

# The Clarity Execution System (CES)

## Summary, Description, and Operation Example

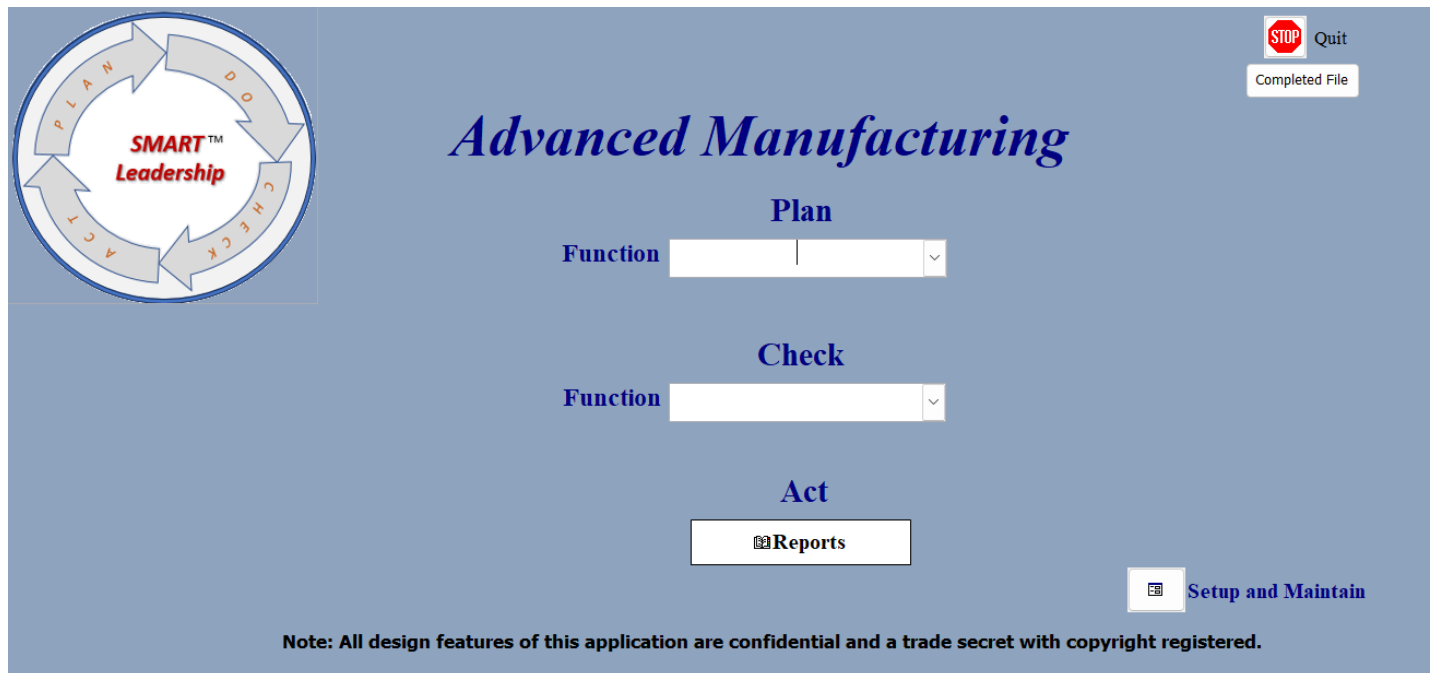
### Part 1 - Summary

The CES is a copyrighted communication management computer application that comprehensively develops information for a leader to guide an initiative or project. The primary intention is to achieve value, on-time, and with equitable cost. The design intent is to discipline and accelerate the Plan-Do-Check-Act (PDCA) cycle process. Prompts are featured to assiduously define important valued tasks that are Specific, Measurable, Achievable, Relevant, Time-bound (SMART). Tasks are easily monitored resulting in automatic updating of reports to alert a leader as to necessary actions.

### Part 2 - Description

On start, the navigation form shown below is displayed. By selecting a function in the Plan combo-box, a form automatically opens for defining tasks for the selected function.

The second form shown below provides for defining a task. By inputting the text boxes and combo boxes, a valued task is defined. By advancing to a new record, multiple tasks can be created for the same function. This activity develops a plan for the respective function and is immediately captured in a report available by clicking on the Reports button shown below Act in the opening navigation form. This effectively creates the project plan and appropriately one could say: The "Playbook" is immediately available for all stakeholders to proceed with accomplishing task objectives.



**Advanced Manufacturing**

**Plan**

Function

**Check**

Function

**Act**

Completed File

**Note: All design features of this application are confidential and a trade secret with copyright registered.**

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The screenshot shows a web application interface for creating a task plan. At the top left, there is a 'Task ID' field with '(New)' next to it and a 'Completed' checkbox. A 'Quit' button with a red 'x' icon is in the top right corner. The main heading is 'Create a Task Plan' in a large blue font. Below this is a sub-heading 'Criteria - Task Evaluation' above a large white text area. To the left of the text area is a sidebar with the text 'Task Specifics / Success Criteria' and 'SMART Tasks' in red. Under 'SMART Tasks', there is a list: 'Specific', 'Measurable', 'Achievable', 'Relevant', and 'Time Bound'. The main form contains several fields: 'Business Impact' (text input), 'Task Category' (dropdown menu), 'Priority' (dropdown menu), 'Start Date' (text input with a calendar icon), 'Complete Date' (text input with a calendar icon), 'Budget' (text input), and 'Documents Vault' (text input). There are also two arrow buttons (left and right) next to the 'Budget' field. At the bottom of the form, there is a note: 'Note: All design features of this application are confidential and a trade secret with copyright registered.'

Monitoring progress starts with selecting a function in the Check combo box in the opening navigation form. Instantly all tasks defined for the selected function open for input. This monitoring form Check is shown below.

Frequent monitoring is advisable to maintain cycle speed to accelerate progress. The Plan section in this Check form is locked, except for the document vault text box where important relevant files can be stored. If it becomes obvious there is a need to revise a task, the Plan form must be reopened to accomplish it. This procedure precipitates communication up and down the organization and maintains plan integrity. If preferred, the set-up of a network can allow only certain individuals to revise a plan.

Immediate feedback in the form of colored messages is displayed as updating occurs. This feedback effectively drives process speed and causes focus on each task's requirements.

Below are items to be assessed during the check/monitor process to ensure achieving intended results.

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Criteria - Task Evaluation
Return

1. What does the end-state reality look like? Be specific—what will exist or change?
2. What measurable outcome supports that vision? (e.g., increase customer retention by 15%)
3. What do we believe this task or action will change in the system? What's the mechanism?
4. The specific action to be completed.
5. What will we see, measure, or hear if this action is working? (e.g., faster onboarding, fewer complaints)
6. What could this action unintentionally cause? Consider system interactions.
7. How/when will we validate that this is having the intended effect? (e.g., weekly KPI check, customer survey, technical test)
8. How confident are we that this task leads to the intended outcome (Visit Often)

TaskID (New)

Completed

### Evaluate Progress

Criteria - Task Evaluation

Quit

PLAN

**Task Description and Objective**

Priority  Task Category  Potential Impact

Start Date  Complete Date  Budget

Document Vault

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CHECK

Monitor Status

Task Objective  Criteria  Complete Target  Target Date  Relative Plan

Budget Spent  % Budget Spent  Responsible Person

Comments

	Supporting Tasks	Completed
*	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>

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After completing the monitoring process, one can immediately view multiple relevant reports. The Evidence to Compel Action form shown below can be opened by clicking the action button labeled Reports in the navigation form. The

# The Clarity Execution System (CES) Summary, Description, and Operation Example

available reports provide information on all aspects of the initiative or project. The leader's Act phase of the process ensues based on evidence in the reports.

**Evidence to Compel Action**

**General Reports**

- Tasks Planned in Process
- Tasks Due Within 14 Days
- Tasks Late To Plan
- Tasks Off Target
- Tasks Completed
- Personnel Load
- Business Cost Summary

**Specific Reports**

**Report All Organization Tasks**  
Select Organization [dropdown]

**Report Organization by Responsible**  
Select Organization [dropdown]  
Select Responsible [dropdown]

**Report of Organization Tasks by Category**  
Select Organization [dropdown]  
Select Category [dropdown]

**Tasks Due Within 14 Days**  
Select Organization [dropdown]

**Specific Task Review**  
Select Responsible [dropdown]

Quit

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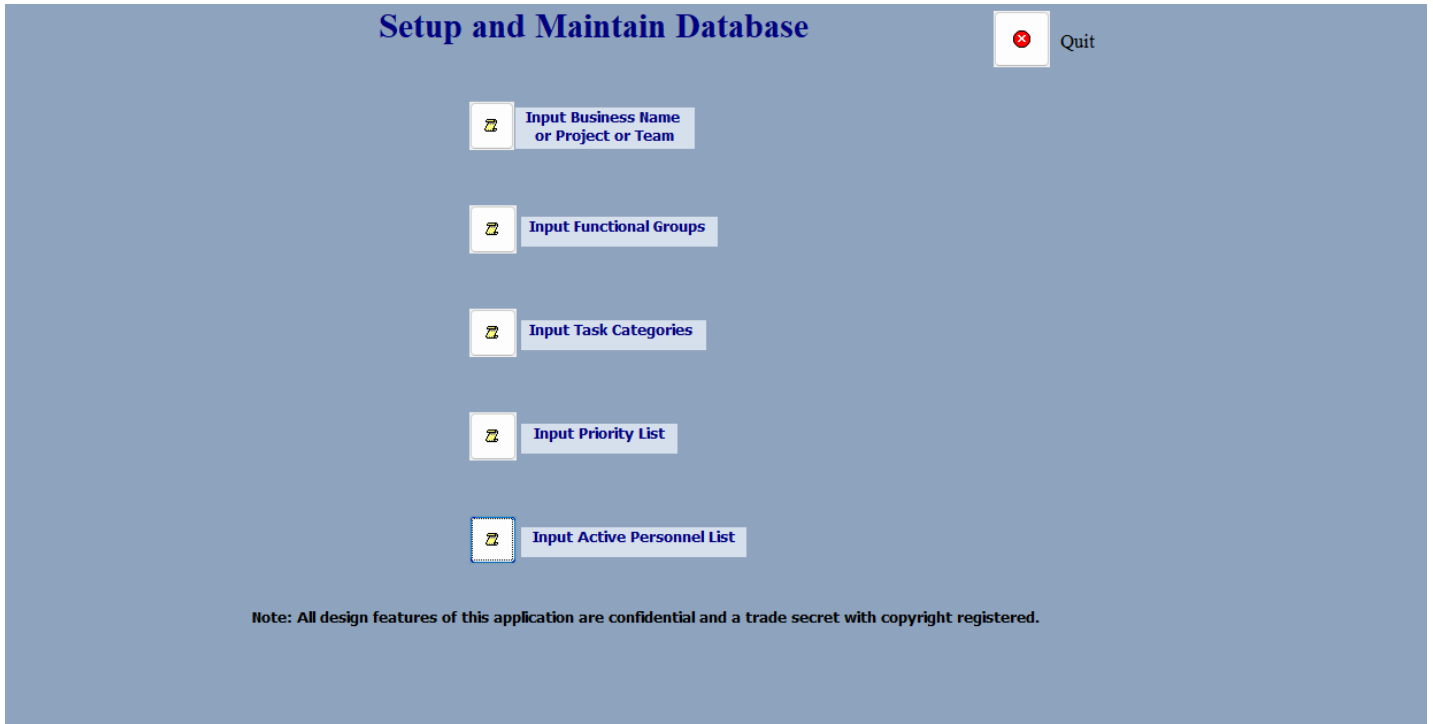
To update and maintain the database, click on the lower right action button in the navigation form labeled Setup and Maintain. This opens the form Setup and Maintain Database form shown below. This application can be easily pivoted for managing any type of initiative or project.

By clicking on the individual action buttons, a table will be opened that can be updated specifically for the project to be addressed. Currently there are values in the table consistent with managing a manufacturing business. This is purposely done to provide a sense of the intent and value of the design. The functions and values for the project can be updated by deleting or adding.

The application is easily setup to execute different projects by simply relabeling and changing the list of functions and categories.

For example, functions and categories can be aligned with specific paragraphs or sections of standards like the Code of Federal Regulations (CFR) or international standards like ISO.

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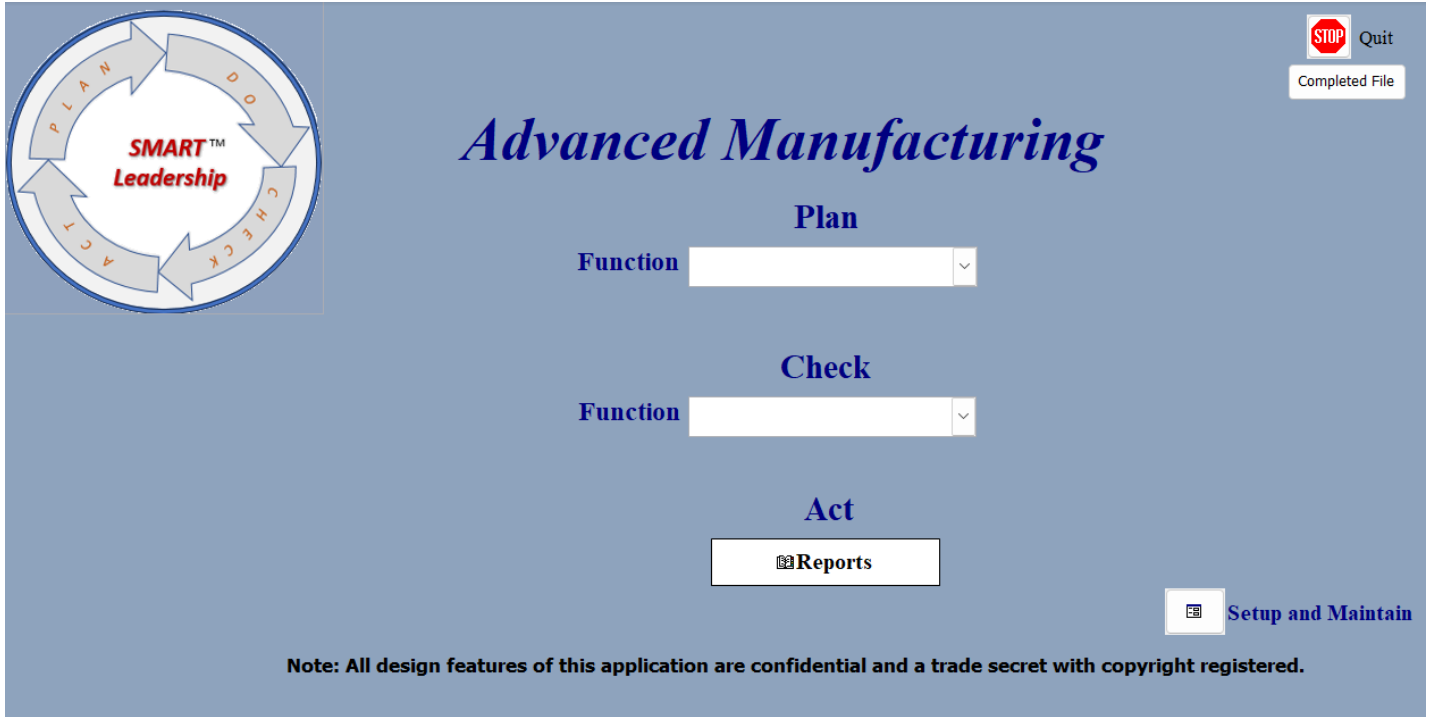


## Part 3 - Operation Example

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# The Clarity Execution System (CES) Summary, Description, and Operation Example

Below are a series of example screen shots showing the various forms and reports when employing The CEA App. Following the below Navigation, Plan, and Check and Evidence to Compel Action forms, example reports are shown. Clicking the Reports button on the Navigation form opens the Evidence to Compel Action form. By clicking on a text box or by selecting from the combo box in this form, predesigned reports are opened. Depending on the user's preference, reports can be easily modified to suit any situation.



**Advanced Manufacturing**

**Plan**

Function

**Check**

Function

**Act**

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Task ID

Completed

**Manufacturing Plan**

**Criteria - Task Evaluation**

Execute new contract for tool design services to achieve a 5% reduction in cost.

**Task Specifics / Success Criteria**

**SMART Tasks**

- Specific
- Measureable
- Achievable
- Relevant
- Time Bound

**Business Impact**

**Task Category**

**Priority**

**Start Date**

**Complete Date**

**Budget**

**Documents Vault**

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# The Clarity Execution System (CES)

## Summary, Description, and Operation Example

TaskID

Completed

ACTIVE

### Manufacturing Evaluate Progress

Criteria - Task Evaluation

Quit

**Task Description and Objective**  
EXECUTE NEW CONTRACT FOR TOOL DESIGN SERVICES TO ACHIEVE A 5% REDUCTION IN COST.

**Priority**  **Task Category**  **Potential Impact**

**Start Date**  **Complete Date**  **Budget**

**Document Vault**

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**Task Objective Criteria**

**Budget Spent**  **% Budget Spent**

**Comments**

### Monitor Status

**Complete Target**  **Target Date Relative Plan**

**Responsible Person**

	Supporting Tasks	Completed
*	Selected design service and negotiating contract.	7/1/2025

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## Evidence to Compel Action

Quit

### General Reports

### Specific Reports

**Report All Organization Tasks**

Select Organization

**Report Organization by Responsible**

Select Organization

Select Responsible

**Report of Organization Tasks by Category**

Select Organization

Select Category

**Tasks Due Within 14 Days**

Select Organization

### Specific Task Review

Select Responsible

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# The Clarity Execution System (CES) Summary, Description, and Operation Example

## Planned Tasks in Process

Total Budget  
\$528,111

### Organization/Function

### Priority

ID	Category	Task Objective	Start Date	End Date	Budget
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### Engineering

High 35	Quality	Study and recommended changes to compressor aero design predictions for efficiency and stall characteristics	1/1/2020	7/6/2020	\$100,000
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Normal 38	Speed	Improve the machining code for turning operation for product xyz to decrease turning operation by 15 minutes.	5/2/2020	5/31/2020	\$5,000
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High 36	Strategic	Improve design system utilized to define compressor aero.	12/11/2020	8/1/2020	\$100,000
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### Human Resources

High 40	Strategic	Devlop a plan to assure Butler's capability is adequate to comply with federal regulations regarding Hazmet Safety etc. The capability must be available by complete date stated below to support the predicted workload for last half of 2021 .	6/2/2020	4/19/2021	\$2,000
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### Maintenance

Normal 41	Strategic	Define a process that details the necessary tasks to assure Butler's equipment is up to federal safety standards and is in condition to operate on a 2 yr. project that starts 6 months hence.	2/1/2021	3/21/2021	\$1,000
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# The Clarity Execution System (CES)

## Summary, Description, and Operation Example

### Manufacturing

#### Cost Savings

Responsible Person Task ID	Objective	Budget Spent	Completion Projection (Days)	Objective Status
Yogi Berra 13	Execute new contract for tool design services to achieve a 5% reduction in cost.	67%	On Plan 2	Off Targets
Joseph Gaines 19	Determine ROI by increasing capital expenditure for new machines to manufacture our "XYZ" product line.	117%	Late -7	On Targets

*Saturday, May 23, 2020* *Page 1 of 1*

### Manufacturing

#### Due Wihin Next 14 Days

Total Tasks = 2

Priority	Responsible Person Task ID	Task Category	Task Specifics/Success Criteria	Budget Spent	Status Planned Date Days To Plan	Success Criteria
High	Yogi Berra 13	Cost Savings	Execute new contract for tool design services to achieve a 5% reduction in cost.	103%	Late 4/20/2021 -6	Off Targets
	Who H. Knows 34	Speed	Reduce manufacturing process revision time an average of 30% in incorporating engineering design changes.	80%	Late 4/21/2021 -17	On Targets

*Sunday, April 11, 2021* *Page 1 of 1*

# The Clarity Execution System (CES)

## Summary, Description, and Operation Example

### Tasks Late To Plan

<b>Organization</b>				
Responsible Person	Priority Task Category	Days Late To Plan	Objective	Status of Objective
<b>Engineering</b>				
Casey Stengel	High Quality	-33	Improve design system utilized to define compressor aero.	Off Targets
Who H. Knows	High Quality	-7	Study and recommended changes to compressor aero design predictions for efficiency and stall characteristics	On Targets
<b>Human Resources</b>				
Daniel Lally	High Strategic	-16	Devlop a plan to asssure Butler's capability is adequate to comply with federal regulations regarding Hazmet Safety etc. The capability must be available by complete date stated below to support the predicted workload for last half of 2021 .	On Targets
<b>Maintenance</b>				
Daniel Lally	Normal Strategic	-11	Define a process that details the necessary tasks to assure Butler's equipment is up to federal safety standards and is in condition to operate on a 2 yr. project that starts 6 months hence.	Off Targets

# The Clarity Execution System (CES)

## Summary, Description, and Operation Example

### Personnel Loading

Responsible Person				
Organization	Priority Category	Days Late	Objective	Status of Objective
<u>Casey Stengel</u>				
Engineering	High Quality	-33	Improve design system utilized to define compressor aero.	Off Targets
Manufacturing	Normal Quality	2	Revise the material processing sheets to reduce quality rejects to meet 6 sigma acceptance criteria.	On Targets
<u>Daniel Lally</u>				
Maintenance	Normal Strategic	-11	Define a process that details the necessary tasks to assure Butler's equipment is up to federal safety standards and is in condition to operate on a 2 yr. project that starts 6 months hence.	Off Targets
Human Resources	High Strategic	-16	Develop a plan to assure Butler's capability is adequate to comply with federal regulations regarding Hazmet Safety etc. The capability must be available by complete date stated below to support the predicted workload for last half of 2021 .	On Targets
Marketing	High Strategic	6	Form a marketing team to conduct an evaluation and analysis of Butler's marketing and sales capability with the intent of formulating an action plan. Implementation of plan to be decided based on market predictions.	On Targets
<u>Jackie Jones</u>				
Manufacturing	Normal Strategic	-10	Institute a quality clinic to train in ISO9001 before Quality Audit now scheduled for July 15, 2016	On Targets

The Clarity Execution System (CES)  
Summary, Description, and Operation Example

## Cost Status Summary

Organization Task	Planned Impact	Current Cost	Current Impact
<u>Engineering</u>		<i>Group Impact Equals \$250,000</i>	
Improve the machining code for turning operation for product xyz to decrease turning operation by 15 minutes.	\$0	\$0	\$0
Improve design system utilized to define compressor aero.	\$150,000	\$10,000	\$160,000
Study and recommended changes to compressor aero design predictions for efficiency and stall characteristics	\$0	\$90,000	\$90,000
<u>Human Resources</u>		<i>Group Impact Equals \$500</i>	
Develop a plan to assure Butler's capability is adequate to comply with federal regulations regarding Hazmet Safety etc. The capability must be available by complete date stated below to support the predicted workload for last half of 2021 .	\$0	\$500	\$500
<u>Maintenance</u>		<i>Group Impact Equals \$500</i>	
Define a process that details the necessary tasks to assure Butler's equipment is up to federal safety standards and is in condition to operate on a 2 yr. project that starts 6 months hence.	\$0	\$500	\$500

Special Notes Relative to Operation:

1. By clicking on the "Completed" box, a task will be highlighted **yellow**. This action precludes a completed task from inclusion in status reports of in process activity. See example below.
2. The boxes with arrow pointing left or right allow navigation to a specific task.
3. A button labeled "Completed Items File" on the navigation form creates a separate file of completed tasks that can be copied and filed for analyses.
4. To delete a record, click on the white vertical bar to the left on the Plan form and then select cut. This completely removes a record and all remnants.

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TaskID

Completed

**COMPLETE**

## Manufacturing Plan

**Criteria - Task Evaluation**

**INSTITUTE A QUALITY CLINIC TO TRAIN IN ISO9001 BEFORE QUALITY AUDIT NOW SCHEDULED FOR JULY 15, 2016**

**Task Specifics / Success Criteria**

SMART Tasks

- Specific
- Measureable
- Achievable
- Relevant
- Time Bound

**Business Impact**

**Task Category**

**Priority**

**Start Date**

**Complete Date**

**Budget**

**Documents Vault**

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