

How Workfacta Works

1 Collect Information

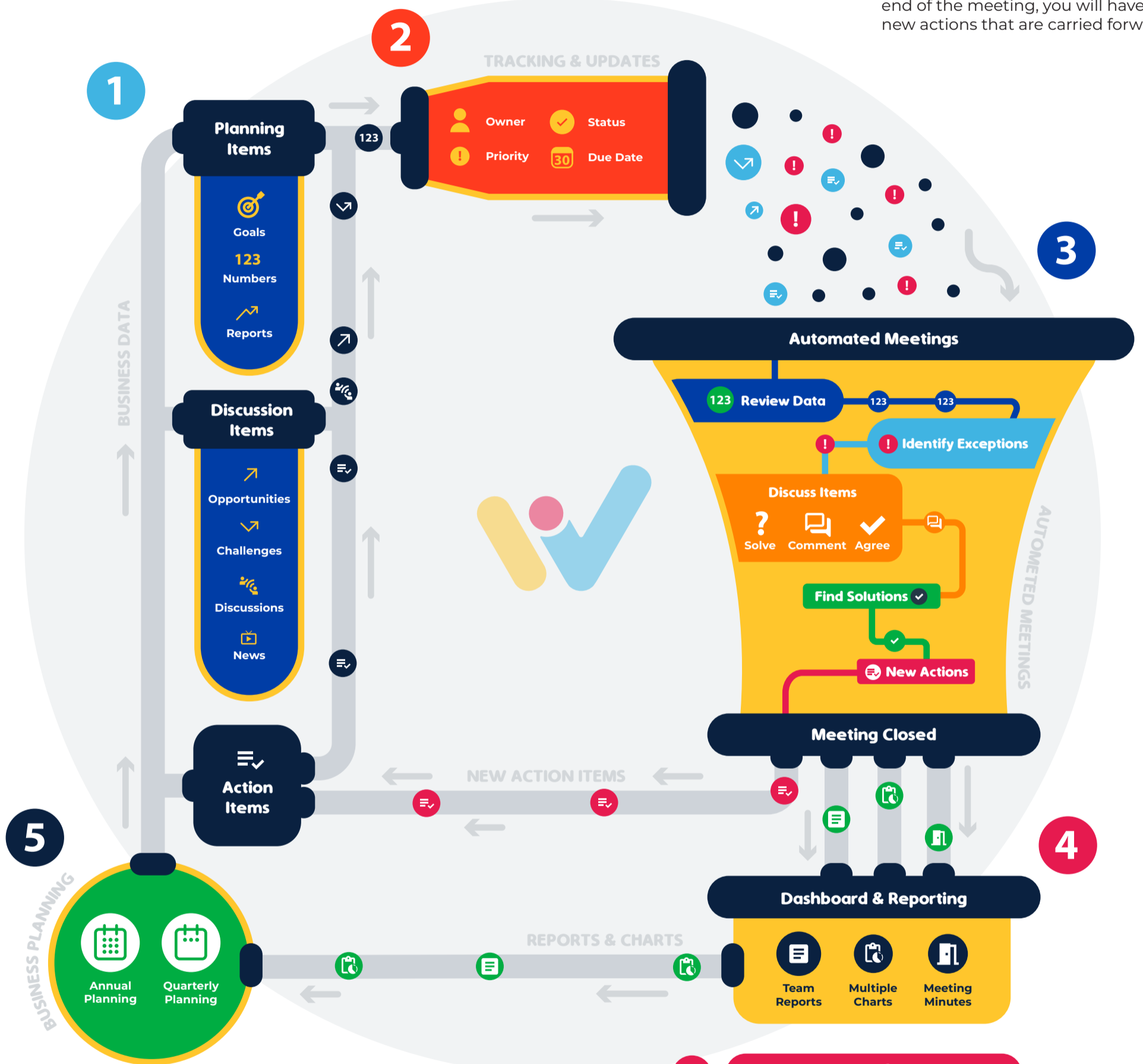
Define multiple types of information that is appropriate & relevant to your annual business plan. This might include goals, discussion items & actions.

2 Update & Track Status

For each item, you can assign owners, priorities, statuses and due dates. Use this information to track and update your progress.

3 Meet & Discuss

Conduct regular meetings to keep everyone aligned and informed with the latest updates. Review the data, find exceptions that need attention, discuss and solve the issues. By the end of the meeting, you will have new actions that are carried forward.



5 Set Plans

Your performance reports will help you to gain a better understanding on how to improve your quarterly and annual plans which you can continuously update and set newer actions, planning and discussion items for the next period.

4 Report Performance

After the meeting, you will receive auto-generated meeting minutes and a review of your team performance that contributes to your company performance as a whole. You can also view multicharts of your efforts from the dashboards.

Benefits



Build high-performing teams using the **FACTA Principles**

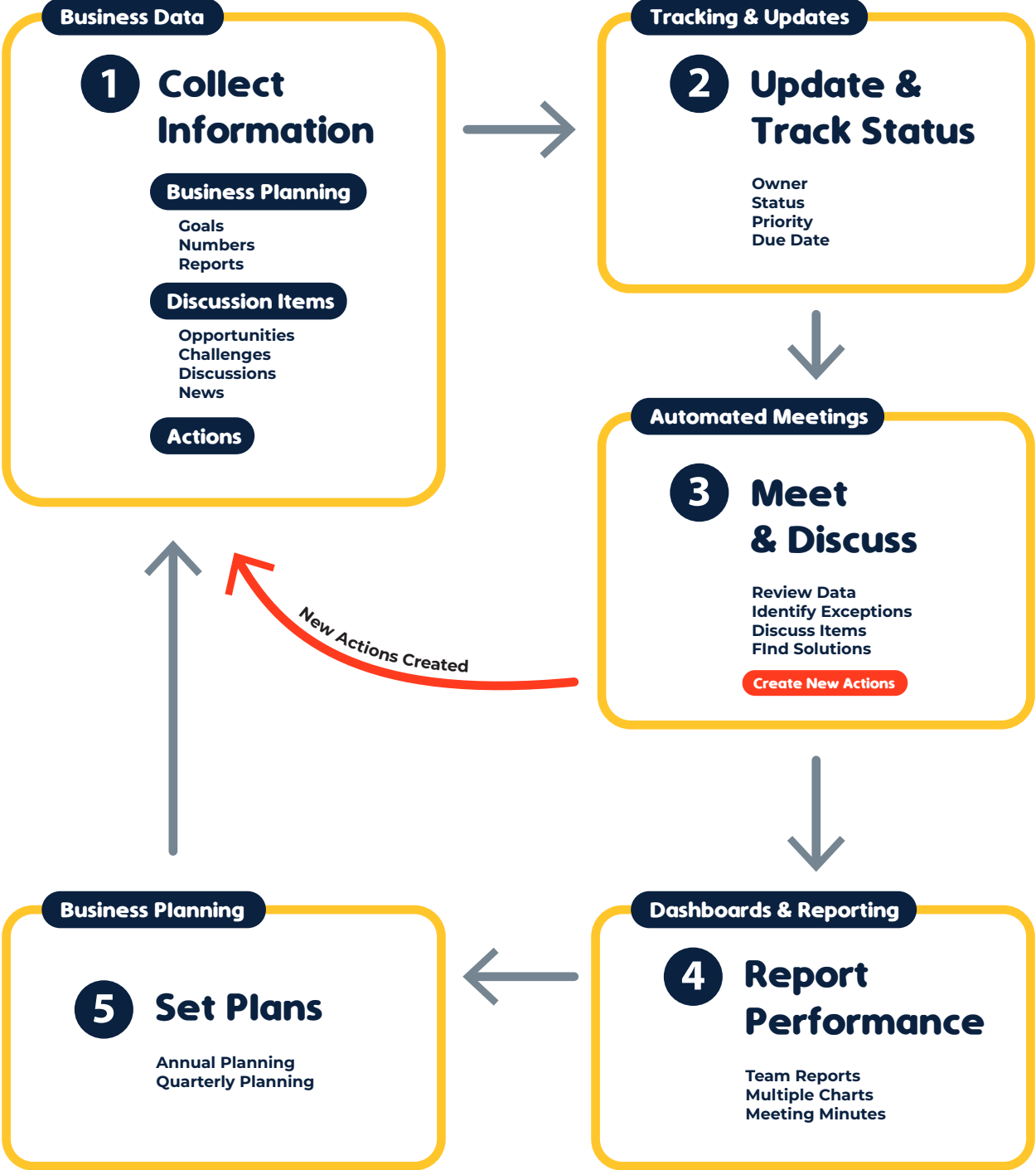


Make better, faster, data-driven decisions



Have the **right discipline** with the **right data** and **people at the right time** to make the **right decisions**.

How Workfacta Works



Benefits



Build high-performing teams using the **FACTA Principles**



Make better, faster, data-driven decisions



Have the **right discipline** with the **right data** and **people** at the **right time** to make the **right decisions**.