Dan provides timely support and good explanation any errors that may occur.

Milestones & Actions	Due Date	Completed Date	Rating
V2R Web Site Redesign - New Marketing Message	06/02/2006	06/02/2006	
Rework www.Vision2Reality.com to match new marketing message.			
06/02/2006	Completed on schedule prior to trade show.		
03/17/2006	Close to final(?) home page concepts received this morning. Work on homepage should be complete before the start of the Natl Manuf. Show next week. Links will connect to current content until updated content can be created & linked in.		
REVCOR - Web Site Redesign	06/09/2006	06/07/2006	
Make changes to Revcor.com based on input from AE & MD			
06/26/2006	Due Date Changed from 05/30/2006 to 06/07/2006: Due Date Changed from 05/16/2006 to 05/05/30/2006:		
06/07/2006	Approved by sales & marketing for release on 6/7/2006 by e-mail. Uploaded all updates to the production server and tested. All tested OK.		
05/30/2006	Moving Due date due to no final approval for release from sales/marketing		
05/16/2006	Due date being changed due to additional work identified by sales & marketing, as well as, minor changes to		

Milestones & Actions		Due Date	Completed Date	Rating
	the design of earlier work.			
04/28/2006	Completed changes to site files for review with the exception of the new sections that require pictures, titles and/or text from sales/marketing. This text was requested from sales/marketing on 4/25/2006			
RICO - Server Move		07/31/2006	07/27/2006	
RICO will be moved to a new server in order to remove the current server, which is no longer supported by our vendors, from the network.				
07/27/2006	07/27/2006 - Corrected issue with Lab Request e-mail not being sent. The Exchange server needed to be setup to relay mail for RICO and the mass-mailer rule in Anti-Virus needed to be turned off for the server.			
07/27/2006	07/26/2006 - Resolved issue from JJN regarding the uploading of large image files (>200KB) to the SampleNumber application. See MS KB #327659 for details. The size limitation is now set to 2,500KB.			
07/27/2006	07/25/2006 - Corrected a permissions issue related to the RIMS share not having the same access permissions as the RIMS directory. This was keeping Mary D. from getting an editable copy of the SpecNumber and/or SampleNumber databases.			
07/27/2006	07/24/2006 - Final site data copied and RIMS software migrated with Steve Blocker.			
07/27/2006	07/14/2006 - Data moved and permissions setup on new server.			
REVCOR - Housings Catalog to Site		12/28/2006		
Add housings to the site and, if possible, redesign the wheels section to allow linking to the housing(s?) that can be used with the wheel.				
12/04/2006	Due Date Changed to 12/28/2006 from 11/30/2006 : Swapped dates with ACT Conversion and Upgrade due to Marketing & Sales priority on ACT work being done first.			
11/09/2006	Requested catalog data in electronic form from Mary Dickson.			
11/09/2006	Added database tables and relationships to support data from the housings catalog.			
11/09/2006	Created ASP page template for displaying housing data.			
GM - Baseline Date		12/29/2006		
Contains baseline due date and any general issues and/or communications about this project.				
REVCOR - General Enhancements & Administration				
Respond to requests for enhancements and corrections to the Revcor site with complete and usable solutions.				
07/27/2006	Added Tenn Tech as salesman #39 in the online database.			
07/27/2006	Added SmartTop & SmartBottom to new product page based on request from AE thru MD			
03/17/2006	Met with Mary D. on changes to the Revcor site. Most changes are changes to images and not content, and I have told Mary that they are low priority w.r.t. my current workload.			
01/24/2006	Removed newsletter section from News page as Sales has not been releasing a quarterly newsletter. This section had not been updated in over a year and was outdated.			
RICO - General Enhancements & Administration				
Enhance the RICO site per key user requirements and requests.				
02/21/2006	Changed permissions so that Diane Olson and the Receptionist could updated Finance Forms and Reports.			
01/24/2006	Updated HR Index to remove links to newsletter and HR Employee photos page as neither one was up to date.			
V2R - Add SEGA Tool to Website				
Add access to SEGA Tool to Website. Get user info from contact and e-mail them a link to the SEGA tool and instructions. In order to get access to page, they will have needed to give us a valid e-mail address.				
11/07/2006	Due Date Changed to no date defined from 10/31/2006 : SEGA tool is being evaluated in ERS sessions and may not be a good tool for those not skilled in strategy execution to use without guidance.			
V2R - General Enhancements & Administration				
Respond to requests for enhancements and corrections to the V2R site with complete and usable solutions.				
01/24/2006	Updated the Leadership team page to remove Larry Brigman from the listing.			
01/24/2006	Updated Events page to include the conferences we have scheduled for 2006.			

Current Assessment Period

Goal Detail

Goal	Score
V2R Business Development Support - 2006	8.0

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	12/29/2006	

Perform Sales, Information Tech, Development and Professional services support for V2R.

Anchor	Anchor Description
9	Excellent
8	Very Good
7	Good
6	Above Average
5	Average
4	Below Average
3	Poor
2	Very Poor
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	8.00	8.00	0.00	0.00	0.00	0.00	8.00
Weight	100.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	100.0 %
Raters	1	1	0	0	0	0	2

Milestones & Actions	Due Date	Completed Date	Rating
GM - Baseline Date	12/29/2006		
Contains baseline due date and any general issues and/or communications about this project.			
Marketing Event Support - 2006			
Support V2C marketing events by giving logistical, demo, and sales support before, during and after the events.			
03/17/2006	All materials have been packed up for the show and shipped at the warehouse. Additional materials will be stored in Steve's car for access during the show if needed.		
03/17/2006	Electrical plans were submitted on time and a conformation letter has been received.		
01/18/2006	Met with Steve & Diane to schedule the deliverables for the Nat'l Manufacturing Week show from March 20 - 23, 2006. I need to complete the electrical layout by 2/24/2006.		
Marketing Support			
Review and comment of marketing materials as needed.			
02/16/2006	Setup booth to verify the exact type of booth we have. Repacked and preped for shipment to Edge Exhibits in MN for new skins that match current marketing message.		
02/10/2006	Reviewed multiple iterations of the 'No Excuses' marketing campaign and gave constructive feedback on each item reviewed.		
Sales Demos - 2006			
Support and actively participate in V2C sales discussions.			
11/07/2006	Participated in a demo for CimStrat on 10/30.		
11/07/2006	Attended and supported the development of materials for ERS Wave 1b. Meetings held with Unico, Nordyne, Water Furnace, Lafayette Steel, Manitowoc Ice Systems, Carrier and McQuay.		

Milestones & Actions	Due Date	Completed Date	Rating
11/07/2006	Attended and supported the development of materials for ERS Wave 1. Meetings held with Middleby, MBF and Modine.		
11/07/2006	Attended and supported the development of materials for ERS Wave 0. Meetings held with Otto Engineering, RDI, ACME Refining, and Holland.		
02/03/2006	Assisted with demo for Holland Company in Crete, IL on 12/31. Initial take on outcome is positive. The president of the company seemed to like some of our features, however, the IT guy seemed somewhat opposed to a hosted model (we'll need to get past his objections).		
Systems/Hardware/Software Support - 2006			
Support the ongoing maintenance of V2R computer systems, networking gear, other hardware and software.			
01/19/2006	Ordered hard drives to replace failed hard drive in the production application server. One replacement and one spare (as an on the shelf backup) have been ordered with overnight shipping.		

Current Assessment Period

Goal Detail

Goal	Score
Revcor HC - IT Group Projects/Initiatives - 2006	7.5

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	3 Operational Excellence	12/29/2006	

Provide ongoing support and/or leadership to Revcor IT projects/initiatives at Haltom City in the 2006 calendar year. These projects/initiatives may be tactical or strategic, will be internal to IT (not customer facing) and will be rated only by members of IT involved in the

Anchor	Anchor Description
9	Excellent
8	
7	Good
6	
5	Average
4	
3	Poor
2	
1	Failing
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	7.00	7.00	0.00	0.00	0.00	8.00	7.50
Weight	50.0 %	0.0 %	0.0 %	0.0 %	0.0 %	50.0 %	100.0 %
Raters	1	1	0	0	0	1	3

Milestones & Actions	Due Date	Completed Date	Rating
GM - Baseline Date	12/29/2006		
Contains baseline due date and any general issues and/or communications about this project.			
Discovery/Audit Tool			
Work with BJ to successfully deploy and effectively use a hardware/software audit tool on all network connected devices at all Revcor locations.			
02/16/2006	10 PCs in TX and 4 in CV are still not audited. Most of the HC PCs are outdated and scheduled to be replaced with newer PCs (as the result of a manual audit during my visit to HC). 2 of the CV machines are laptops assigned to salesmen; these will be audited next time they are in the office. All others will be addressed as they are located when time permits.		
02/10/2006	Worked to get full audit of HC while on visit.		
Shopvue Support			
Actively support the use of Shopvue at Revcor. This includes system maintainance, as well as, troubleshooting. BJ is to be the primary contact on Shopvue and I am to be his backup.			
02/10/2006	Steve is supposed to be marking temps as terminated in CORT when they are no longer temping here, but he isn t because it provides no value to him to do so. He wants to do what he needs to do to get temps working quickly and agencies paid in a timely manner and in as few steps as possible; not really an unreasonable request. Network performance might be a bit of an issue here, but I think that it is mostly		

Milestones & Actions	Due Date	Completed Date	Rating
	process.		
02/10/2006	Met with Steve Nelson in HC during my visit there to discuss the amount of time it takes hom to enter Temps in ShopVue and Cort. He is churning through a lot of temps and is truly desperate to not have to double enter temp info into ShopVue and CORT. I think that he has raised some valid points and we probably should revisit the current temp process with all parties involved and question the value that each step adds (or doesn t add). What has worked in the past with a stable workforce, appears to be a real time-waster in a high turnover, temp environment like HC has right now.		
System Integrity & Security			
Work with BJ on ongoing efforts to secure Revcor's network systems from internal and external risks (e.g., virus issues, data loss, etc.)			
02/16/2006	Worked with BJ to get SurfControl running in HC. Helped with network port setup and configuration needed to monitor web traffic in HC. CV work to be done at a later date.		

Current Assessment Period

Goal Detail

Goal	Score
Project Manager	7.0

GoalSet	Category	Assessment Date	Final Assessment Date
Associate MBOs / Projects	Job Descriptions	12/29/2006	

Manage projects and contribute as needed to Revcor IT projects and initiatives.

Anchor	Anchor Description
9	Uses V2C in creative and innovative ways
8	
7	Uses V2C to manage the accomplishment of group and associate goals
6	
5	Uses V2C to communicate plans and accomplishments
4	
3	Uses V2C to communicate accomplishments
2	
1	Not using of V2C.
N/O	Not Observed

Perspective Scores	Boss	Associate	Staff	Provider	Customer	Teammate	Ave/Ttl
Score	7.00	8.00	0.00	0.00	0.00	0.00	7.00
Weight	100.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	100.0 %
Raters	1	1	0	0	0	0	2

Milestones & Actions	Due Date	Completed Date	Rating
06/30/2006 Review Goals and V2C usage	07/07/2006	07/10/2006	
Changes. In MS Projects goal, change 4/28/06 External testing to reflect date when Jack Butler will finish external testing. In Website Admin goal, add RICO move.			
07/27/2006 Review of V2C and Goals	07/27/2006	07/27/2006	
07/27/2006 Review of V2C and Goals			
08/31/2006 Review Goals and V2C usage	09/01/2006	09/08/2006	
08/31/2006 Review Goals and V2C usage			
09/28/2006 Review Goals and V2C usage	09/28/2006	09/22/2006	
09/28/2006 Review Goals and V2C usage			
11/10/2006 Review Goals and V2C usage	11/10/2006	11/10/2006	
Monthly review of goal progress and usage of V2C			
11/10/2006 Deleted ERS Goal (info in the V2C Sales Support goal), fixed the 4th Quarter Goal Card Link, and changed the SDO Category Order.			
Special Assignments			
This milestone will be used to record special assignments from SS and actions taken with respect to these special assignments.			
V2C Review			
Periodically meet with Steve to review goals in Vision2Change			
04/28/2006 Move Due Date: Meet with SS on 4/28/2006			
03/17/2006 Met with Steve and changing due date to 3/30/2006			
03/08/2006 Reviewed plans for Project Server Move with Steve.			

Milestones & Actions	Due Date	Completed Date	Rating
02/24/2006	Moving Due Date - Next scheduled meeting set for 3/2/2006		
02/24/2006	Met with Steve and discussed using milestones for planning. Focused on the V2C Quarterly Development goal and how it is going to be used.		
02/24/2006	Moving Due Date - Steve out of office on 2/23 moving to 2/24		
02/16/2006	Moving Due Date - Next meeting is scheduled for 2/23/2006.		
02/10/2006	Due date moved to 2/10 due to meetings on HC trip findings.		
02/03/2006	Moving due date because of meeting schedule conflict to 2/3/2006		
01/27/2006	Moving Due Date - Next meeting is scheduled for 2/2/2006.		
01/27/2006	Met with Steve to discuss V2C use and my goals. We reviewed my V2C development template and other goals. Based on our discussions, I will start making my milestone names more descriptive.		
01/19/2006	Moving Due Date - Next meeting is scheduled for 1/26/2006.		
01/19/2006	Met with Steve to discuss V2C use and my goals. I will be making a template goal for V2C builds that clearly defines the handoffs to/from the goal's customers and providers.		
01/18/2006	Added meeting to Outlook for weekly meetings with Steve for a two month period. Frequency of meetings will be reviewed at the end of the two month period and a new meeting schedule determined.		