



WORK IT Services Pty Ltd

WORK IT Services provides online management software, focusing on managing your business operations with an emphasis on personal responsibility.

It is an easy-to-use web-based business management solution. The integrated management tools are a range of modules centred on your operational plans and focuses on who is responsible for the implementation of the many, many actions required to deliver successful and profitable outcomes for your business.

WORKIT ONLINE assists you:

- Research and create your plan [Project, Department or Business]
- Implement, schedule and track operational progress
- Conduct performance appraisals
- Develop and maintain compliance and prospect registers
- Organise and manage meetings for day to day business operations and one-off projects

Organizations can enjoy unparalleled productivity, revenue growth, and business intelligence by effectively using WORKIT Online.

WORK IT ONLINE Planning & Management Tools

Planning Plus¹

	A Planning & Management tool for managers and staff who are required to research, create and manage the plan and the business
Plan Creation	Planning tools to conduct business research and create the business or project plan
Plan Progress	An implementation and monitoring facility providing progress reviews of your plan or project, including objectives, actions and prospects
Performance Appraisals	Create, conduct and record Appraisals for board members, managers, employees
Compliance Registers	Risks, Complaints and Disputes registers to assist your compliance management
Meeting Manager	A means to initiate, manage and document details of your meetings and outcomes

Personal Planner²

	Personal planning and operational tool for staff who <u>DO NOT</u> require access to Planning Plus
My Details	User information including password, contact information, position
My Actions	Actions from projects or plans allocated to the individual staff member
My Appraisal	Prepare and participate in your appraisal or feedback for others
My Prospects	Details of the prospects I am responsible for, including progress notes
My Meetings	Instigate, prepare, conduct and report on meetings

www.workitonline.com

¹ Planning Plus includes Personal Planner as part of the ID

² A minimum of one Planning Plus user ID is required prior to ordering Personal Planner user ID's