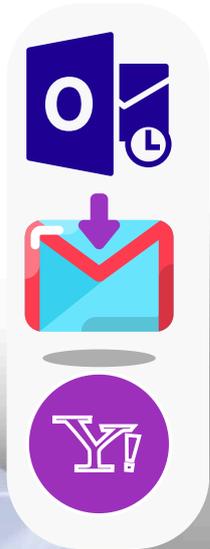




**TOPP TACTICAL
INTELLIGENCE**
Corporate Publication



TaskConnect with Presto P-D-C-A

Your input, your way.
Quick, easy and effective

*For anyone providing task
status updates and feedback*



Operational Playbook &
Software Companion Guide



27 Old Gloucester Street,
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A New Era In Productivity

Convenience & Efficiency At Your Fingertips

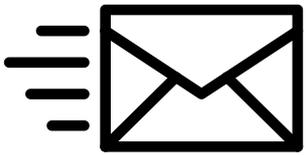


Dear valued Collaborator,
We're excited to introduce you to **TaskConnect**, our latest innovative feature within Presto PDCA designed to streamline task management and enhance collaboration.

TaskConnect serves as your direct feedback gateway, making it easier than ever to stay aligned with your project manager and contribute effectively to the team's success.



Why TaskConnect Matters To You



A Paradigm Shift In Project, Issue & Daily Work Governance



Simplicity

Update your task status and share feedback through a user-friendly survey, right from your e-mail



Clarity

View all your assigned tasks, along with their status, due dates, & any documents, in one convenient place



Convenience

avoid lengthy meetings or phone calls, everything you need is right in the e-mail



How Does It Work?

1. Receive E-mail

You'll get a Presto PDCA-generated e-mail sent from a colleague (aka project manager) with a summary of your assigned tasks.



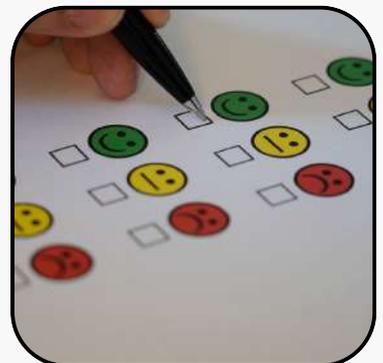
2. View Task Details

The e-mail will list all your tasks, their current status, due dates, and any relevant links to documents you can access.



3. Provide Feedback

Access the survey page where all your tasks are listed. For each task, select the status: **On Track**, **At Risk of Delay**, or **Delay Expected**. Add any comments or feedback in the provided text field.



4. Submit For Review

Your input will flow through our feedback gateway immediately into the project's notes panel, ensuring nothing gets lost.



see cheat sheet on the following page for detailed step-by-step guide



Step-by-Step Cheat Sheet

Step 1. Open E-mail

Check your inbox for an e-mail titled:
Project - "Project Name"

Step 2. Review & Respond

Review the lists of your tasks, due dates, statuses and access all linked documents. Click the "Send Update" button to access the "TaskConnect" 2-way feedback portal

New Activity Alert
Accountable, Due Date: 01/31/2024

Dear Samuel,

You have been allocated to a new *Just-Do-It* activity.

[Submit Update](#)

Action Plan	Due Date	Your Role	Responsible	Status
01: task 1	01/24/2024	Accountable,Responsible	AL	Completed
02: task 2	01/31/2024	Accountable,Responsible	ALCW	On going

Project ID : 13259
Activity Type : Build the company
Kanban Name : Just-Do-It
Project Name : Just-Do-It
Initiator : Andrew Lenti
Team Owner : Andrew Lenti
Your Role : Accountable, Responsible

Please visit our [New Activity Training](#) self-help learn how to manage projects in PRESTO PDCA

[Login to PRESTO P-D-C-A here](#)

} your tasks, due dates & statuses

} links to any relevant documents



Step-by-Step Cheat Sheet

(continued)

Step 3. Provide Status Updates & Feedback

On the survey page, choose the correct status for each task. Enter any additional comments in the provided text box.

1-Page training brochure for 2-way feedback portal (push e-mail) users

Please complete the survey below giving your best status assessment for each of the tasks listed. Thank you!

1. Cover page

All good Not sure Need more time Please Call me Meeting request Status: Delayed Due Date: Sep 01, 2024

Comments

2. Storyboard / table of contents

All good Not sure Need more time Please Call me Meeting request Status: On going Due Date:

Comments

3. Who is this for?

All good Not sure Need more time Please Call me Meeting request Status: On going Due Date:

Comments

4. Introduction

All good Not sure Need more time Please Call me Meeting request Status: On going Due Date:

Comments

5. Cheat sheets

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Samuel Dupont
04. Operations,
Topp TI.

About Project

Project #: 15372
Project Name : 1-Page training brochure for 2-way feedback portal (push e-mail) users
Description : We need a 1-2 page training brochure that can be sent to anyone whom the client wishes to respond to activity checklists using the feedback 2-way portal. It should be able to be read in less than 3 minutes. This needs to be a frictionless

Overall Comments

Comments

Submit status update

presto
Plan-Do-Check-Act

Step 4. Submit for Review

All good Not sure Need more time

Status Update



Comments

Feedback & Comments

Why You'll Love TaskConnect



1

Less Disruption

Keep your workflow smooth—no need to interrupt your day with extra meetings.

2

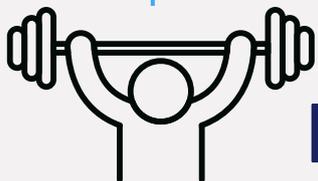
Improved Collaboration

Your insights and updates feed directly to the project manager helping the whole team stay aligned.

3

Stress-Free

With everything you need in one e-mail, managing your tasks has never been easier.



Low Effort, High Value

Transform how you manage and track updates with TaskConnect! Move from a tedious, offline process to a streamlined, efficient system. What once took hours of manual updates is now effortlessly done in minutes. TaskConnect simplifies cross-department communication, cutting down the time spent on status updates and enhancing productivity. Embrace this intuitive solution to save time and improve efficiency. Start now and discover how easy task management can be!



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End Of Job Aid

THANK YOU

JOIN OUR TRIBE!

We are in the business of change and innovation and believe that the only way to stay up-to-date in these areas is with the help of our following. Visit our LinkedIn company page for daily high-value content sharing and networking opportunities



IF YOU WANT TO GO FAST,
GO ALONE. IF YOU WANT TO
GO FAR, GO TOGETHER.
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