

kippy

Feature Overview

11 Dec 2022

version 1.7



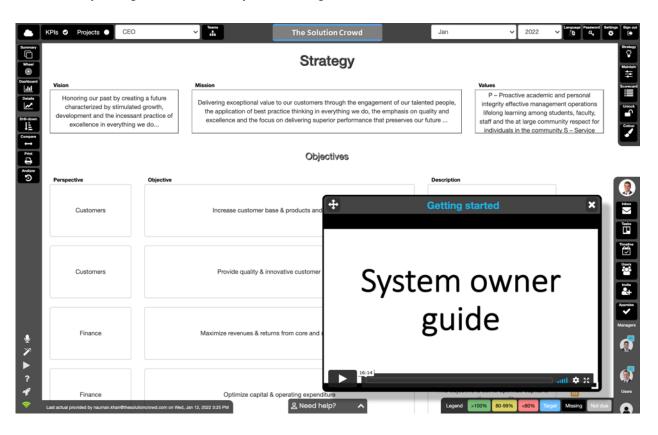
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Intro

The following describes the key features of kippy by showing how a typical system would be set up from start to end.

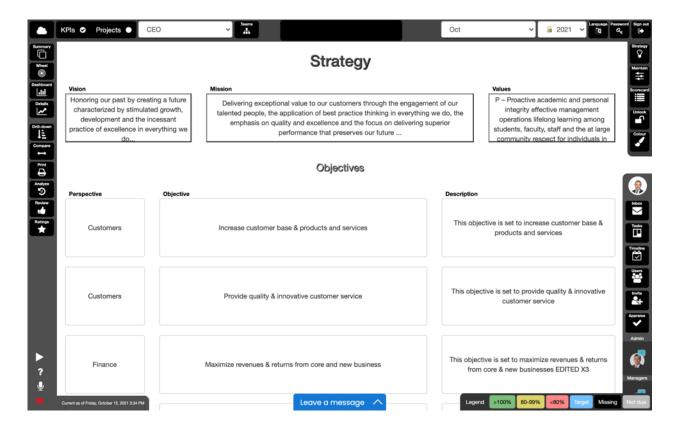
Also, when you login, videos show you how to get started.





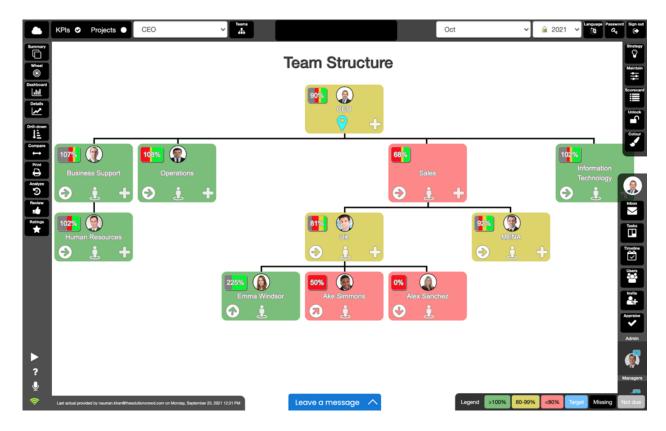
Strategy

Firstly, the Level 1 corporate objectives and KPIs are defined and propagated down to the lower-level teams.





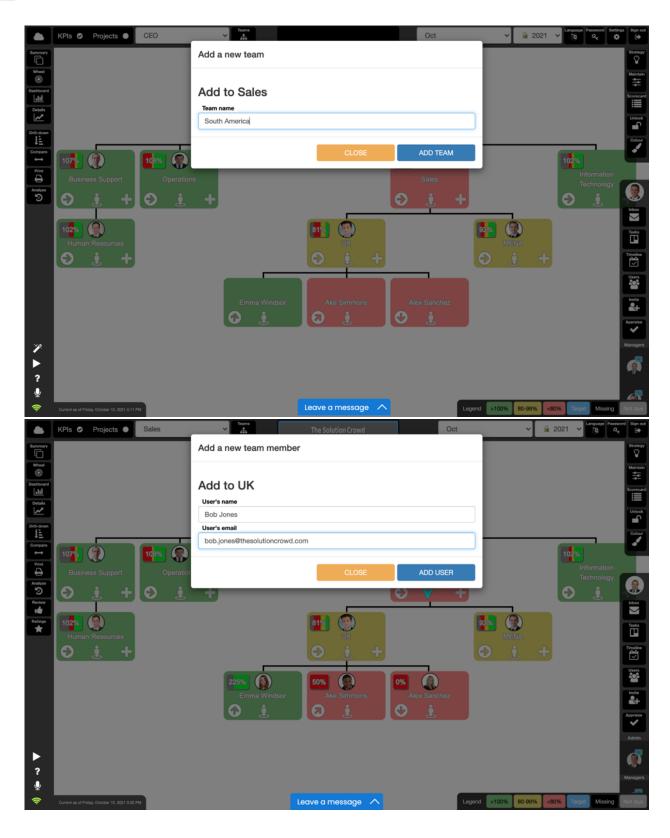
Teams



The team structure is created hierarchically by either the Admin adding sub-teams to a team or a Manager adding Employees to a team.

Double-click on the team boxes in the structure to collapse/expand each portion of the tree. Hold shift and scroll your mouse wheel for slow zoom in and out.

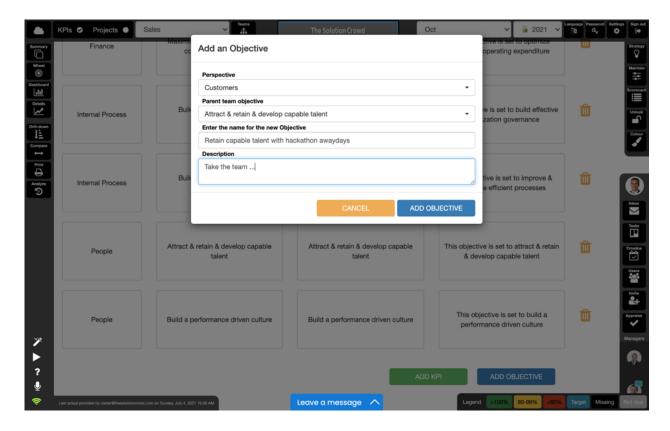






Objectives

Then, each team can create local objectives and KPIs that are linked to the objectives of the parent team/department they are part of.

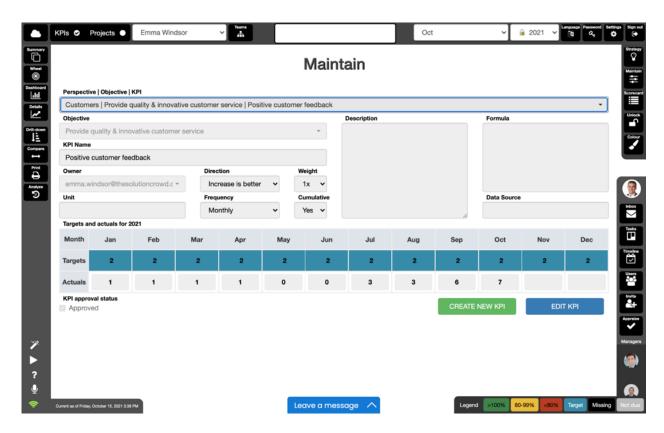


Cascade objectives vertically down your organisation and create local objectives.



KPIs

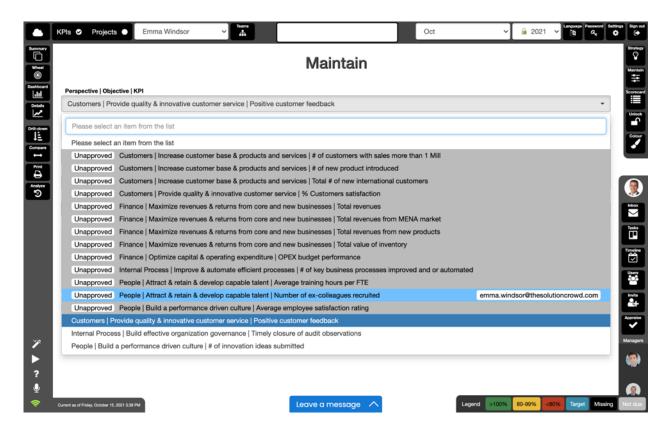
Each employee in a team is then given individual objectives and KPIs that can be different, but must be aligned to the corporate objectives.



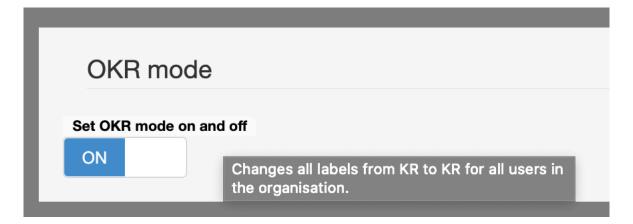


OKRs

Employee's can propose individual objectives and KPIs. Whilst managers can also help define and review the proposals - before approving them.



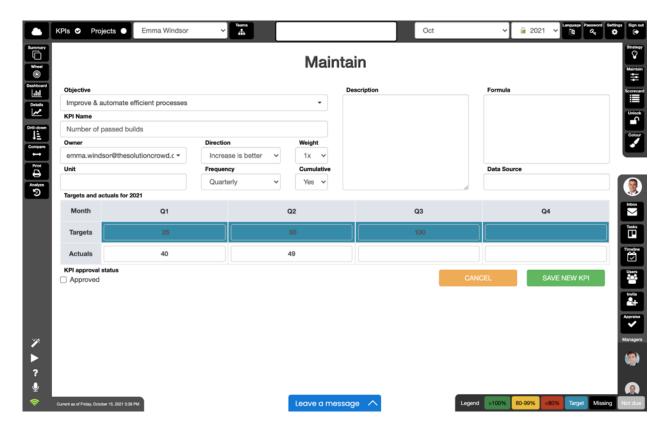
Full OKR mode





Targets

Each KPI must be SMART and is therefore given a target to be measured at a predefined frequency (e.g. monthly, quarterly, semi-annual or annual).



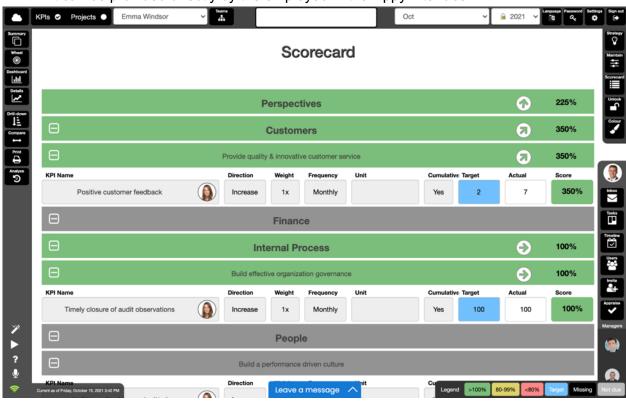


Updating Actuals

KPI Owner UI

The actual progress of each KPI can be provided by a variety of mechanisms.

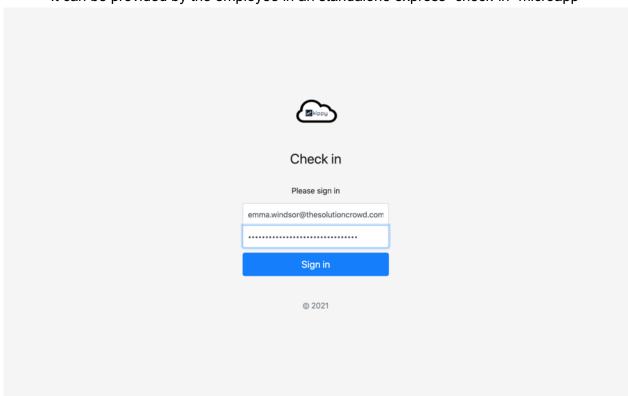
- It can be provided directly by the employee in the kippy interface



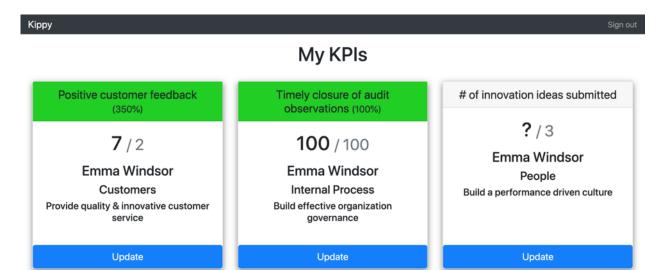


Check-in microapp

- It can be provided by the employee in an standalone express "check-in" microapp







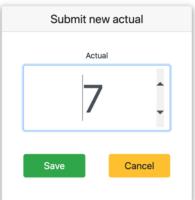
Summary

Team	Perspective	Objective	KPI	Unit	Target	Actual	Score
Emma Windsor	Customers	Provide quality & innovative customer service	Positive customer feedback		2	7	350
Emma Windsor	Internal Process	Build effective organization governance	Timely closure of audit observations		100	100	100
Emma Windsor	People	Build a performance driven culture	# of innovation ideas submitted		3		

Kippy Sign out

KPI details

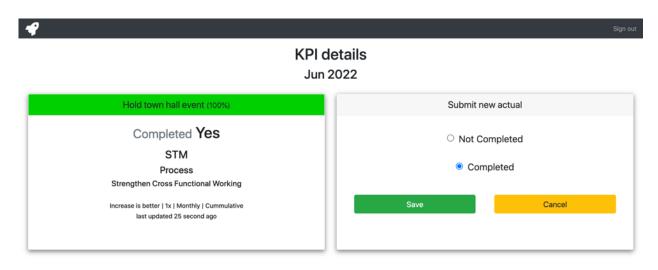






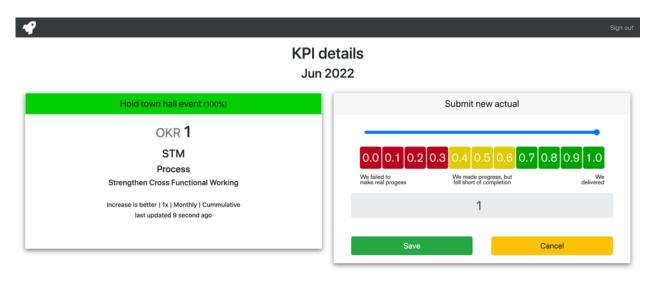
The check-in microapp will display different 'widgets' for input of the actual, based on the Unit of the KPI.

The KPI below has a Unit of Completed.



The KPI below has a Unit of OKR.

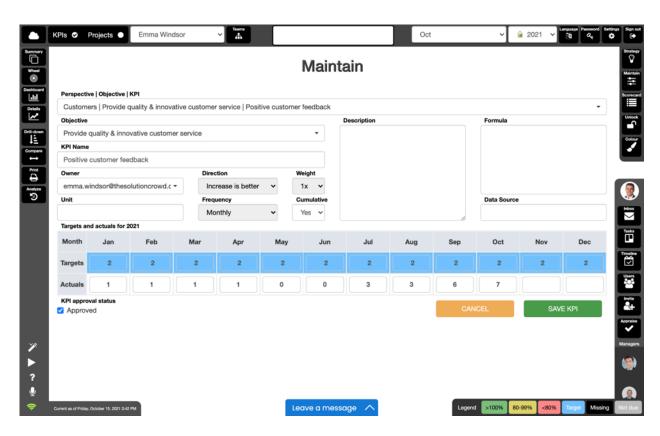




Maintain UI

- Actual can be provided directly by the manager







Built-in adapters

- Actual can be pulled in from an external system (e.g. a sales/productivity/ERP system).

Formula

=cloud.kippy.tfs.actualTestEffort

Data Source

TFS



Web APIs

Actual can be pushed from external systems using kippy's web APIs e.g.

https://kippy-tsc.appspot.com/api/v3/actual/? organisation=<org>&username=<username>&password=<password>&year=<year>&period=<period>&board=<boardName>&name=<name>&value=<value>

and pulled out again

```
https://kippy-tsc.appspot.com/api/v3/projects/?organisation=<org>https://kippy-tsc.appspot.com/api/v3/projects/scores/?organisation=<org>https://kippy-tsc.appspot.com/api/v3/kpis/?organisation=<org>https://kippy-tsc.appspot.com/api/v3/kpis/scores/?organisation=<org>
```

```
2
     "projects": [
3
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4
         "dimension": "Shareholder Value",
5
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6
7
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8
         "owner":
9
          "year": "2019"
10
11
       },
12
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13
         "dimension": "Operations",
14
         "objective": "Improve Operational excellence",
15
         "initiative": "Strategy \u0026 Corp Development",
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17
          "owner":
18
          "year": "2019"
19
20
21
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22
         "dimension": "Process",
23
         "objective": "Build effective organization governance",
24
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26
          "year": "2019"
27
28
       },
29
         "department": "Business Support",
30
         "dimension": "Operations",
31
         "objective": "Improve Operational excellence",
32
         "initiative": "HR Improvements Project",
33
          "weight": "2x",
34
          "owner":
35
          'year": "2019'
36
       },
```



Formulas

- Actual can be auto-calculated using formulas (e.g. the percentage of two other KPIs).

Formula

=cloud.kippy.percentage("Actual Test Effort", "Planned Test Effort")

The in-built formulas include divide, multiply, add, subtract, percentage and average.

Also, the copy function can be used to make the Actual the same as the Actual for another KPI from the same or different Team. (e.g. copy the 'items sold' KPI from the Sales team).

Formula

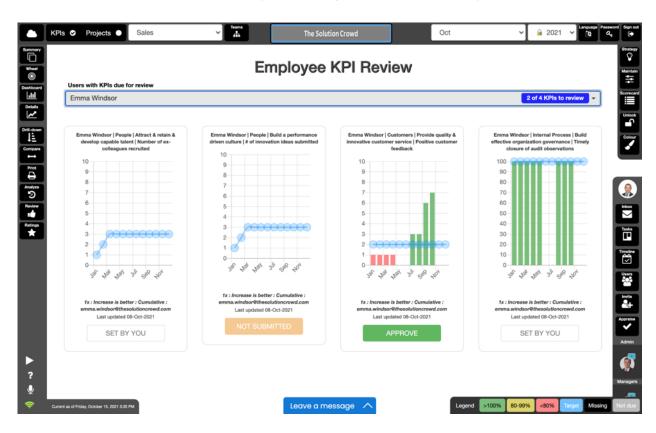
=cloud.kippy.copy("Sales","Items Sold")



Reviewing actuals

Manager UI

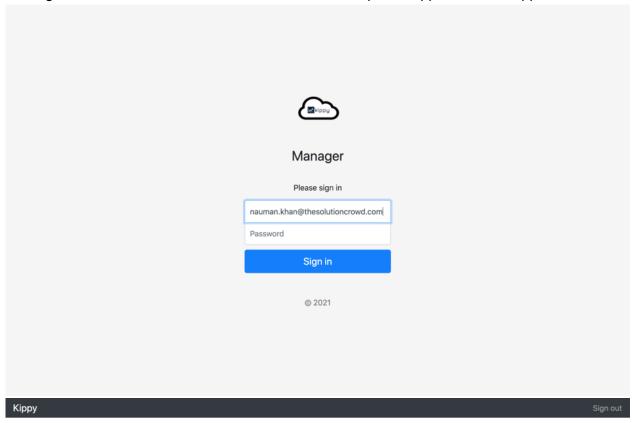
Each actual submission is reviewed by the manager for clarification, adjustment or clarification.





Manager approval microapp

Managers can also review actuals with a standalone express "approval" microapp.



Individual KPIs

2021 > Oct

Search

Name	# KPIs	# Pending	Last submission
Ake Simmons	1	1	08-Oct-2021
Alex Sanchez	1	1	08-Oct-2021
Emma Windsor	4	2	08-Oct-2021

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Kippy Sign out

Employee KPI Review

2021 > Oct > Emma Windsor

Search

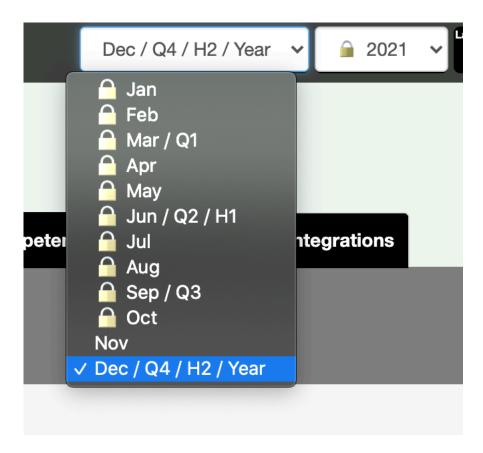
KPI Name	Frequency	Forecast	Actual	Score	Last submission	Approval
Number of ex-colleagues recruited	Monthly	3	2	67	08-Oct-2021	Not needed
# of innovation ideas submitted	Monthly				08-Oct-2021	Not submitted
Positive customer feedback	Monthly	2	7	350	08-Oct-2021	Approve
Timely closure of audit observations	Monthly	100	100	100	08-Oct-2021	Not needed

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History

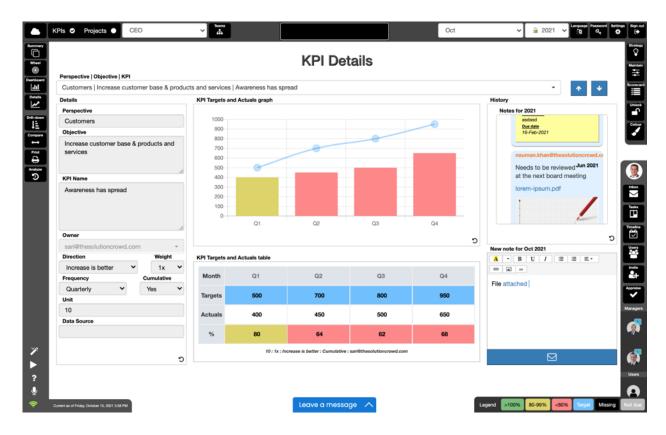
Review historical organisation performance by going back to previous months and years.



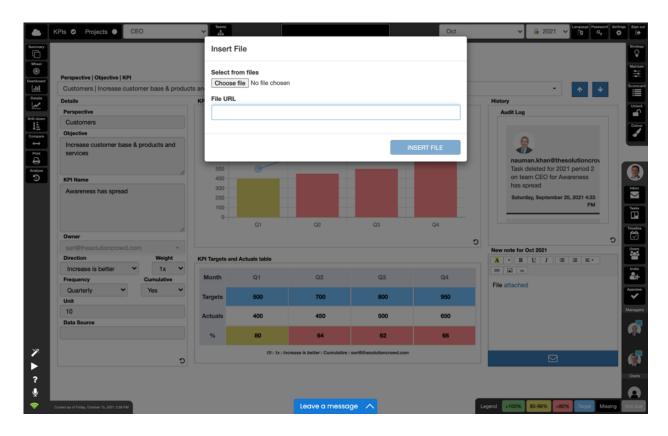


Chat and wiki

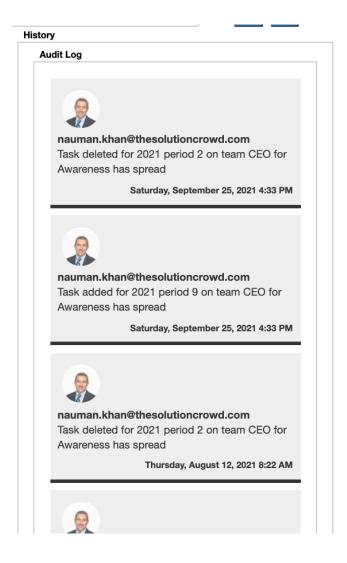
Clarifications can take the form of in-context chat conversations, with attachments of files, images, videos, etc. with a full audit trail.











Mentions

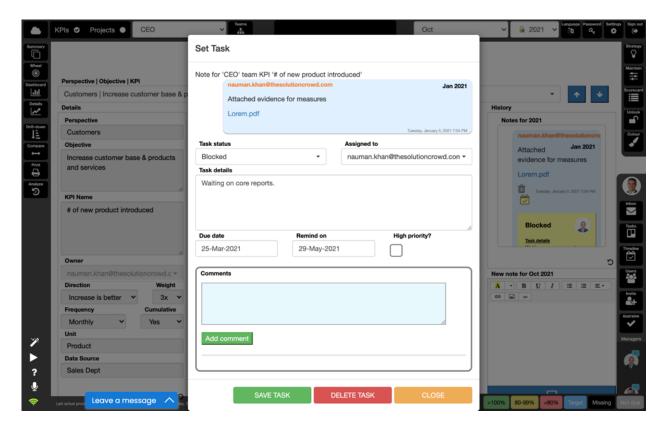
All conversations are emailed (or Slacked) to the involved users. Additional users can be 'mentioned' in a chat by simply adding their email address.



Tasks

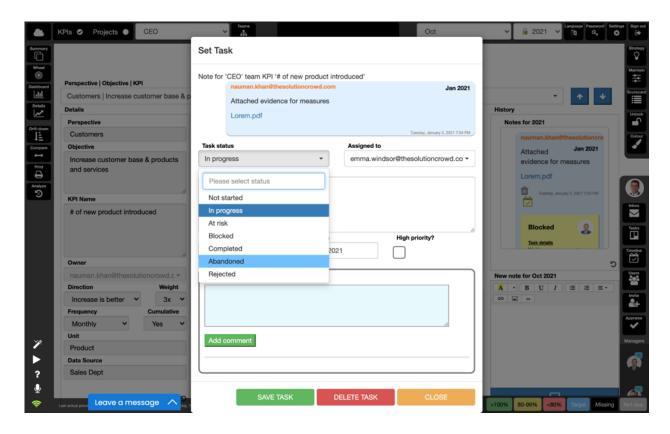
Task setting

Each KPI can have tasks assigned which can be used to track OKRs, improvement activities and actions on other employees and managers.

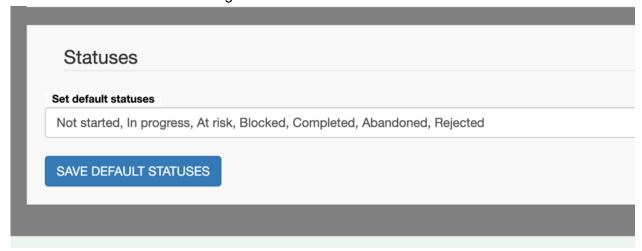


These tasks can have deadlines, escalations, reminders and customized workflow.





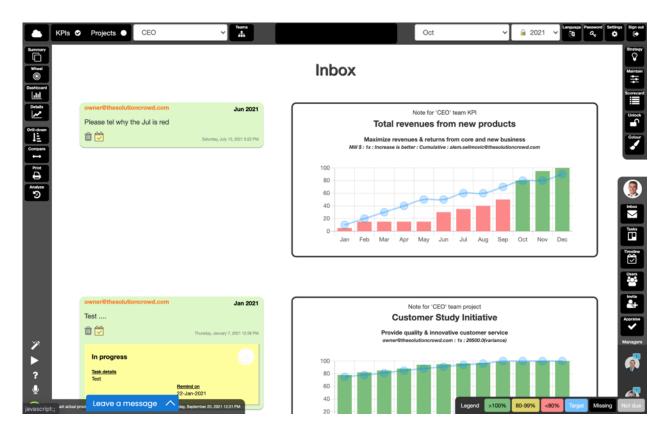
The set of task statuses are configurable.



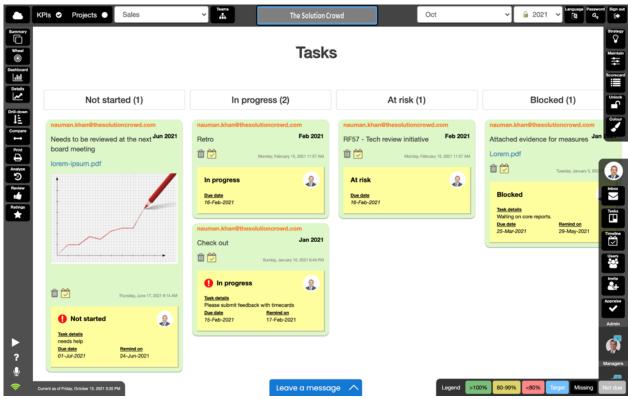


Task viewing

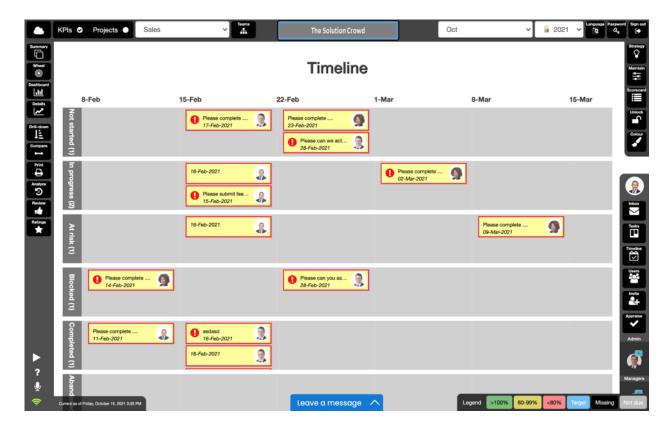
All tasks are automatically presented in an Inbox, TimeLine and Kanban board for each user to help ensure they are actioned in a timely manner - with automated alerts when past due.







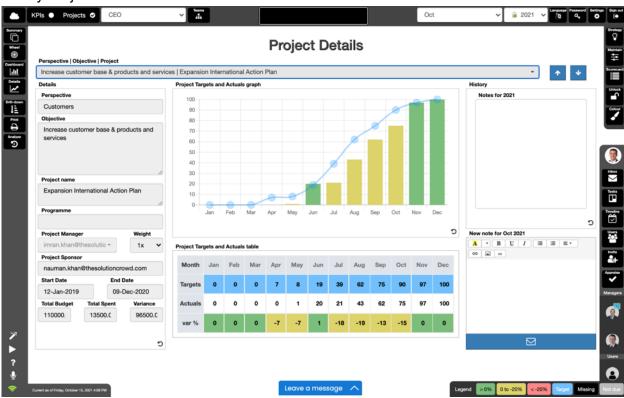
Tasks can be drag and dropped to different statuses in the Tasks screen.



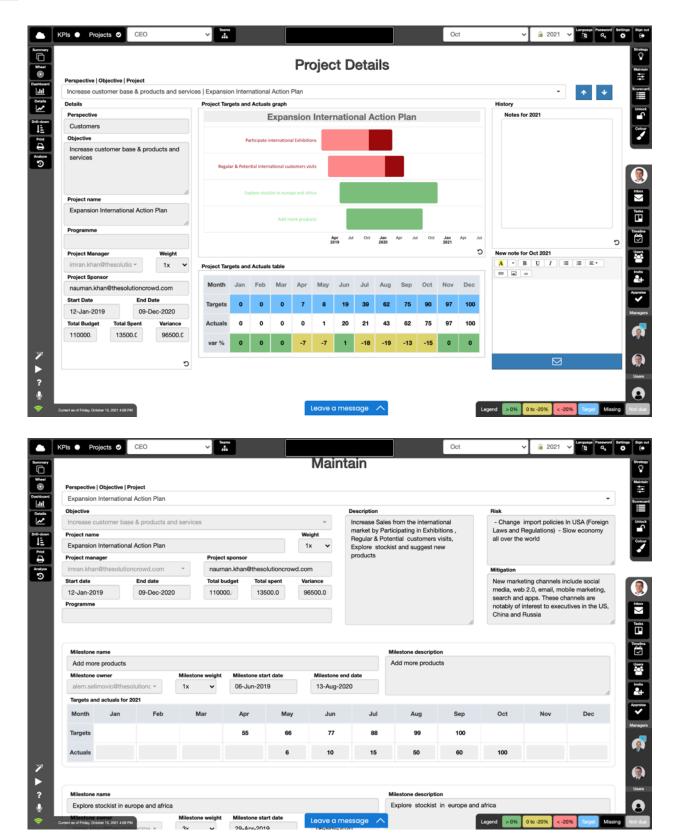


Projects

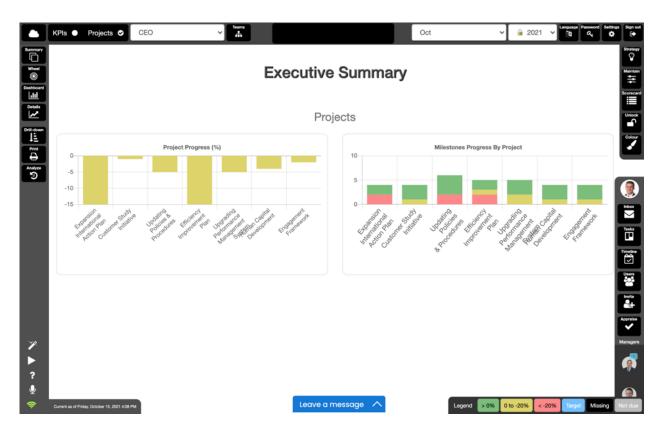
As well as individual and team KPIs, employees can also be made responsible for milestones on key Projects.



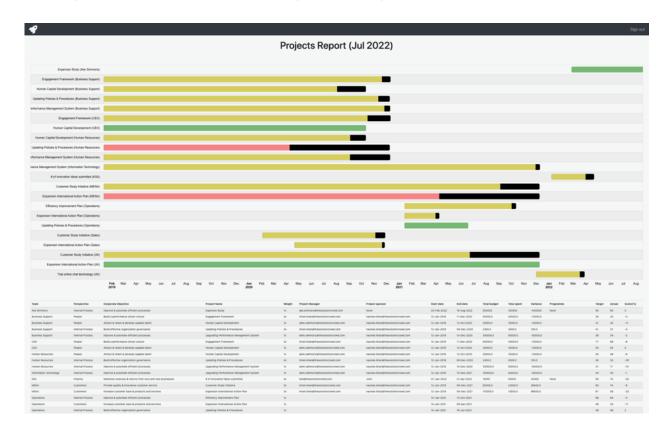








The Projects microapp summarizes all projects and project performance on a Gantt chart.

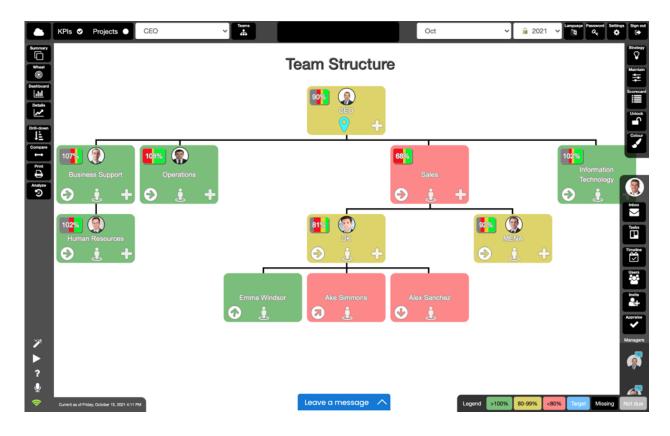




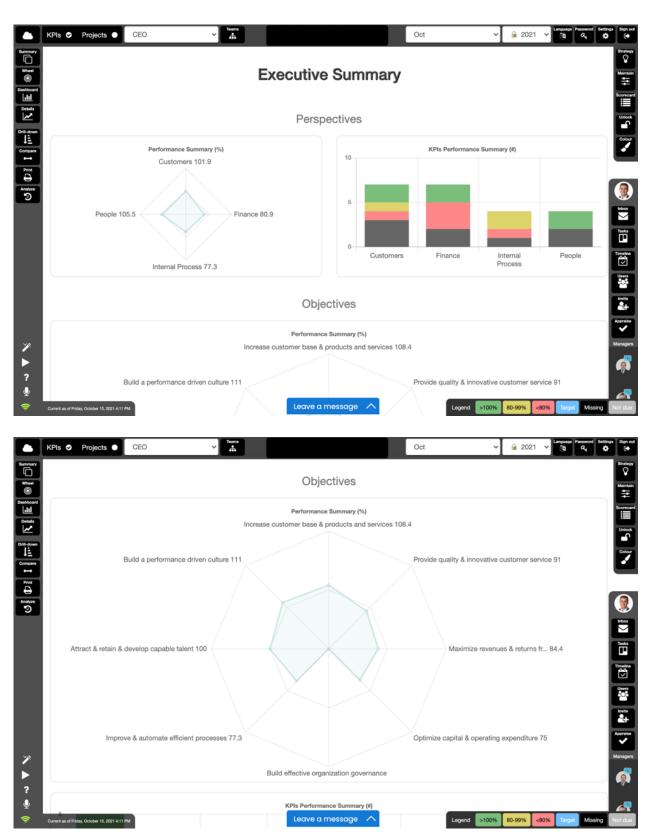
Live dashboards

The progress of all this information is used to maintain live dashboards of performance across every dimension, including:

- By corporate performance
- By team
- By shared objective
- By project
- By employee
- And much, much more.

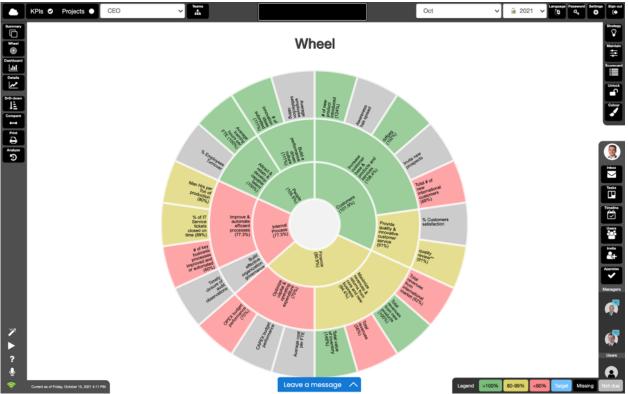




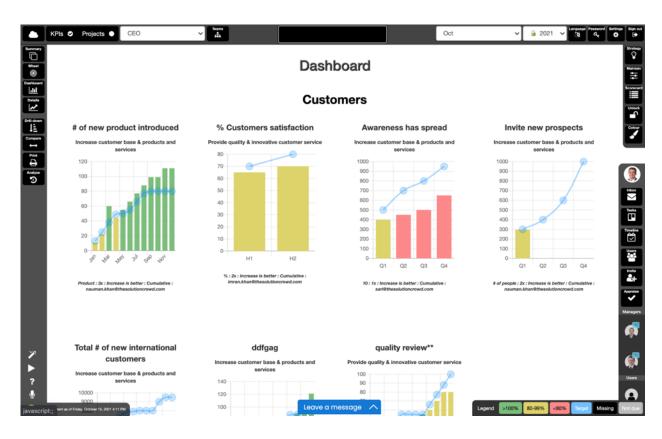


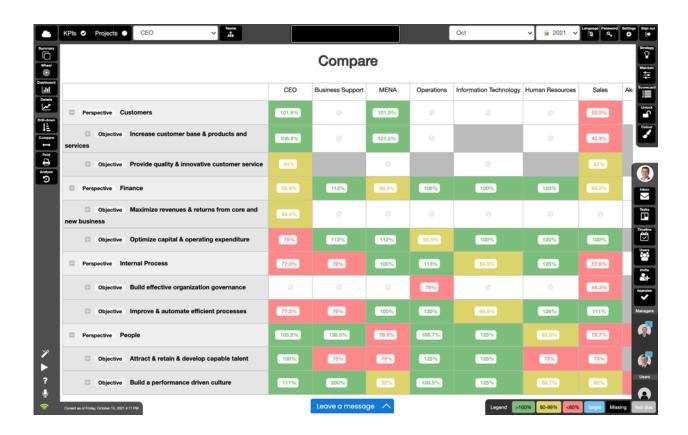




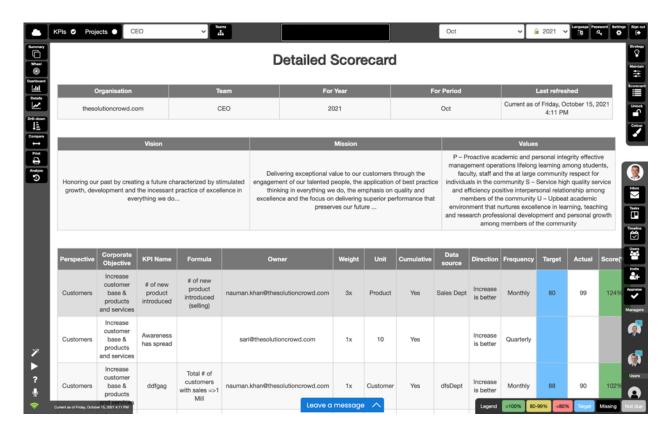








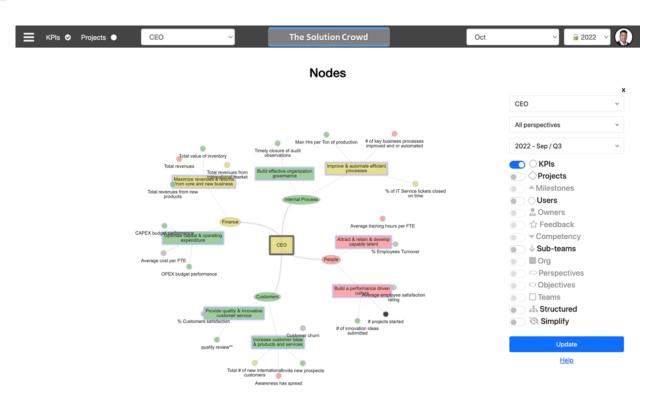




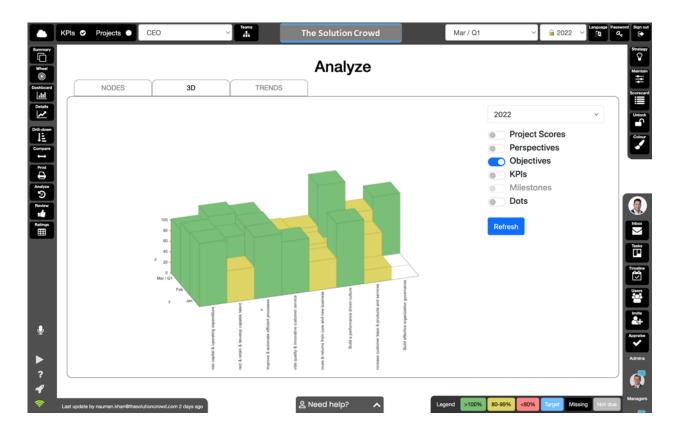
Analyze

You can analyze your data by different dimensions.



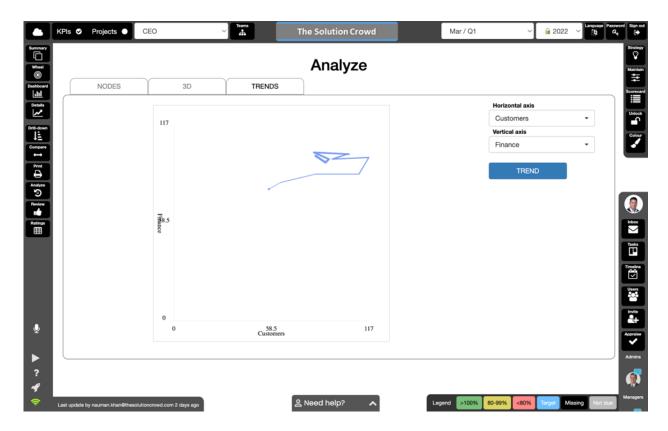


Interact, filter, drill-down and animate the nodes using your mouse. Hover over the filters to learn more.



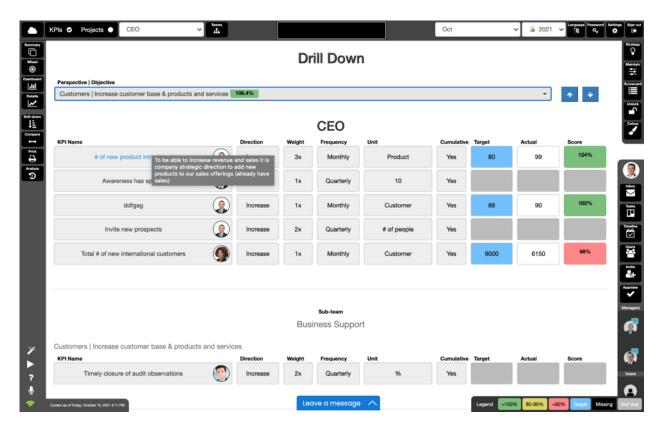


Drag with your mouse to change the perspective. Hover over the filters to learn more.



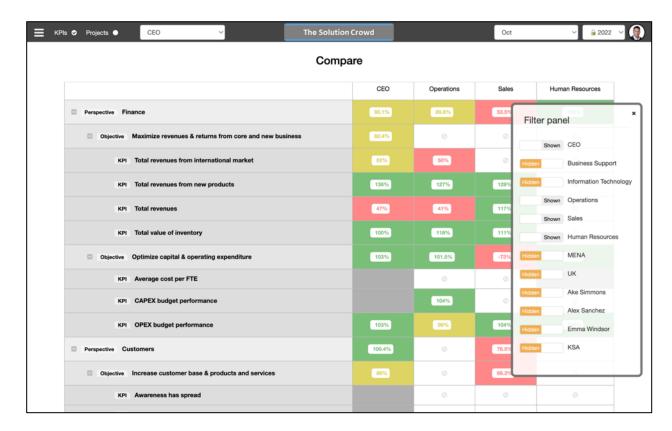
Compare how two items are trending over the year.





Check performance of your objective, by the vertical alignment of sub-objectives down the organisation.



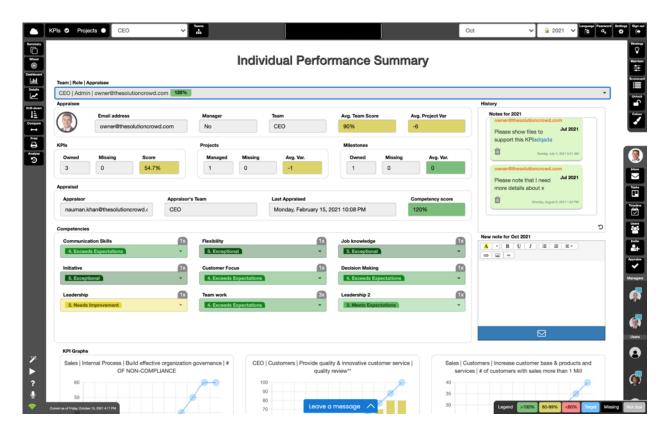


Check the performance of your perspectives, objectives and KPIs horizontally across your organisation – filtering out columns on demand.

Staff performance

The individual performance summary of each employee shows the live calculated performance score of that employee, in relation to their weighted score based on their forecast and actuals, for all individual and team KPI and milestones they are responsible for.



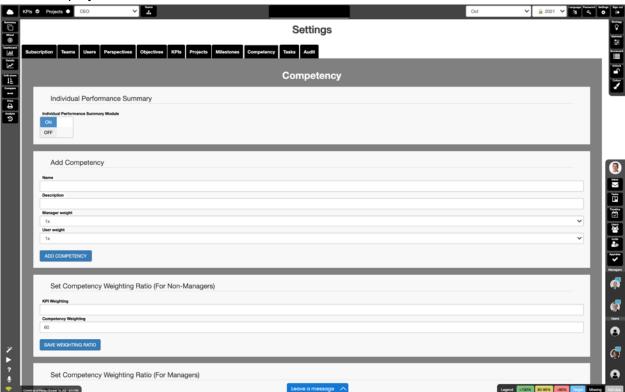




Staff appraisals

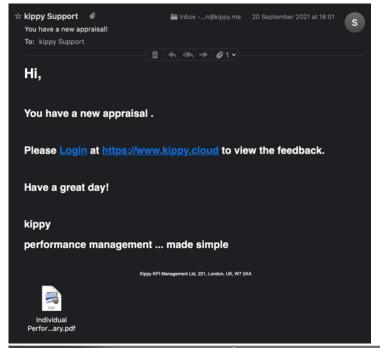
Managers can then appraise employees based on competencies. Please note:

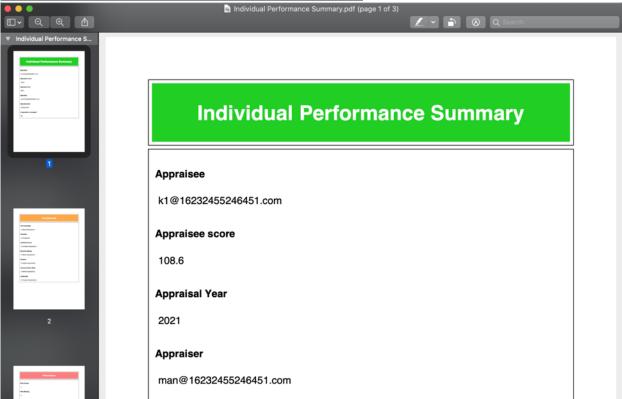
- The competencies are weighted, defined and customized by administrators per the employee's role.



 The manager's appraisal automatically creates an appraisal report which is automatically sent to the employee.

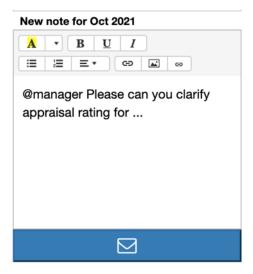






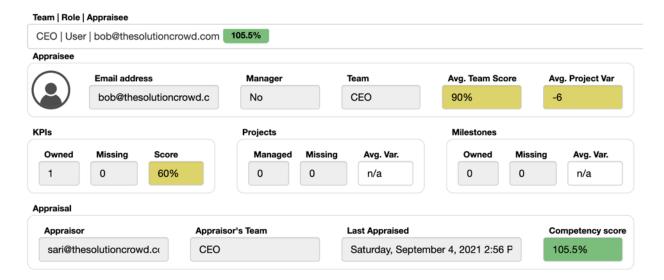
 The employee can then interact with the manager to discuss, create IDPs and if necessary escalate.





 The appraisal generates an average employee score and rating for the employee based on the weighted average of the performance score and the competency score.

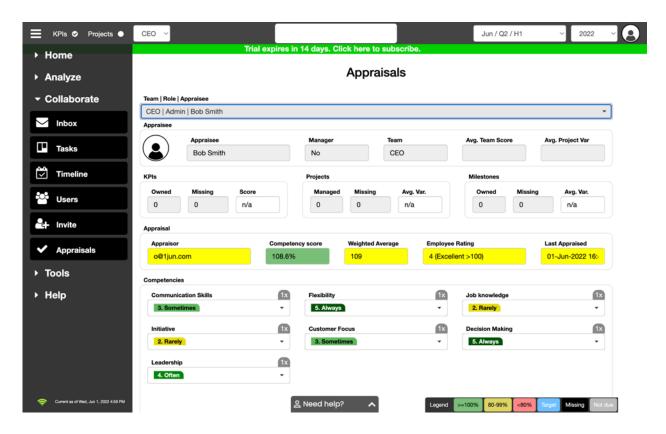
Individual Performance Summary





Self appraisals

Employees can also perform self appraisals to indicate how they feel they are performing against the set competencies.



Self-appraisals are not included in Employee Rating reports until approved by a manager.

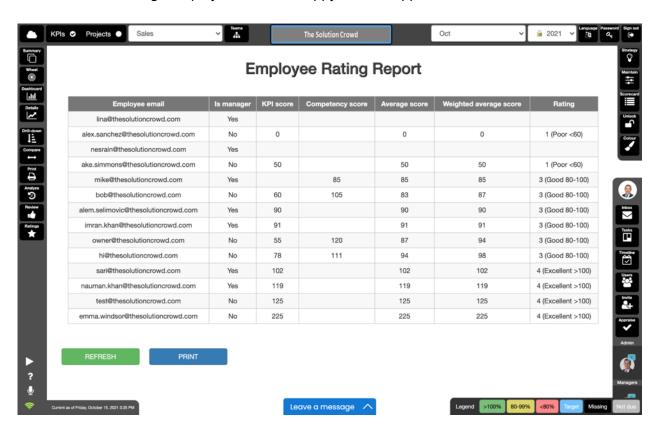
All self-appraisals and manager appraisals are visible in an immutable audit log.



Employee Ratings

HR Report

This is all available to HR in a live ratings report, showing the current rating of each employee based on their average employee score - in kippy, a microapp or over web APIs.





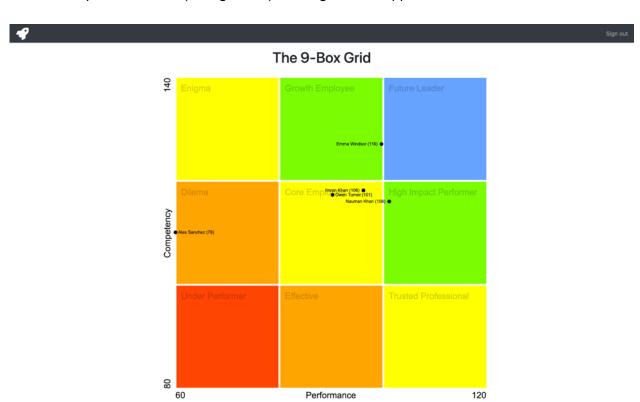
Kippy Sign out

Employee Rating Report

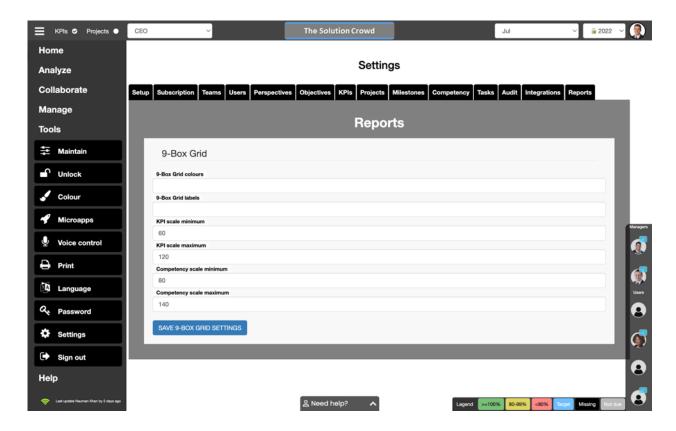
Employee email	Is manager	KPI Score	Comp Score	Avg	Weighted Avg	Rating
lina@thesolutioncrowd.com	Yes					
alex.sanchez@thesolutioncrowd.com	No	0		0	0	1 (Poor <60)
nesrain@thesolutioncrowd.com	Yes					
ake.simmons@thesolutioncrowd.com	No	50		50	50	1 (Poor <60)
mike@thesolutioncrowd.com	Yes		85	85	85	3 (Good 80-100)
bob@thesolutioncrowd.com	No	60	105	83	87	3 (Good 80-100)
alem.selimovic@thesolutioncrowd.com	Yes	90		90	90	3 (Good 80-100)
imran.khan@thesolutioncrowd.com	Yes	91		91	91	3 (Good 80-100)
owner@thesolutioncrowd.com	No	55	120	87	94	3 (Good 80-100)
hi@thesolutioncrowd.com	No	78	111	94	98	3 (Good 80-100)
sari@thesolutioncrowd.com	Yes	102		102	102	4 (Excellent >100)
nauman.khan@thesolutioncrowd.com	Yes	119		119	119	4 (Excellent >100)
test@thesolutioncrowd.com	No	125		125	125	4 (Excellent >100)
emma.windsor@thesolutioncrowd.com	No	225		225	225	4 (Excellent >100)

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This is also presented in a (configurable) 9-Box grid microapp.





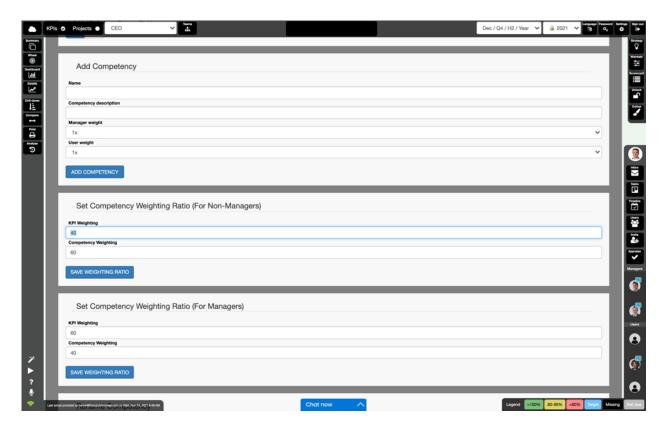


Competencies, grades and weightings

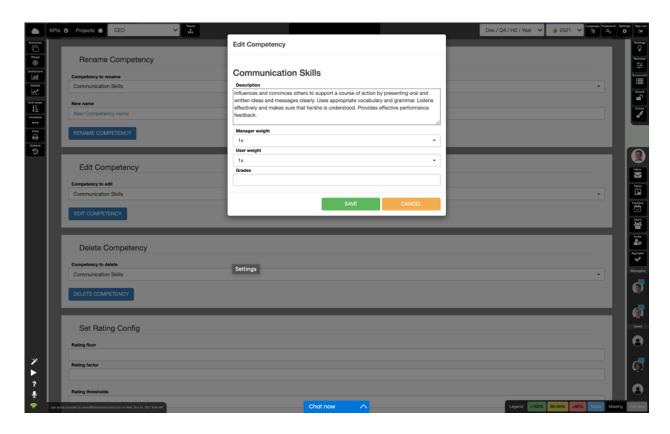
Everything used to appraise and score staff is self-configurable.

Change weightings based on role. Change ratio of competency and KPI score for total score.



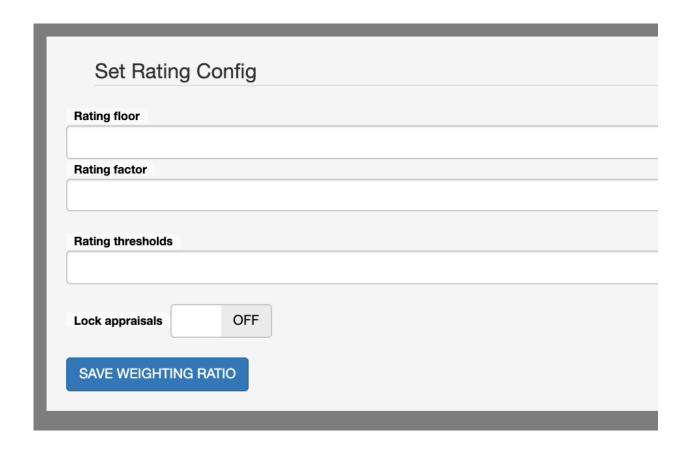


Add maintain your own set of competencies. Set different competencies for different 'grades' of user.





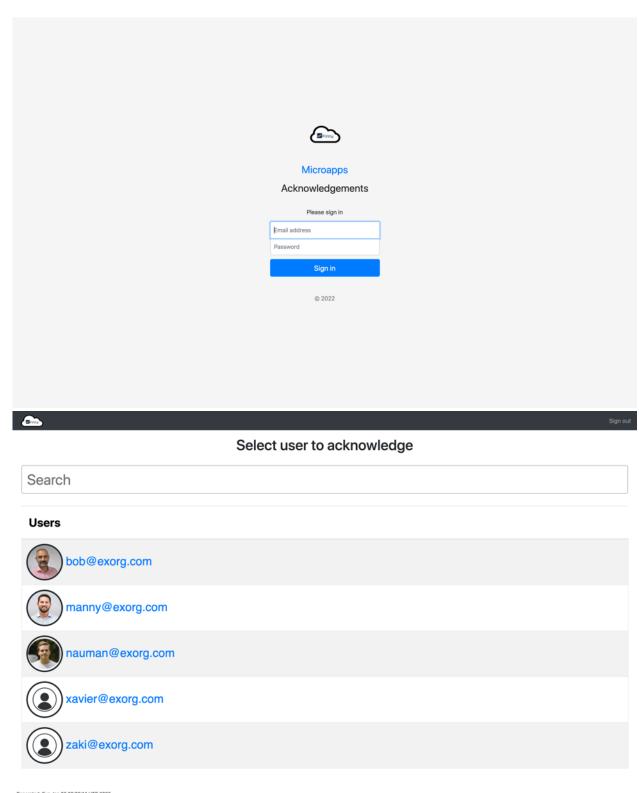
Configure your own formula for how ratings are calculated. Lock appraisals to meet your internal appraisal timeframes.



Acknowledgements and 360-degree Feedback

Users can leave acknowledgements for other users.

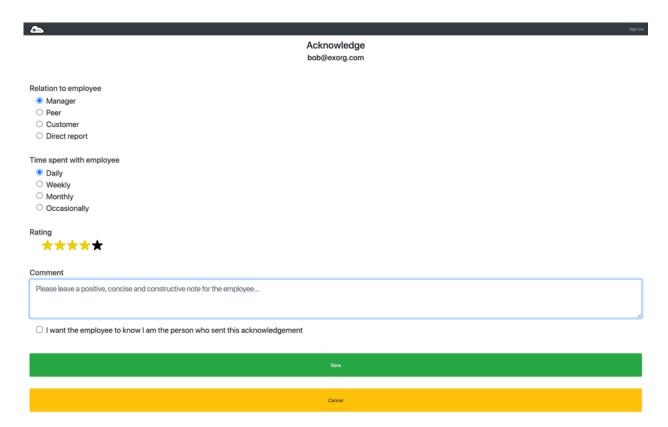




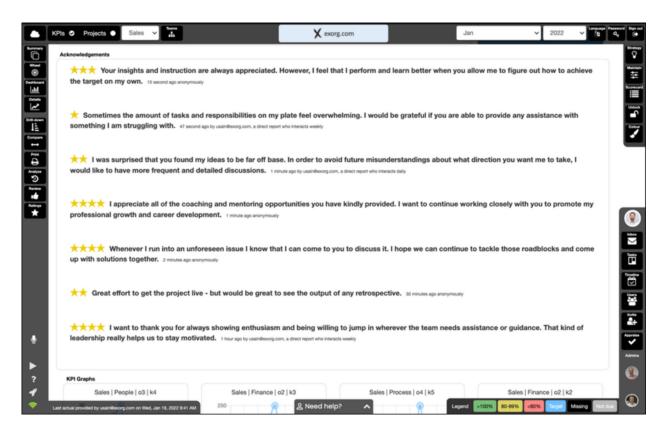
Generated: Sun Jan 23 20:08:14 UTC 2022

The acknowledgement and 360-degree feedback can also be left anonymously.





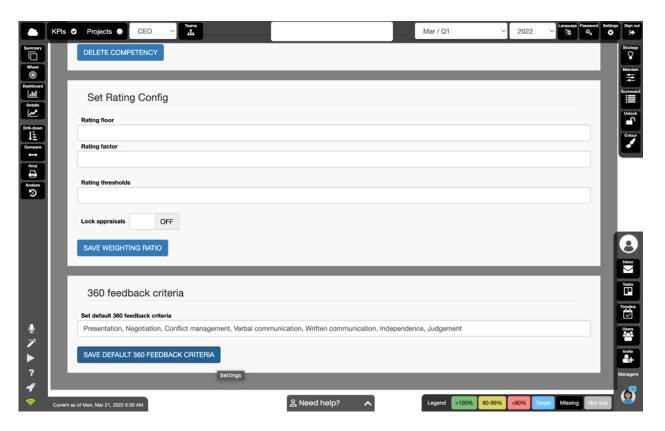
The acknowledgement and 360-degree feedback are then available to the recipients and their managers – on the Individual Performance Summary screen.





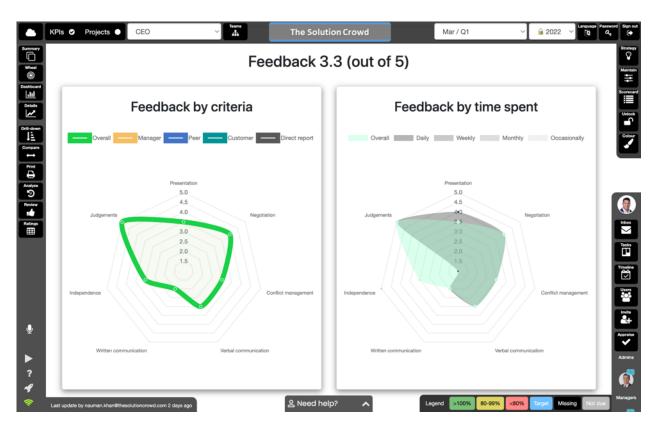
The feedback can also be left via the main kippy app clicking on a user's avatar.

The feedback criteria are configurable in the setting screen.

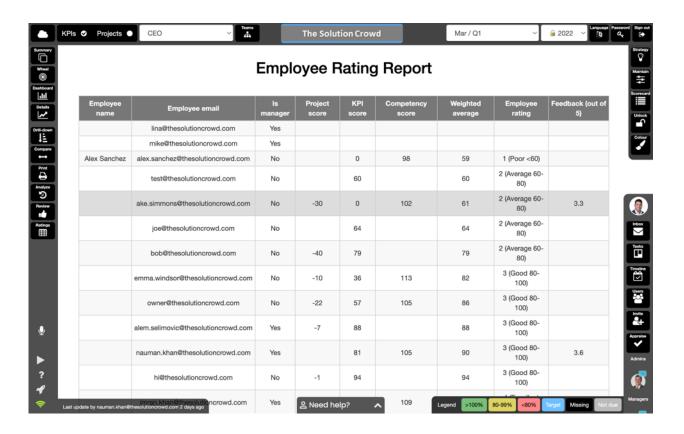


The feedback is summarized in interactive radar graphs per employee.





The average feedback score is also presented on the Employee Rating Report.

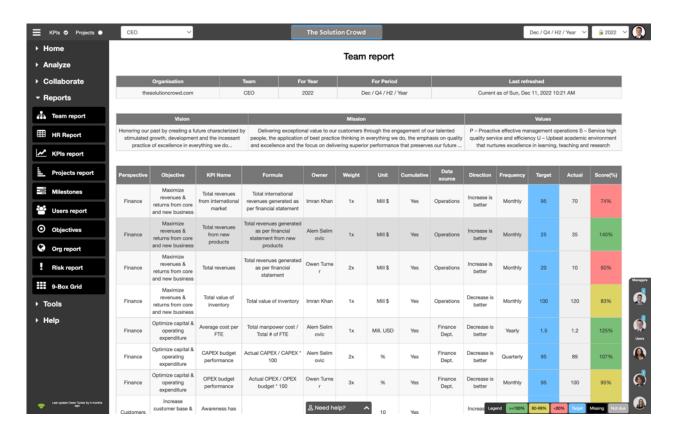




Reports

Additional print-friendly reports are available by Team, KPIs, Projects, Milestones, Users, Objectives and Org structure.

Team Report





KPIs Report





Sian out

KPI Report

Team	Perspective	PTO	Objective	KPI Name	KPI Description	Owner	Weight	Unit	Cumulative	Direction	Frequency
Alex Sanchez	Customers	Increase customer base & products and services	Increase customer base & products and services	# of customers with sales more than 1 Mill		alex.sanchez@thesolutioncrowd.com	1x		Yes	Increase is better	Monthly
Alex Sanchez	People	Build a performance driven culture	Build a performance driven culture	# of innovation ideas submitted		alex.sanchez@thesolutioncrowd.com	1x		Yes	Increase is better	Monthly
CEO	Finance		Maximize revenues & returns from core and new business	Total revenues from international market	Total international revenues	imran.khan@thesolutioncrowd.com	1x	Mill \$	Yes	Increase is better	Monthly
CEO	Finance		Maximize revenues & returns from core and new business	Total revenues from new products	Total revenues from new product (product created 2019-2023)	alem.selimovic@thesolutioncrowd.com	1x	Mill \$	Yes	Increase is better	Monthly
CEO	Customers		Increase customer base & products and services	Customer churn		owner@thesolutioncrowd.com	1x	000's	Yes	Increase is better	Yearly
CEO	Finance		Optimize capital & operating expenditure	CAPEX budget performance	Company is facing large construction investments over the next years and it is crucial to control the CAPEX spend to ensure a timely and cost-efficient progression of the project	alem.selimovic@thesolutioncrowd.com	2x	%	Yes	Decrease is better	Quarterly
CEO	Finance		Maximize revenues & returns from core and new business	Total value of inventory	Total value of inventory on hand related to raw materials and finished goods and in process	imran.khan@thesolutioncrowd.com	1x	Mill \$	Yes	Decrease is better	Monthly
CEO	Customers		Provide quality & innovative customer service	% Customers satisfaction	Satisfied customers is crucial to guarantee a smooth growth. All customers should be included in this unified and centralized survey.	imran.khan@thesolutioncrowd.com	2x	%	Yes	Increase is better	Semi- annual
CEO	Internal Process		Improve & automate efficient processes	% of IT Service tickets closed on time	Improve the (IT service requested) ticket closure & increase customer satisfaction	imran.khan@thesolutioncrowd.com	1x	%	Yes	Increase is better	Monthly
CEO	Customers		Increase customer base & products and services	Invite new prospects		nauman.khan@thesolutioncrowd.com	2x	# of prospects	No	Increase is better	Quarterly
CEO	Internal Process		Build effective organization governance	Timely closure of audit observations	Complying with audit observations is important for company success and should be handled by each unit individually	imran.khan@thesolutioncrowd.com	2x	%	Yes	Increase is better	Quarterly





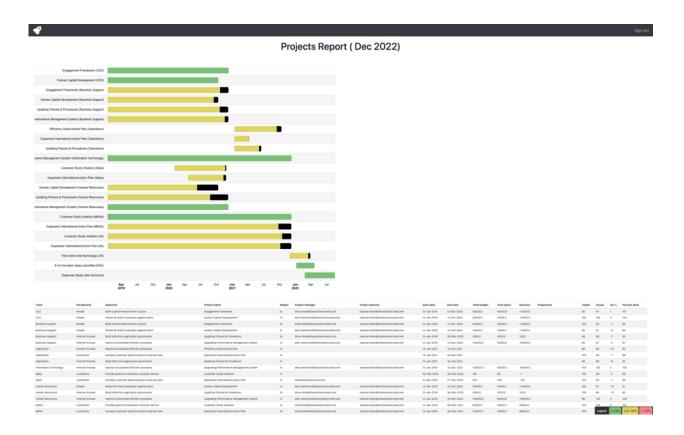
Sign out

KPI Detailed Report (Dec 2022)

Team	Perspective	Objective	KPI Name	KPI Description	Formula	Owner	Weight	Unit	Cumulative	Data source	Direction	Frequency	Target	Actual	Score(%)
Alex Sanchez	Customers	Increase customer base & products and services	# of customers with sales more than 1 Mill	ar i seestipiion	r vi mula	alex.sanchez@thesolutioncrowd.com	1x	VIII	Yes	Data addice	Increase is better	Monthly	ranget.	Actual	360.0(74)
Alex Sanchez	People	Build a performance driven culture	# of innovation ideas submitted			alex.sanchez@thesolutioncrowd.com	1x		Yes		Increase is better	Monthly	5	2	40
CEO	People	Build a performance driven culture	# of innovation ideas submitted	To track (as a start) number of ideas submitted through Company innovation program at all levels	Total # of innovation ideas submitted & accepted	alem.selimovic@thesolutioncrowd.com	1x	Idea	Yes	HR Dept.	Increase is better	Monthly	30	40	133
CEO	Internal Process	Improve & automate efficient processes	# of key business processes improved and or automated	In order to achieve operational excellence, Company needs to enhance and/or automate existing processes	Total # of business processes improved and/or automated	imran.khan@thesolutioncrowd.com	1x	Bus. Process	Yes	Quality Dept.	Increase is better	Monthly	10	5	50
CEO	People	Build a performance driven culture	# projects started			test@thesolutioncrowd.com	2x	Unit	Yes	Customer file	Increase is better	Monthly	95		
CEO	Customers	Provide quality & innovative customer service	% Customers satisfaction	Satisfied customers is crucial to guarantee a smooth growth. All customers should be included in this unified and centralized survey.	Average results of customers satisfaction survey	imran.khan@thesolutioncrowd.com	2x	%	Yes	Sales Dept	Increase is better	Semi- annual	95	75	79
CEO	People	Attract & retain & develop capable talent	% Employees Turnover	To keep Company manpower stable by retaining good performing	Total # of left/terminated employees / Total # of employees	imran.khan@thesolutioncrowd.com	1x	%	Yes	HR Dept.	Decrease is better	Semi- annual	10	13	77

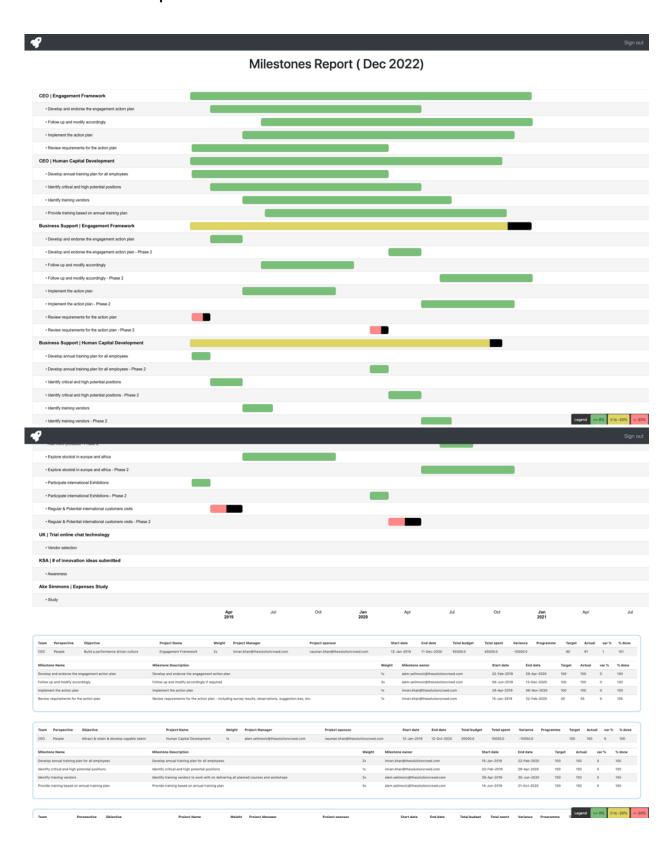


Projects report





Milestones Report





Users reports



User Report

Kippy Users (16)

Nauman Khan nauman.khan@thesolutioncrowd.com Manager CEO Exec CEO Hi Jones hi@thesolutioncrowd.com User CEO Salam Halabi test2@thesolutioncrowd.com Manager KSA Manager Emma Windsor emma.windsor@thesolutioncrowd.com User Emma Windsor Mike Bowni test@thesolutioncrowd.com Manager Information Technology IT Manager Sari Kana sari@thesolutioncrowd.com Manager CEO Lina Maher lina@thesolutioncrowd.com Manager Business Support Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Mike Lastes mike@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Sales Manager VP						
Hi Jones hi@thesolutioncrowd.com User CEO Salam Halabi test2@thesolutioncrowd.com Manager KSA Manager Emma Windsor emma.windsor@thesolutioncrowd.com User Emma Windsor Itest@thesolutioncrowd.com Manager Information Technology IT Manager Sari Kana sari@thesolutioncrowd.com Manager CEO Lina Maher lina@thesolutioncrowd.com Manager Business Support Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com Manager Sales Sales Manager Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager VP	Name	Email address	Role	Team	Grade	Designation
Salam Halabi test2@thesolutioncrowd.com Manager KSA Manager Emma Windsor emma.windsor@thesolutioncrowd.com User Emma Windsor Itest@thesolutioncrowd.com Manager Information Technology IT Manager Sari Kana sari@thesolutioncrowd.com Manager Business Support Lina Maher lina@thesolutioncrowd.com Manager Business Support Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com Manager Sales Sales Manager Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager VP	Nauman Khan	nauman.khan@thesolutioncrowd.com	Manager	CEO	Exec	CEO
Emma Windsor emma.windsor@thesolutioncrowd.com User Emma Windsor Information Technology IT Manager Mike Bowni test@thesolutioncrowd.com Manager Information Technology IT Manager Sari Kana sari@thesolutioncrowd.com Manager Business Support Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Hi Jones	hi@thesolutioncrowd.com	User	CEO		
Mike Bowni test@thesolutioncrowd.com Manager Information Technology IT Manager Sari Kana sari@thesolutioncrowd.com Manager Business Support Lina Maher lina@thesolutioncrowd.com Manager Business Support Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Imran.Khan imran.khan@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager We CEO VP	Salam Halabi	test2@thesolutioncrowd.com	Manager	KSA		Manager
Sari Kana sari@thesolutioncrowd.com Manager CEO Lina Maher lina@thesolutioncrowd.com Manager Business Support Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Imran.Khan imran.khan@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Emma Windsor	emma.windsor@thesolutioncrowd.com	User	Emma Windsor		
Lina Maher lina@thesolutioncrowd.com Manager Business Support Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Mike Bowni	test@thesolutioncrowd.com	Manager	Information Technology		IT Manager
Ake Simmons ake.simmons@thesolutioncrowd.com User Ake Simmons Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Sari Kana	sari@thesolutioncrowd.com	Manager	CEO		
Owen Turner owner@thesolutioncrowd.com Manager CEO Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Lina Maher	lina@thesolutioncrowd.com	Manager	Business Support		
Alem Selimovic alem.selimovic@thesolutioncrowd.com Manager Operations Imran Khan imran.khan@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Ake Simmons	ake.simmons@thesolutioncrowd.com	User	Ake Simmons		
Imran Khan imran.khan@thesolutioncrowd.com Manager UK Acting Operations Senior Manager Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Owen Turner	owner@thesolutioncrowd.com	Manager	CEO		
Mike Lastes mike@thesolutioncrowd.com Manager Human Resources Manager Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Alem Selimovic	alem.selimovic@thesolutioncrowd.com	Manager	Operations		
Alex Sanchez alex.sanchez@thesolutioncrowd.com User Alex Sanchez Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Imran Khan	imran.khan@thesolutioncrowd.com	Manager	UK		Acting Operations Senior Manager
Nesrain Etihad nesrain@thesolutioncrowd.com Manager Sales Sales Manager Bod Black bob@thesolutioncrowd.com User CEO VP	Mike Lastes	mike@thesolutioncrowd.com	Manager	Human Resources		Manager
Bod Black bob@thesolutioncrowd.com User CEO VP	Alex Sanchez	alex.sanchez@thesolutioncrowd.com	User	Alex Sanchez		
	Nesrain Etihad	nesrain@thesolutioncrowd.com	Manager	Sales		Sales Manager
Joe Mardesrt joe@thesolutioncrowd.com User CEO	Bod Black	bob@thesolutioncrowd.com	User	CEO		VP
	Joe Mardesrt	joe@thesolutioncrowd.com	User	CEO		

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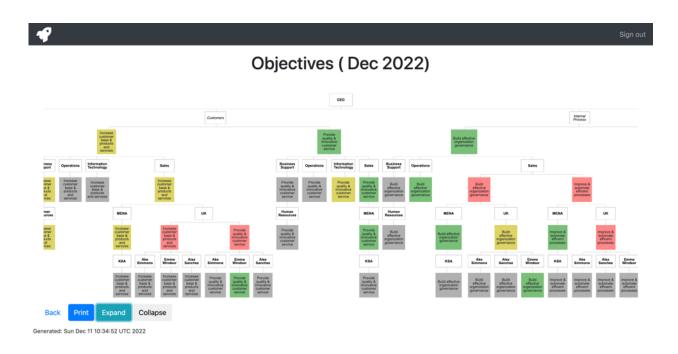
Detailed User Report

Kippy Users (16)

Profile pic	Name	Email address	Role	Team	Grade	Designation	Alias	Tree depth	System Owner	Silent	Additional Info
1	Nauman Khan	nauman.khan@thesolutioncrowd.com	Manager	CEO	Exec		norm_khan@hotmail.com		No	No	("employeeID": "RH0061","legalName":"Nauman Khan","gender":"Male","businessUnit":"Exec"}
9	Hi Jones	hi@thesolutioncrowd.com	User	CEO					No	No	
9	Salam Halabi	test2@thesolutioncrowd.com	Manager	KSA		Manager			No	No	
	Emma Windsor	emma.windsor@thesolutioncrowd.com	User	Emma Windsor					No	No	
	Mike Bowni	test@thesolutioncrowd.com	Manager	Information Technology		IT Manager			No	No	Top Manager
	Sari Kana	sari@thesolutioncrowd.com	Manager	CEO					No	No	
1	Lina Maher	lina@thesolutioncrowd.com	Manager	Business Support					No	No	
	Ake Simmons	ake.simmons@thesolutioncrowd.com	User	Ake Simmons					No	No	
9	Owen Turner	owner@thesolutioncrowd.com	Manager	CEO					No	Yes	
	Alem Selimovic	alem.selimovic@thesolutioncrowd.com	Manager	Operations					No	No	
9	Imran Khan	imran.khan@thesolutioncrowd.com	Manager	UK		Acting Operations Senior Manager			No	No	
9	Mike Lastes	mike@thesolutioncrowd.com	Manager	Human Resources		Manager			No	No	
R	Alex Sanchez	alex.sanchez@thesolutioncrowd.com	User	Alex Sanchez					No	No	



Objectives





The objectives report is interactive. By hovering over the objectives, you can follow their cascade down the organisation.

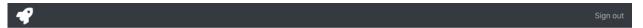








Org reports



Org Report

Kippy Teams (12)

Level	Parent team	Name	KPI score	Project score
1		CEO	97.0	0.0
2	CEO	Business Support	102.0	-6.0
2	CEO	Operations	105.0	-6.0
2	CEO	Information Technology	81.0	0.0
2	CEO	Sales	77.0	-4.0
3	Business Support	Human Resources	91.0	-12.0
3	Sales	MENA	107.0	-4.0
3	Sales	UK	75.0	-6.0
4	MENA	KSA	116.0	0.0
4	UK	Ake Simmons		0.0
4	UK	Alex Sanchez	40.0	
4	UK	Emma Windsor	106.0	

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Kippy Teams Details (12)

Level	Parent team	Name	KPI score	Project score	Managers	Users	Admins	Vision	Mission	Values
1		CEO	97.0	0.0	Nauman Khan (nauman.khan@thesolutioncrowd.com), Owen Turner (owne@thesolutioncrowd.com) System owner , Sari Kana (sari@thesolutioncrowd.com)	Bod Black (bob@thesolutioncrowd.com), Hi Jones (hi@thesolutioncrowd.com), Joe Mardesrt (joe@thesolutioncrowd.com)		Honoring our past by creating a future characterized by stimulated growth, development and the incessant practice of excellence in everything we do	Delivering exceptional value to our customers through the engagement of our talented people, the application of best practice thinking in everything we do, the emphasis on quality and excellence and the focus on delivering superior performance that preserves our future	P – Proactive effective management operations S – Service high quality service and efficiency U – Upbeat academic environment that nurtures excellence in learning, teaching and research
2	CEO	Business Support	102.0	-6.0	Lina Maher (lina@thesolutioncrowd.com)					
2	CEO	Operations	105.0	-6.0	Alem Selimovic (alem.selimovic@thesolutioncrowd.com)					
2	CEO	Information Technology	81.0	0.0	Mike Bowni (test@thesolutioncrowd.com)					
2	CEO	Sales	77.0	-4.0	Nesrain Etihad (nesrain@thesolutioncrowd.com)					
3	Business Support	Human Resources	91.0	-12.0	Mike Lastes (mike@thesolutioncrowd.com)					
3	Sales	MENA	107.0	-4.0						
3	Sales	UK	75.0	-6.0	Imran Khan (imran.khan@thesolutioncrowd.com)					
4	MENA	KSA	116.0	0.0	Salam Halabi (test2@thesolutioncrowd.com)					
4	UK	Ake Simmons		0.0		Ake Simmons (ake.simmons@thesolutioncrowd.com)				
4	UK	Alex Sanchez	40.0			Alex Sanchez (alex.sanchez@thesolutioncrowd.com)				
4	UK	Emma Windsor	106.0			Emma Windsor (emma.windsor@thesolutioncrowd.com)				

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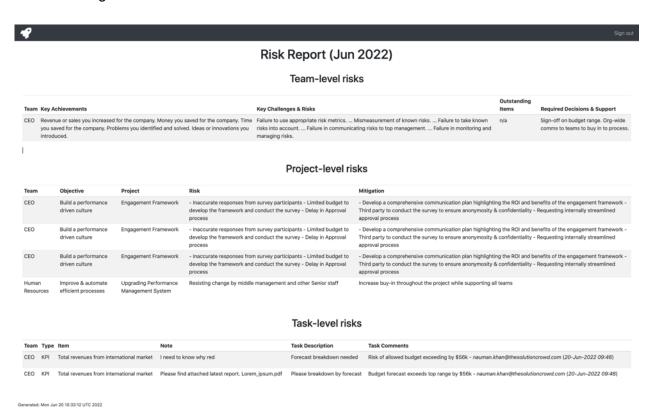


Risk Management

Risk Report

Risk and mitigations can be captured at Team, Project and Task level.

The risk items are then collated on a single Risk Report, summarizing the latest view on risk across the organisation.



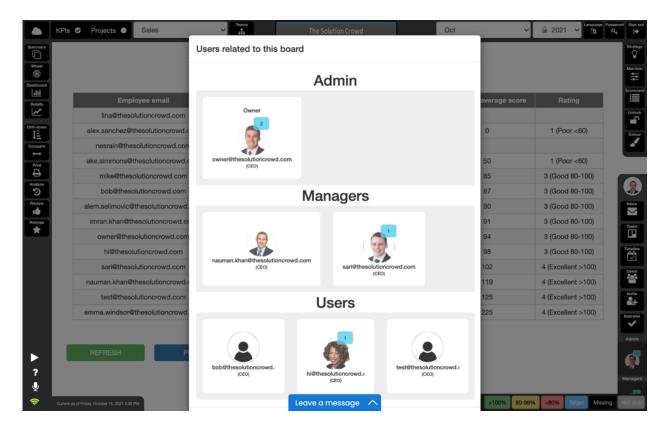


Governance

All this is controlled with automated governance.

Roles

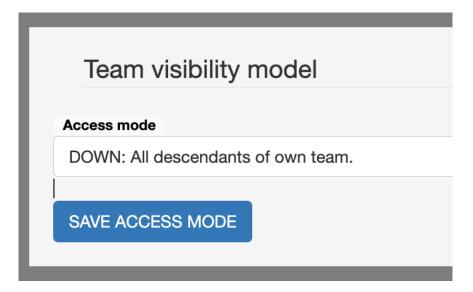
Only the appropriate users, with the appropriate roles, for the appropriate teams can view and edit the appropriate information.



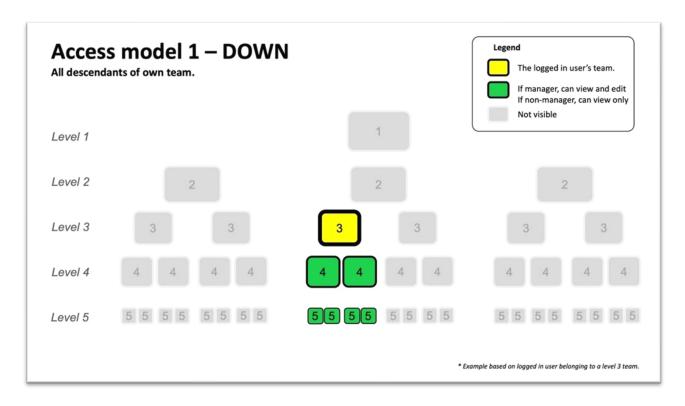
Managers have additional screen to perform HR functions.

Organisations can configure the access mode according to their company policy.

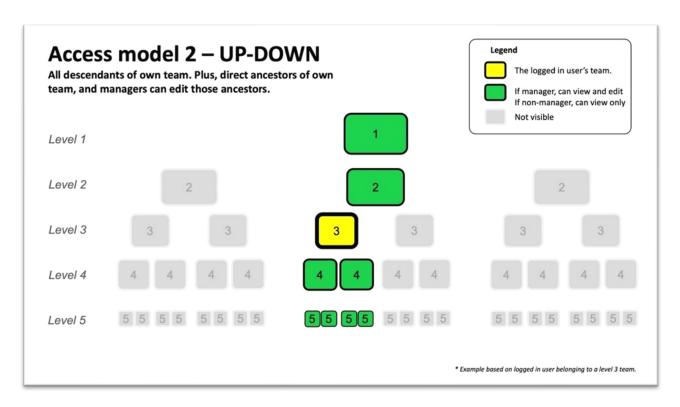


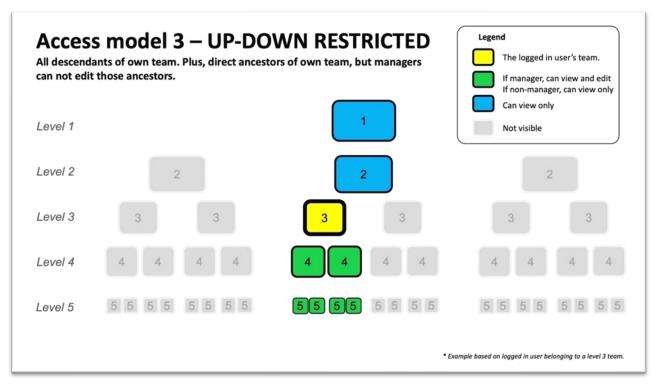


The 5 access modes are explained below. These can be customized further, as per specific requirements.

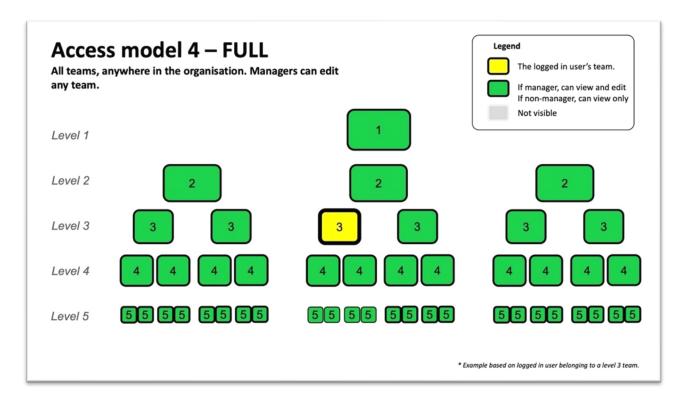


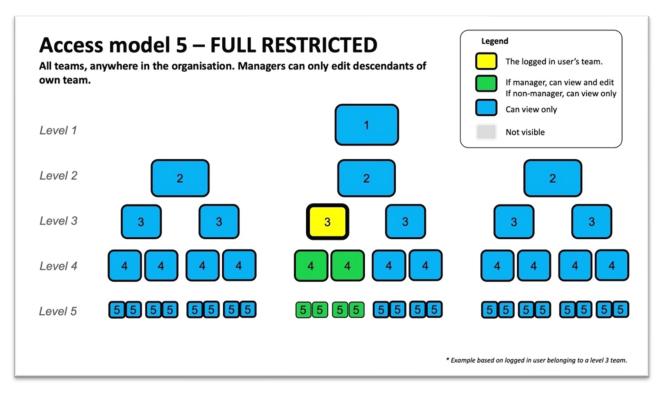












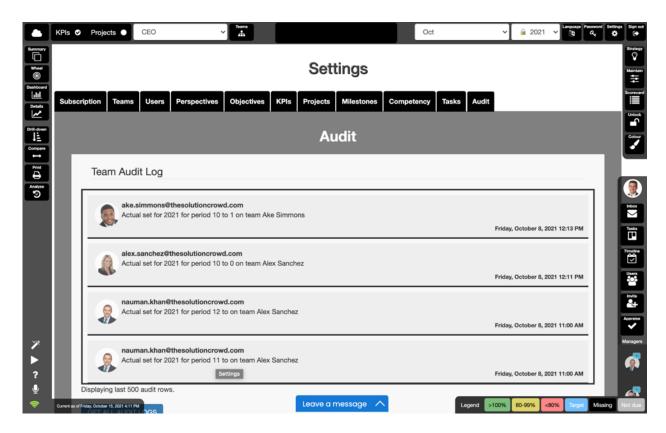




Auditing

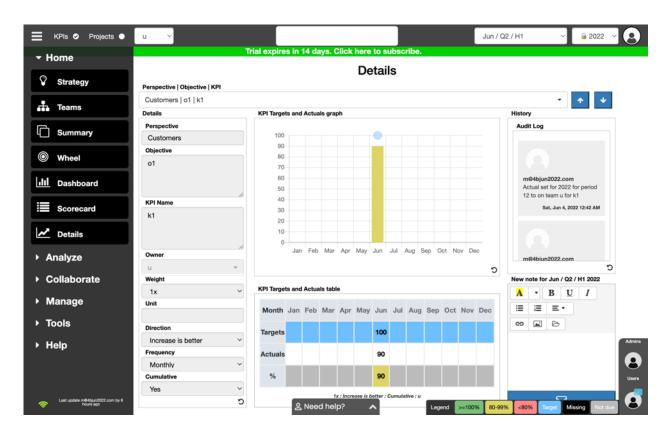
Every change is automatically audited in an immutable log.

System owners can review the system-wide audit log.

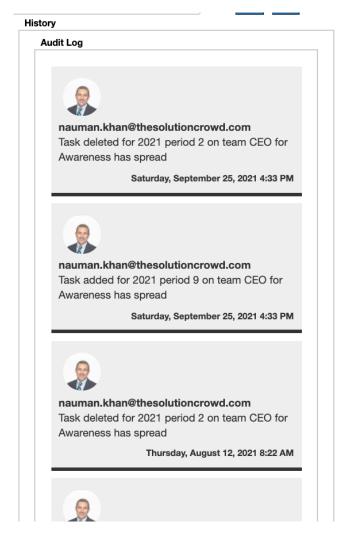


An audit log of changes to each KPI and Project is also visible.



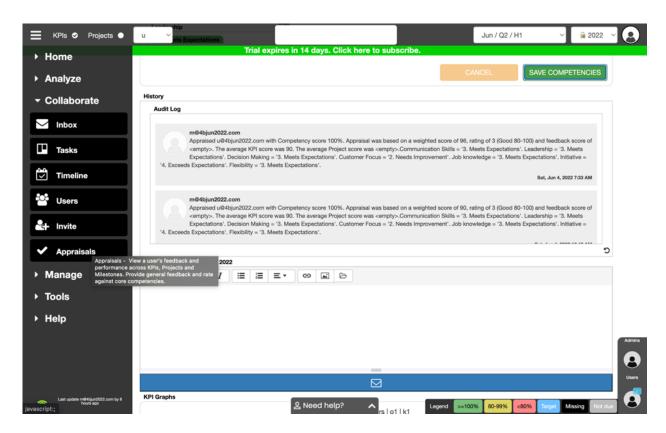






Every appraisal is logged.



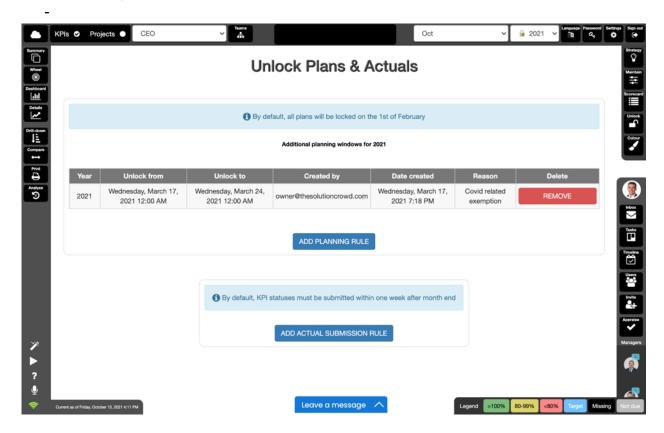




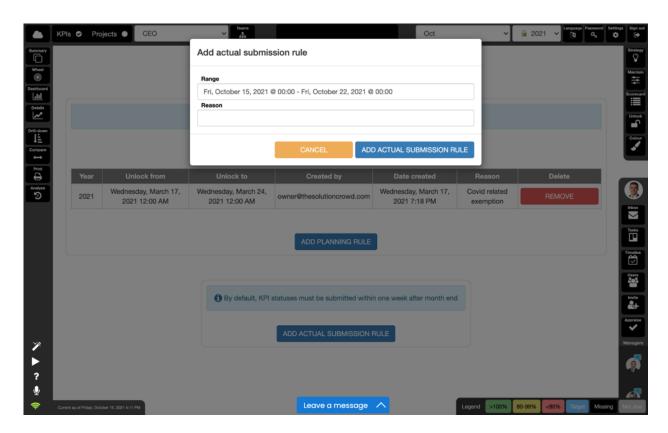
Change freezes and exemptions

Modifications and submissions are locked by the system, according to Plan and Actual submission windows which mandate

- who can change what
- when it must be changed by
- notifications, escalations, penalties for missed submissions
- exemptions for special circumstances, as authorized by the appropriate admin users with heightened permissions





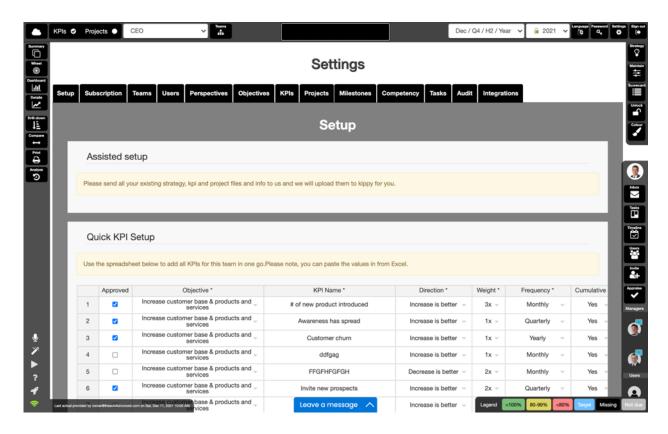




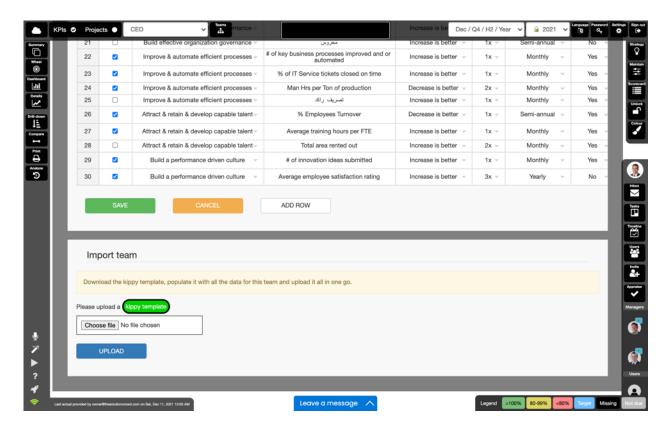
Quick set-up

Use kippy to organically define your strategy and performance management. Contact us to help you import your existing data.

Import all your team KPIs in one go with a simple copy and paste from Excel.







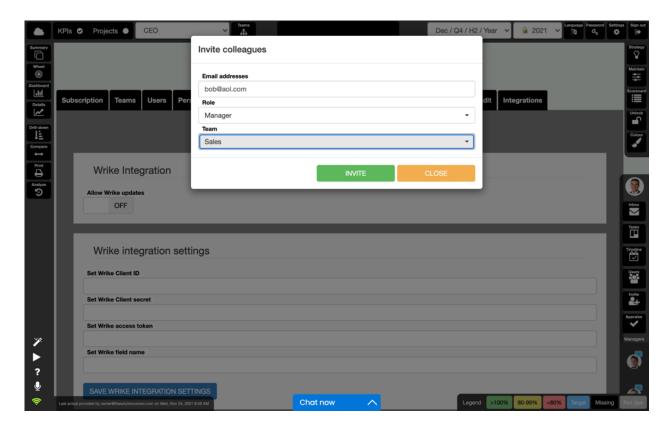
Bulk import your existing kpi, projects, forecasts and actuals using a pre-built kippy excel template.

User management

Simple in-app management

Manage users in app (or Integrate with your internal JML "joiner-move-leaver" process).

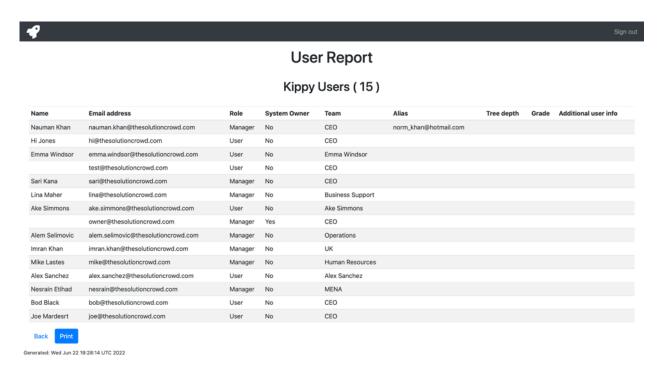




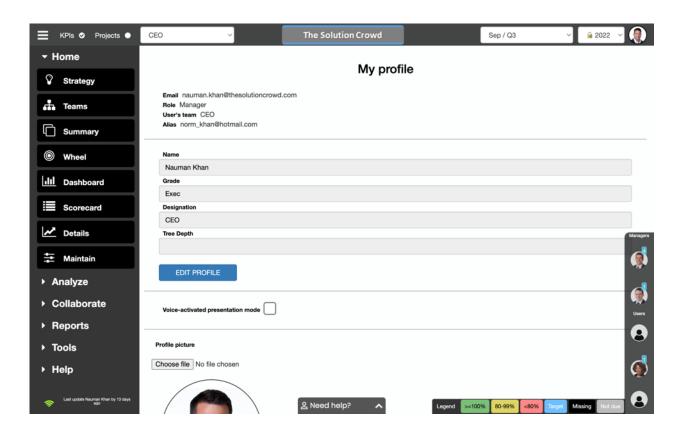
Invite additional users to teams with particular roles. Invitations based on inviters role and cascading privileges.

View all users in one report.



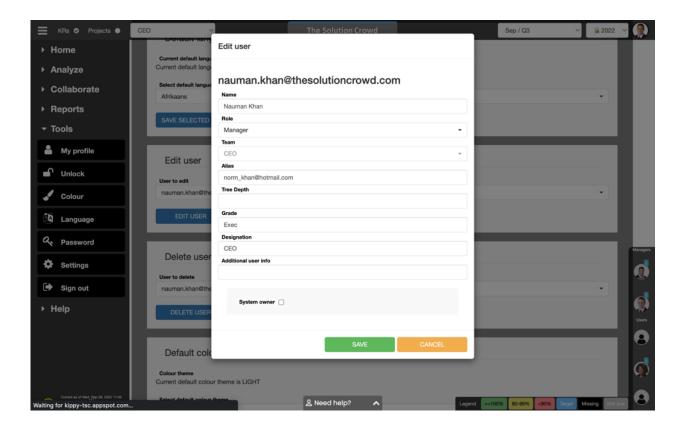


Manage your own user profile

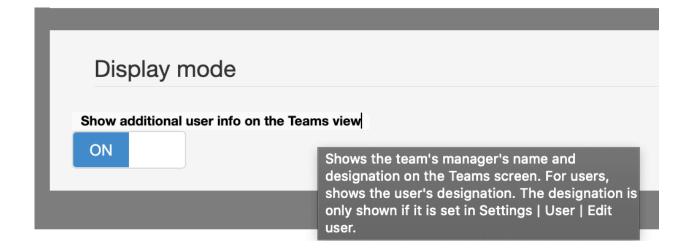




Manage profile of your teams' users



Augment dashboards with additional user info





Tree depth

Configure amount of information shown to each user by team level.

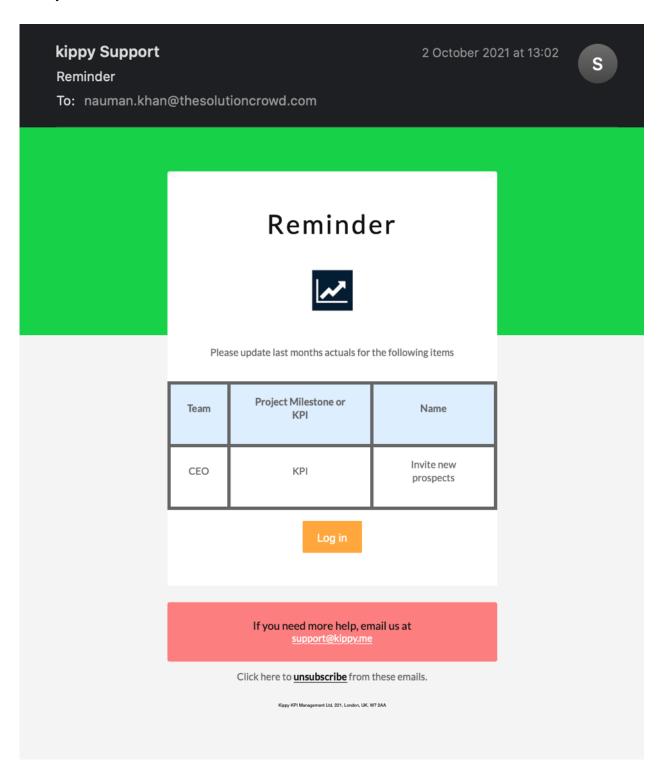
This is useful if certain users don't want to be overloaded with low-level data.

For example, in an organisation with 7 levels - if CEO tree depth equals 3, CEO will only see Level 1, 2 and 3 information.



Reminders

The system sends automatic reminders:

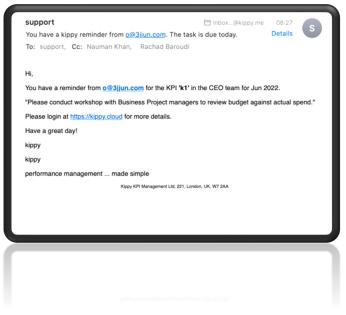


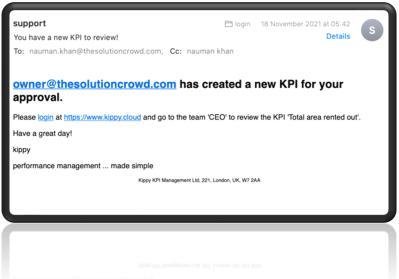


Notifications

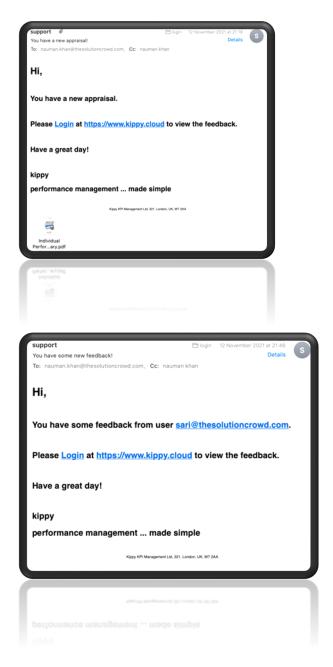
By default, the system sends employees email notifications in numerous scenarios, including:

- Late or overdue actual submissions
- Reminders of tasks based on reminder dates and due dates
- Draft KPIs needing approval
- Approved KPIs needing update
- Self-appraisals to managers
- Appraisals by managers
- Notes attached to KPIs and Projects of interest to the employee
- Feedback received









Each user can also set a "Silent mode" in their user profile, so they do not receive kippy notification emails.



Hosting options

All this provides a solution that is:

- A flexible appraisal mechanism for all staff, at any cadence, fully aligning everything topdown and bottom-up
- An always live view of corporate health by every dimension with data accuracy
- A low-friction framework for continuous improvement

From a technical perspective, kippy is unique in that it does NOT provide a rigid Commercial offthe-shelf product.

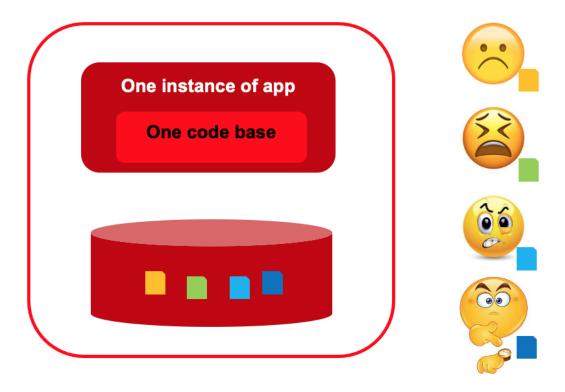
Instead, a totally standalone kippy instance will be deployed to a cloud or infrastructure of your choosing.

As well as configuration of the capabilities, the code for the core product will be branched just for you, allowing any low-level changes to be made specifically for you.

Other SaaS providers have one product for all their clients. They usually segment the data - but the app and features remain identical for all clients. A one-size fits all solution!



Other SaaS solutions

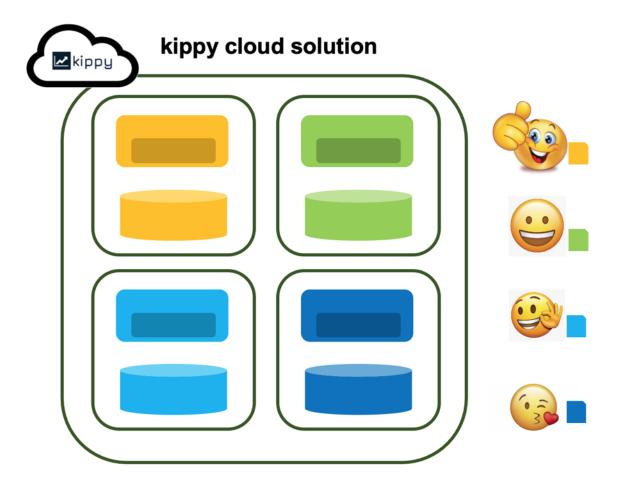


What does that mean for you? You have to put your requirements in a shared backlog for all your clients. You have to wait for the next major release. You have to do workarounds in your business processes to fit the constraints of their product.

What approach does kippy take? We deploy your very own isolated instance. We create bespoke functionality to perfectly fit your needs (and then later putting them behind feature switches for everyone else).

What does this mean for you? You don't have to put your requirements in a shared backlog for all our clients. You don't have to wait for our next major release. You don't have to do workarounds in your business processes to fit our product.







Web APIs

This isolation increases agility, and so do the kippy web APIs. Every activity in the kippy user interfaces can also be performed by invoking simple web APIs, so information can be automatically pushed and pulled from and to any system.



What does this mean for you? You can easily pull in employee performance for a specific set of KPIs from any tool or system used in your organisation. You can push any appraisal, discussion, report, etc. to any other tool or system used in your organisation.



Functions



Pull and transform data without coding or support from IT. Dynamically set your actuals by referencing other KPIs with functions like add, subtract, multiply, divide, percentage and average.

Need a new function or adapter, we'll make it for you. Want to code your own, we'll host it for you. Want to host it yourself, we'll call it as needed. Want to push the values, call our APIs. Whatever your use case, we've got you covered!



Microapps



No matter how great a dashboard, report or app user interface is, it will never be perfect for every persona, in every company, in every situation.

Kippy comes with great user interfaces by default, but also lets you create user specific microapps with custom reports and dashboards, geared exclusively to a particular person, for a specific use case, just for your organisation.

So don't just use your tools, love them!



Dedicated environments



Need one or more non-prod environments? Spin up as many non-prod environments as you need - in minutes!

Your Kippy instance can be deployed to

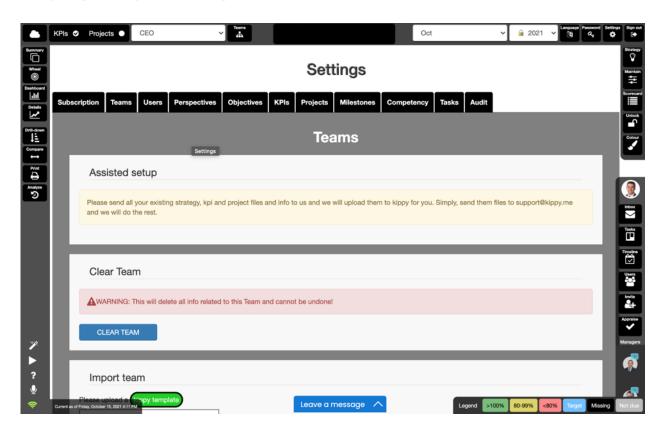
- the shared Google Cloud (in London),
- in other Google Cloud AppEngine instances around the world,
- on other cloud providers,
- on your hosting partners infrastructure
- on your own infrastructure

Your kippy instance can also be deployed with different configurations for high-resilience and failover.



Fully configurable

Everything in kippy is self-configurable via the in-built admin console.



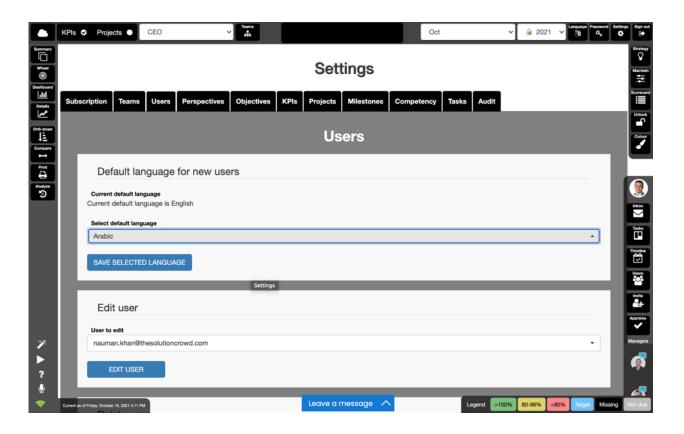
This includes

- changing 1x,2x,3x to greater than 3 (e.g. 1x to 100x)
- locking appraisals
- complex weighting and score calculation configuration
- changing default language and color themes
- resetting passwords
- full user management
- edit, rename, move and delete perspectives, objectives, KPIs, projects and milestones
- appraisal competencies with descriptions and weighting
- feedback criteria
- temporarily disabling appraisals for the whole organisation
- workflow of task Kanban columns
- no-code system-to-system integration (see Wrike demo)
- the list of values in each competency drop down in the appraisal screen
- inactivating KPIs and Teams by year.
- modifying the start of org reporting cycle e.g. 'January to December' becomes 'April to next March'.

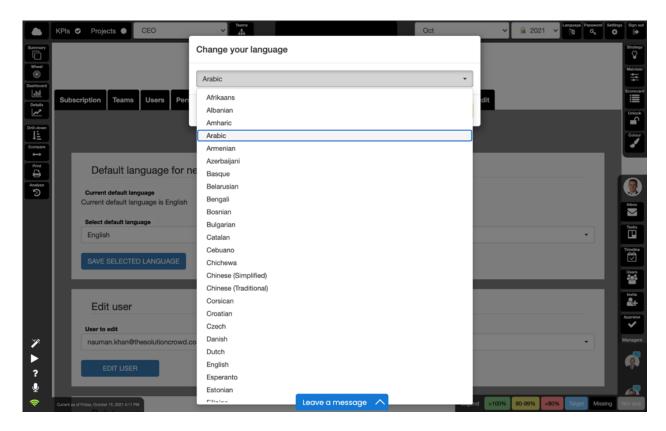


Multi-language

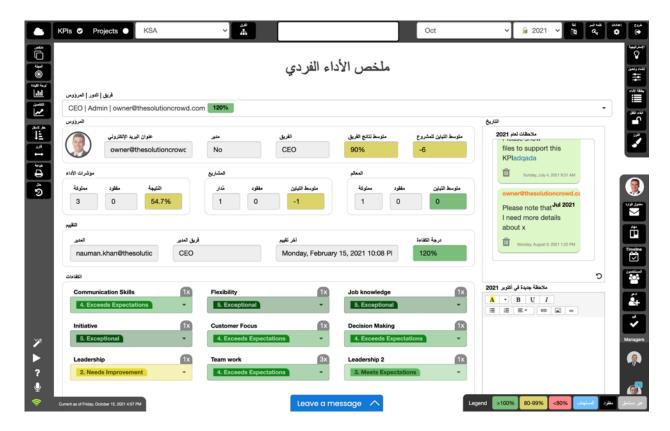
Kippy is available in over 100+ languages, including English and Arabic. The language can be defaulted to the whole organisation. Plus, each user can flip between languages as needed.



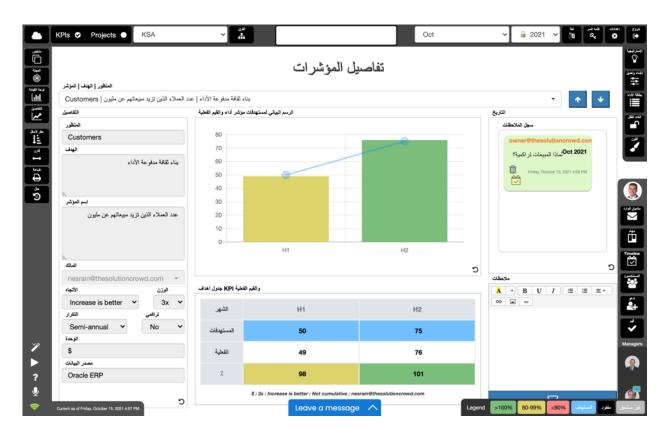




All screens and help have already been translated to Arabic and verified by a native Arabic speaker.







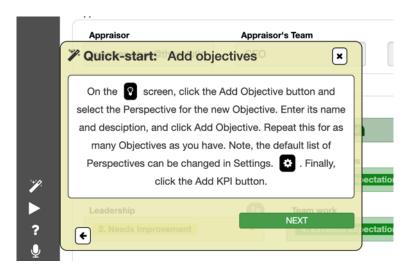


Help

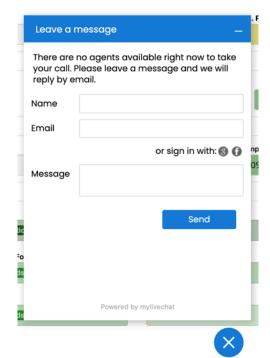
All labels come with helpful help text on mouse hover.

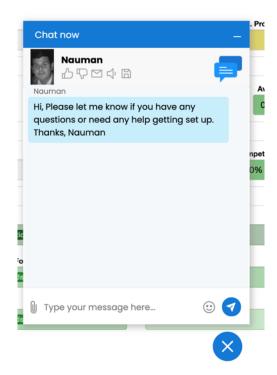


In-context help and bi-directional chat window for support.









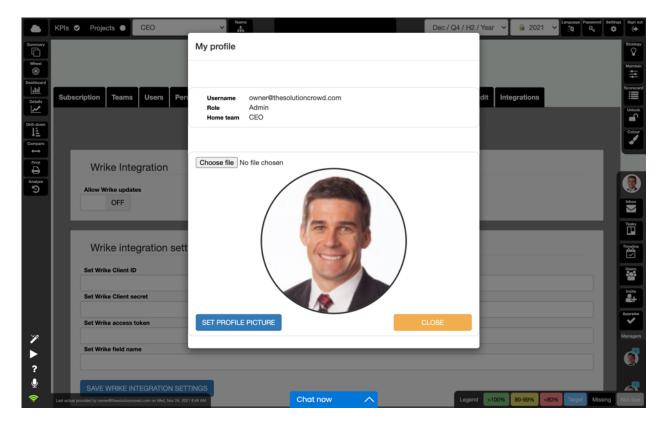


Personalisations

The system comes with multiple configurable colour themes. Users can personalize colours.



Set user profiles or let users self manage.





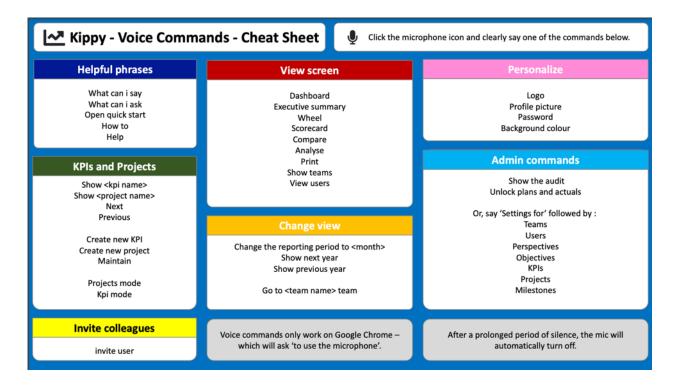
Mobile responsive

All screens are mobile-responsive, scale up and down with browser zoom and are optimized for smartphones, tablets, laptops, desktops and extra large screens for presentations and dashboards. Available on iPhone and Android. All browsers supported.

Navigation

Voice control

Change screens using your microphone.



Keyboard shortcuts



Shortcut to screens by pressing Shift and Function keys: F1 Strategy F2 Teams F3 Summary F4 Wheel F5 Dashboard F6 Scorecard F7 Details F8 Maintain F9 Drill down F10 Inbox F11 Tasks F12 Timeline

Tactile dashboards

Re-size dashboards and graphs by double-clicking, dragging, mouse wheel for zoom, etc.



Customisations

The system is integrated with OAuth2.0 identity mechanisms (including Google Login and Slack Login) and can be easily integrated with Microsoft Active Directory.

The system is integrated with SendGrid for emails and can be easily integrated to include notifications via SMS and other email servers including Exchange.

The system is horizontally scalable (without limit) on Cloud infrastructure with automatic upscaling and downscaling of resources based on user demand.

As well as building adapters and interacting with web APIs, it is also an option to buy a licensed copy of the source code and extend the product with your own internal technology teams, without or without help from the kippy build team.

Various documented use cases are available for interacting with external and internal Enterprise systems such as Sharepoint, Microsoft Team Foundation Server, Trello, Google Sheets, Google Translate, Slack and Zapier - which can be used to easily connect to Oracle ERP and other business intelligence tools.

Online assisted and non-assisted courses are already available on kippy methodology and tooling for users and admins, in English and Arabic. On-premise training is available.

Detailed use cases available on www.kippy.cloud for using web APIs for data exports.

https://www.kippy.cloud/web-api-integration-with-sharepoint

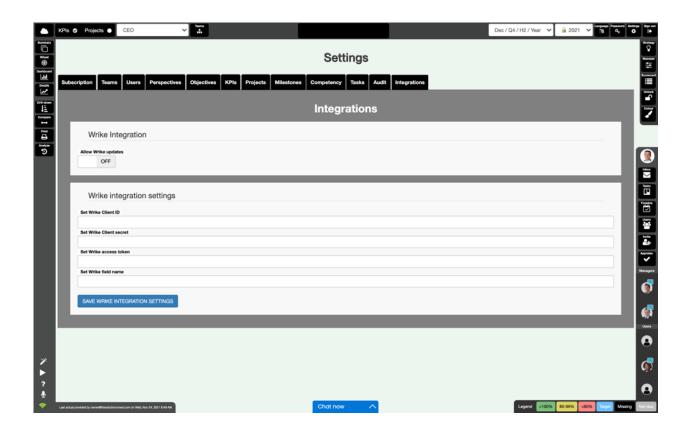
https://www.kippy.cloud/automate-your-business-processes

https://www.kippy.cloud/system-to-system-updates



Built-in integrations

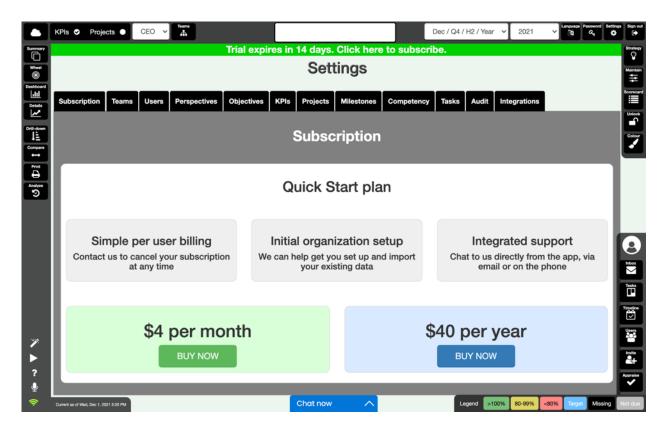
Several configurable integrations are already built-in, and can be enabled for our Enterprise customers. Please get in touch to learn more.





Billing

Subscribe in-app with simple per user billing (monthly or annually).



Invoice based billing available for bulk and enterprise usage.



Security

- We will not share your data with anyone EVER!
- Kippy Cloud is hosted on Google Cloud Engine in the zone europe-west2, with access extremely restricted - no data is stored on any other physical servers. Please visit https://cloud.google.com/compute/ for more information
- All data is encrypted in transit and at rest.
- KPI performs regular security and vulnerability audits, checks and monitoring.
- Identity and integration is always done, at a minimum, using OAuth2.0 authentication and https.
- All data is encrypted with the encryption keys stored securely. In the case of a breach, we will notify the affected parties. Customers SOC integration can also be configured upon request.
- Similar principles would be applied for customized hosting.
- KPI Cloud is built with multi-tenancy from the ground up, so your data is segregated at all tiers, ensuring only you can see your data.
- Access to data is further restricted by role-based access controls within your organisation and teams - ensuring users can not unintentionally see each other's data.
- If you stop your subscription, kippy will change your access to read-only for a period of 90 days, during which you will not be able to change your data, but can re-join at any time. After this period, all your data will be hard deleted from kippy.
- You may request a full dump of your data and audit history at any time. Data will be provided via RESTFUL JSON endpoints or via an encrypted zip of JSON files, made available for secure download.
- KPI Cloud is built with multi-tenancy from the ground up, so your data is segregated at all tiers, ensuring only you can see your data.
- Access to data is further restricted by role-based access controls within your organisation and teams - ensuring users can not unintentionally see each other's data.
- End-of-contract data extraction All the users data is available to the user via the web
 APIs at any time. All kippy data is regularly backed up. However, users are also
 encouraged to take extracts of their data for backups or local integrations as often as
 they choose.
- Kippy is fully functional on all modern browsers. Google Chrome is the recommended browser. No application to install. Designed for use on mobile devices.
- The service interface is part of the application but only available to users with the appropriate role. The interface allows the user to self-serve any maintenance activities including adding, renaming, deleting, moving all data objects. All activities are fully audited and follow governance rules to ensure system integrity. The service interface is only available to the appropriate system user, who can a) view the audit log to be viewed b) bulk import existing KPI data c) delete users from the system.



- Kippy is designed to ensure there is practically no usage based impact across users because:
- most complex processing is done in the client's browser and not on the kippy servers.
- hosting provides rate limiting and DDOS protection
- sophisticated caching refreshes in low-priority background jobs
- sophisticated auto scaling-up of underlying hosting resource to over 1000 times typical load (which auto scales-down to reduce cost)
- Staff security clearance Conforms to UK standard BS7858:2012 and Developed Vetting (DV) and OWASP
- Default Data storage and processing locations. United Kingdom. Other hosting options available.
- Data Centre security standards CSA CCM version 3.0
- Penetration testing frequency At least once a year. Additional Pen Testing available upon requests.
- Protecting data at rest Physical access control, complying with CSA CCM v3.0. Physical access control, complying with SSAE-16 / ISAE 3402. Scale, obfuscating techniques, or data storage sharding.
- Data export approach Users can call kippy's secure web APIs (with the appropriate authentication credentials) to extract all their current and historical data in JSON format. Other data import formats - MS Excel template to collect and bulk upload existing info. Updates can be submitted using RESTFUL/JSON web API calls. No other system ingress or egress channels to data exposed.
- Data protection between buyer and supplier networks and Data protection within supplier network - TLS (version 1.2 or above)
- Approach to resilience Multi-availability zone replication. Auto-scaling. Automated testing. Canary releases. Production Monitoring
- All configuration is managed with Infrastructure as code (IaaC) principles. All code is managed in a private GitHub repository. All changes are reviewed with a formal Architecture design process with formal design documents. All builds and releases are tracked in the CI/CD pipelines. All releases are security and vulnerability scanned.
- Change management processes ensure all releases are a) released outside of business hours b) tested in a Stage production-like environment and c) canary-released before full roll out. API iteration is tracked through semantic versioning.
- Vulnerability management approach Each release is scanned using Google Cloud Web Security Scanner. Security fixes are given highest priority by the in-house development team. Patches can be deployed via the CI/CD pipelines within a minute.



Extensions

The final key point is that if the needed feature or mechanism is not clearly articulated in the proposed solution, Kippy should not be viewed as a closed and unchangeable platform.

The upfront investment of making kippy a modern cloud-based solution, with the latest modern development practices, means it is incredibly flexible and extensible - allowing quick and easy customisation to your exact needs.

Whether that be specific workflows, complex business rules, new features or deep integrations. The intention is to use the project discovery phase to identify those exact needs and configure and customize to the exact detailed end user requirements.

Contact us at info@kippy.cloud to learn more