

A Virtual Personal Assistant to

Administer Operational Audits and Appraisals - around the clock

Imagine a personal assistant that will facilitate consistent business appraisals and then give round the clock access to results, diary notes and action item management.

The MacXimist system which is an Internet powered and hosted program assists Business Development Managers, OH&S/IR Practitioners and Field Service people to build scorecards and manage appraisals and compliance checks, with the added benefit of comprehensive efficiency reporting and response tracking – here are some ideas:

Field Visit Organiser and Reporter

- Consistency of audits and appraisals right across the organisation
- Secure system of recording results and maintaining action items and diary notes
- Consistency of gathered data for measurement and comparison across the organisation
- Instant access to efficiency reports and action items for problem solving

Operational Compliance Controller for alignment and showing duty of care

- Tracking compliance to systems, benchmarks and scorecards
- Auditing against OH&S policies and storing results to show duty of care
- Appraising regulatory and consumer protection requirements
- Reviewing responsibilities to employees and stakeholders (bullying etc)

Self-help and Self-appraisal for Managers

- Give business unit managers access to scorecards to self assess their operation
- Conduct self audits on OH&S and regulatory requirements
- Build and implement their individual scorecards, such as 'walk the store'
- Optionally give OH&S representatives permissions to access the program as part of workplace responsibilities

MacXimist is a tool to encourage the practice of measurement and management as an ongoing process. The program and appraisal results are available 24/7 to anyone with the appropriate permissions, but without the requirement for special software to be installed on each user's computer.

Other modules in the integrated online virtual workforce management platform:

- Resource Library to give access to procedures, standard forms, templates etc.
- Compliance Plus to manage learning, assessment and results tracking
- Survey Plus to collect stakeholders perceptions and feedback
- People Plus to manage people appraisals and goal tracking