

Clarity Execution System (CES)

Quick Start Guide — Load CES in 20 Minutes

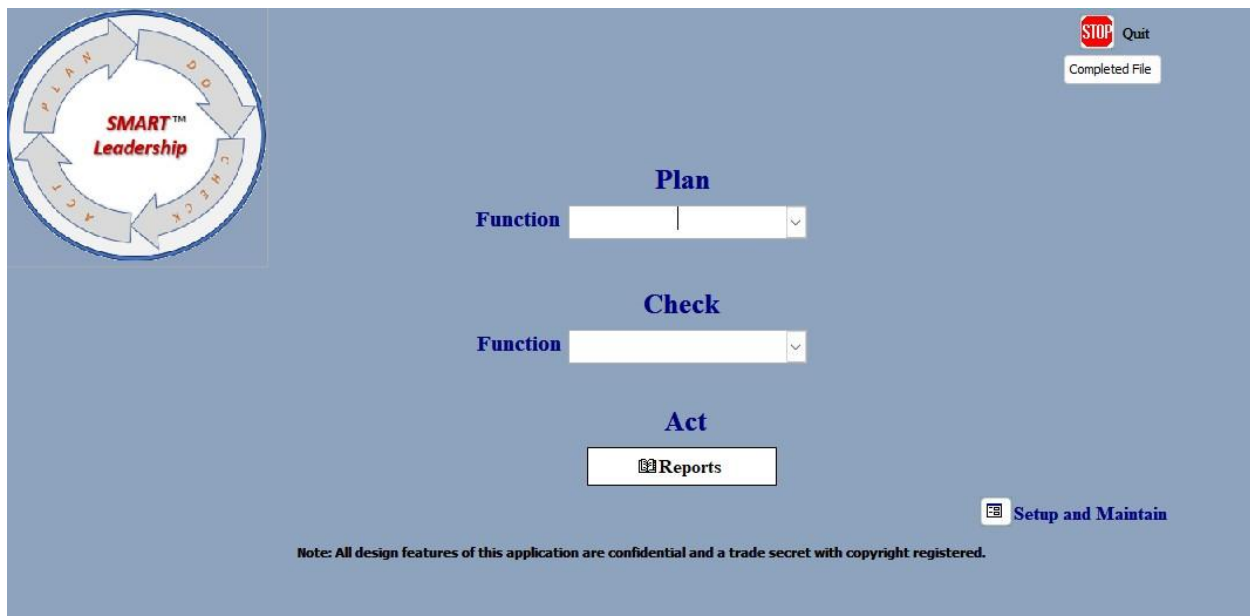
CES is designed to eliminate confusion and get your team aligned fast.

Follow these steps and you'll have your first project loaded and producing real evidence.

1. Open CES

You'll see the main CES opening form.

Click the **button in the lower right** to open the **Setup & Maintain Database** form.



STOP Quit
Completed File

SMART™
Leadership

PLAN DO CHECK ACT

Plan
Function

Check
Function

Act
Reports

Setup and Maintain

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

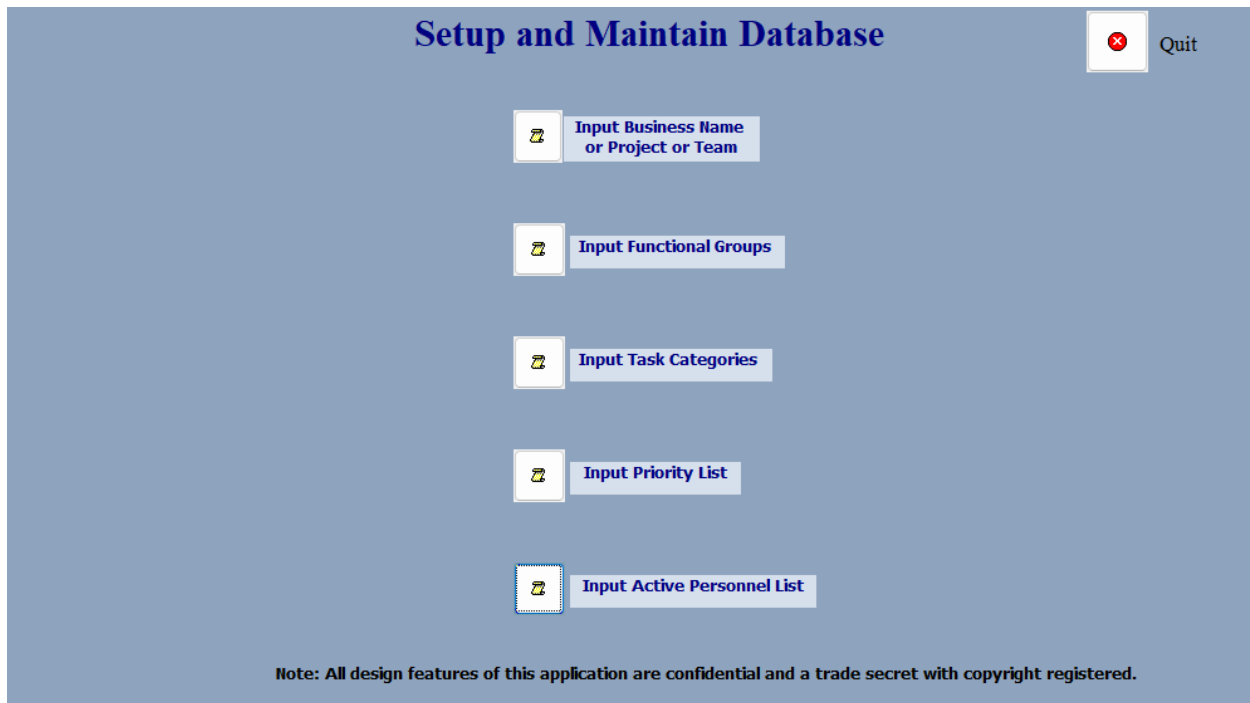
2. Set Up Your Project (2–3 minutes)

In the Setup form, enter:

- Project Title (appears at the top of CES)
- Groups involved
- Task categories
- Priority levels
- Personnel names

Once these are entered, CES is fully initialized.

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3. Create Your First Task (5 minutes)

Open the **Task Entry** form.

Enter:

- SMART task
- Business impact
- Budget (optional)
- Timing using the calendar
- Dropdown selections for category, priority, group, and accountable person
- Attach any relevant documents using the Document Vault button

Budget and resource tracking are optional — CES works perfectly without them.

Task ID (New) Quit

Completed

Create a Task Plan

Criteria - Task

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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4. Evaluate Progress (5 minutes)

Open the **Task Evaluation** form.

The top section shows the task as originally defined (locked).

You update:

- Completion target date
- Budget spent (optional)
- Status (dropdown)
- Accountable person (dropdown)
- Comments (optional)
- Supporting tasks (optional)

Click **Criteria Task** to review the viability checklist.

TaskID (New) Quit

Completed

Evaluate Progress

Criteria - Task

P
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Task Description and Objective

Priority Task Category Potential Impact

Start Date Complete Date Budget

Document Vault

←

→

C
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Monitor Status

Task Objective Criteria Complete Target Target Date

Budget Spent % Budget Spent Responsible Person

Comments

*	Supporting Tasks	Completed

Record: 1 of 1 | No Filter | Search

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5. Evidence to Compel Action

Once the above forms are completed, CES automatically generates the evidence needed to drive decisions and accountability.

Quit

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

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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You're Now Running CES With Clarity

Your CES environment is fully operational. You can:

- Build task plans
- Track execution
- Evaluate progress
- Generate evidence
- See your project clearly — tasks, status, and supporting proof

Load CES and immediately see the clarity and evidence your project has been missing.

Total time: 20 minutes.