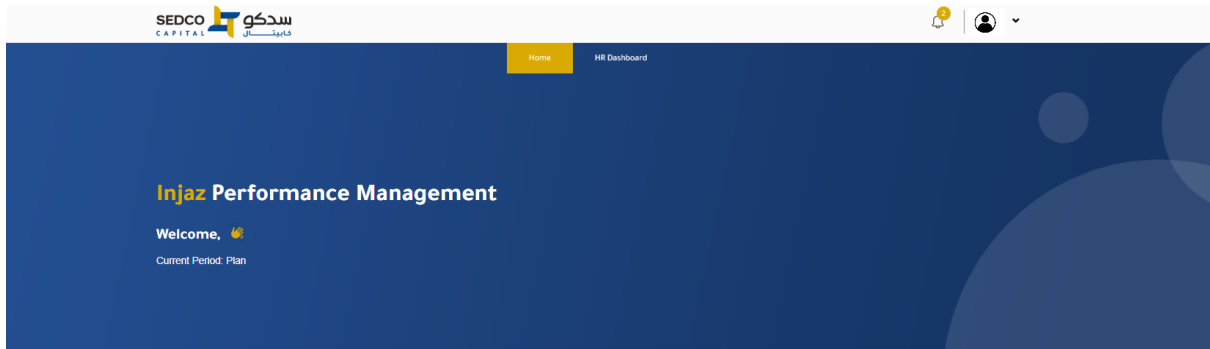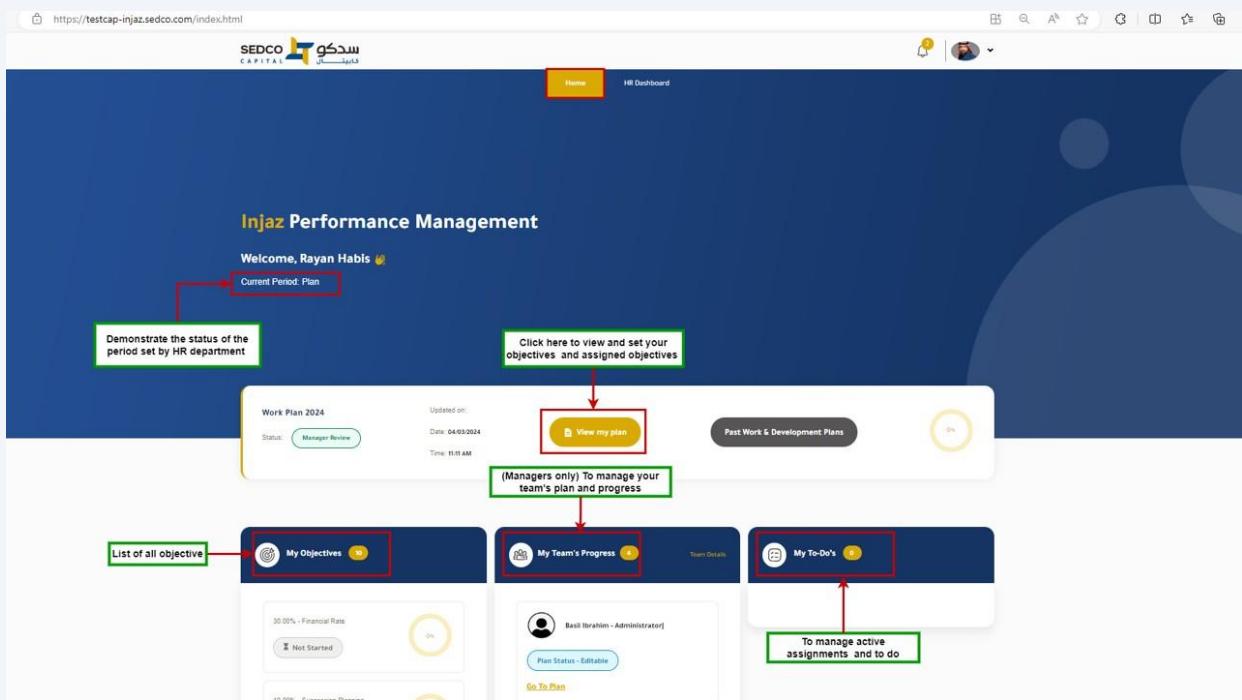# Injaz System

This Guideline Manual Was Developed Internally to Walk You Through the Steps of Setting Your Objectives Successfully.

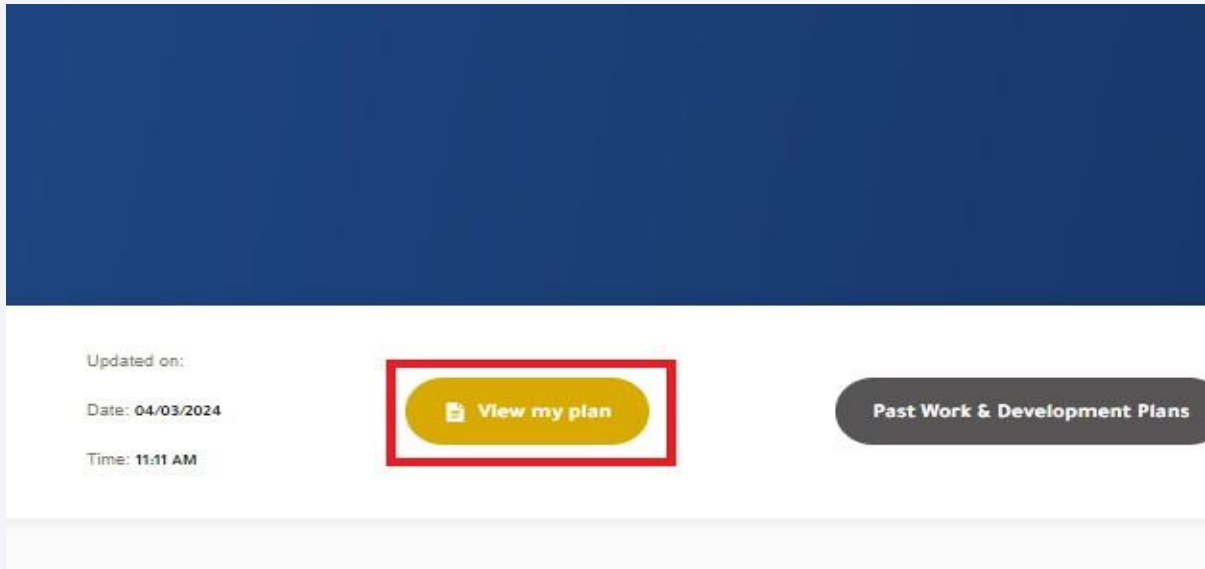**Please follow the following steps** :

1   Home Page

2   Click on "View my plan" to create your plan.

Updated on:

Date: 04/03/2024

Time: 11:11 AM

📄 **View my plan**

Past Work & Development Plans

3   Click here to find the HR assigned Objectives (HR will assign objectives to each grade and will be added automatically to the final weight).

Add new objective

Add n

👤 HR Assigned Objectives

💡 **My Objectives**

10%

22.5%

Employee Engagement Survey

Org
De
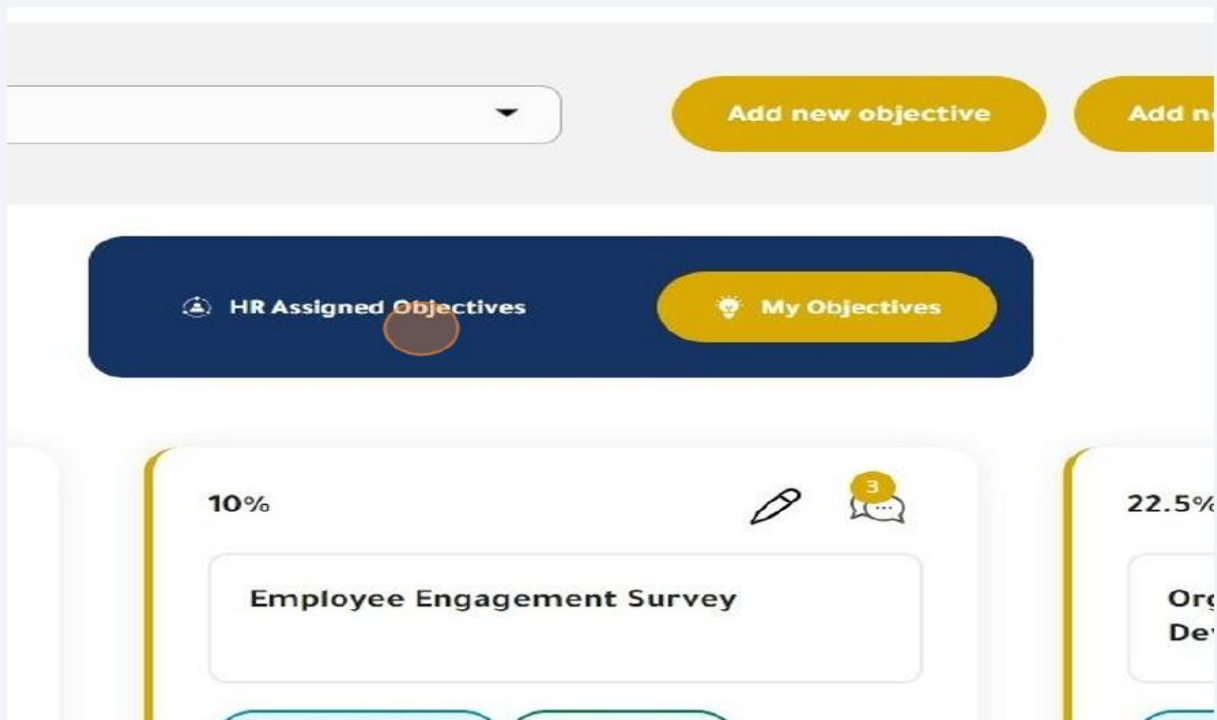
4 You can find all HR assigned objectives.

Total weight for all objectives: 110%

○ Detailed View ○ Table View
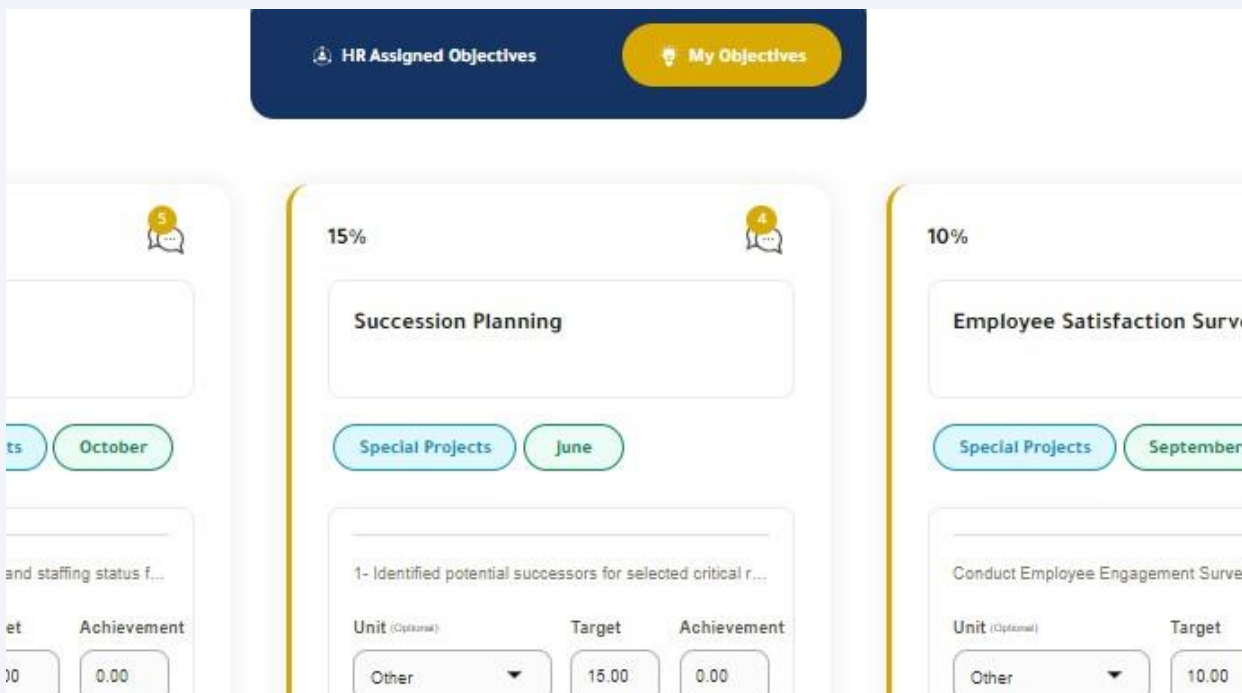
Main version ▼

Add new objective **Generate report**

⬙ **HR Assigned Objectives**   💡 My Objectives

Weight 30.00%	Weight 10.00%	Weight 5.00%
Objective Financial Rate	Objective Succession Planning	Objective Team Development
Company Financial Rate December HR-Scored	Company Succession Planning December	Company Team Development December
Progress Completion Not Started 0% / 100%	Progress Completion Not Started 0% / 100%	Progress Completion Not Started 0% / 100%

5 My objectives will demonstrate the planned objective draft and final submission.

⬙ HR Assigned Objectives   💡 **My Objectives**

	15%	10%
	Succession Planning	**Employee Satisfaction Surve**
ts October	Special Projects June	Special Projects September
and staffing status f....	1- Identified potential successors for selected critical r....	Conduct Employee Engagement Surve
Achievement	Unit (Optional) Target Achievement	Unit (Optional) Target
00 0.00	Other ▼ 15.00 0.00	Other ▼ 10.00

8   Please add your Objective here

Objective

Enter Objective

Due Date

Objective Due Date

Weight

0.00

Theme/Category

☐ Cascade to team member(s)

December

Weig
5.00

Obj
Tean

Con

9   Please Add your due here

Due Date

Objective Due Date

Objective Due Date
January
February
March
April
May
June
July
August
September
October
November
December

Save   Cancel

10 Please note that your total business as usual and Special projects will depend on your grade as follow:
Total of grade B and above is 45%
Total of grade C and below is 60%

Workload Analysis
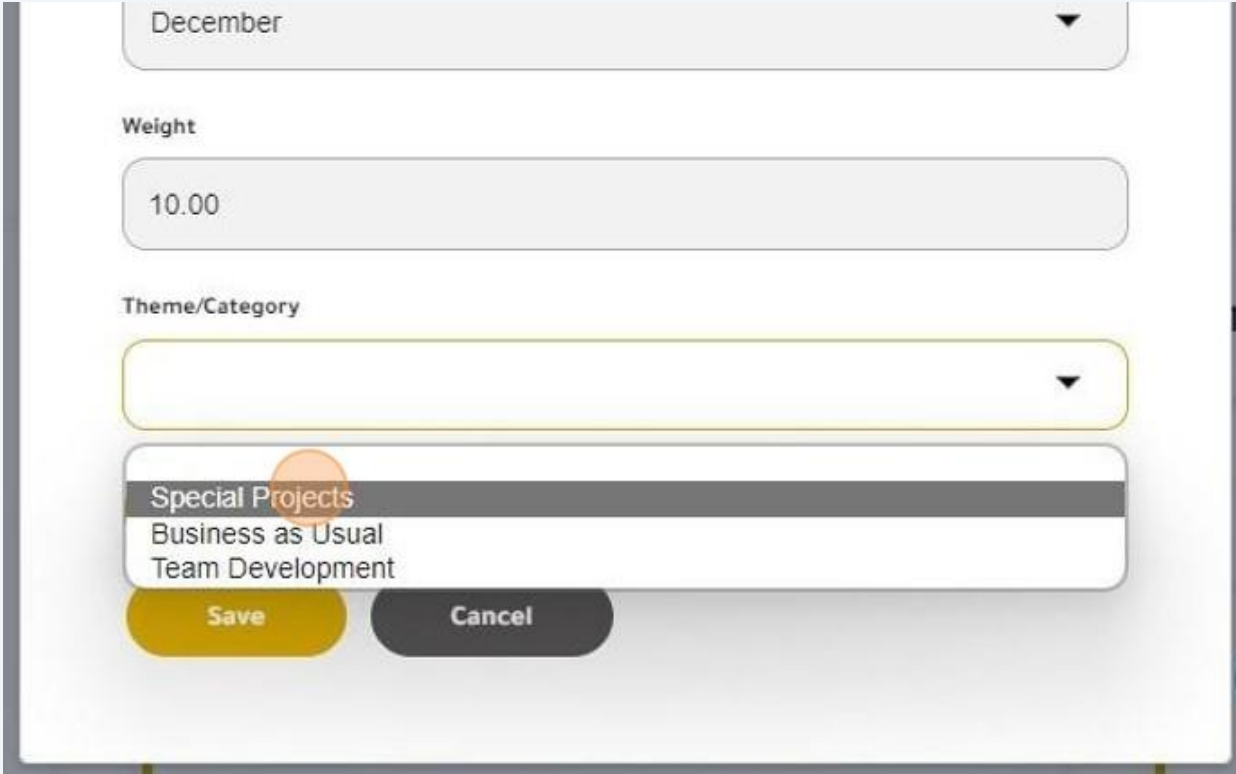
Due Date

December

Weight

0.00

Theme/Category

☐ Cascade to team member(s)

Save   Cancel

11   Please choose the category of your objective

December ▼

Weight

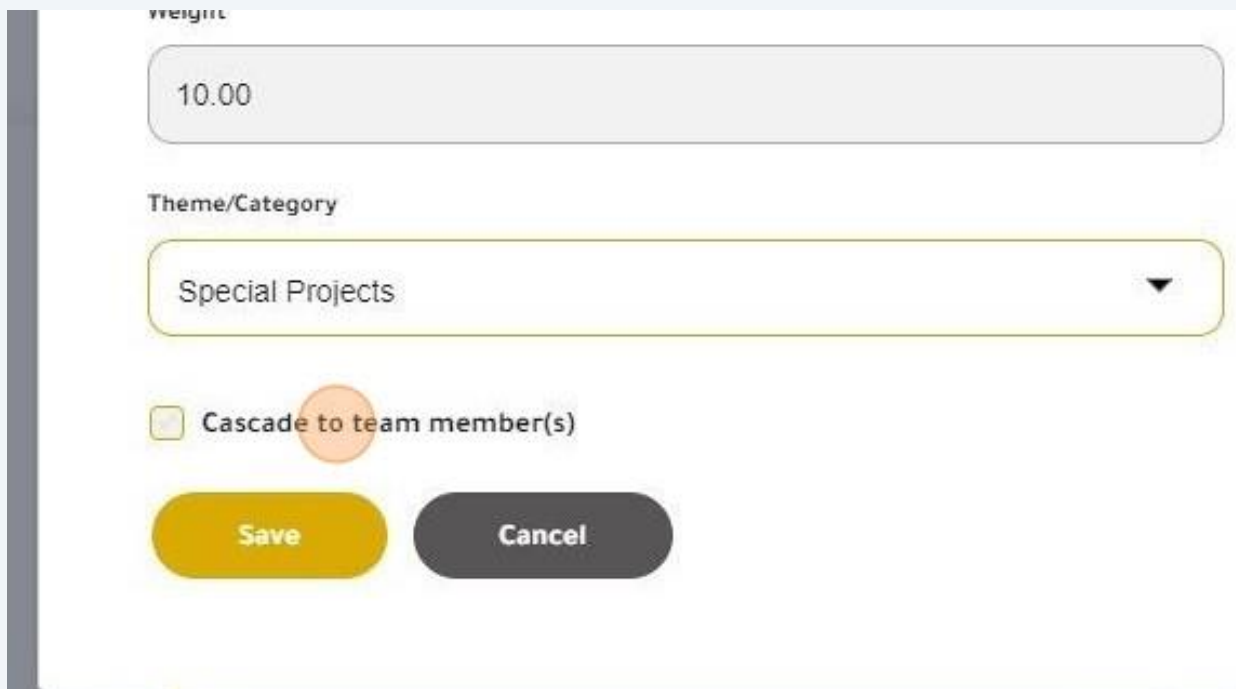10.00

Theme/Category

▼

Special Projects
Business as Usual
Team Development

Save   Cancel

---

12   (Line Managers only), you may cascade your objective to one or more members of your team. please note that you may need to add all information to the note box.
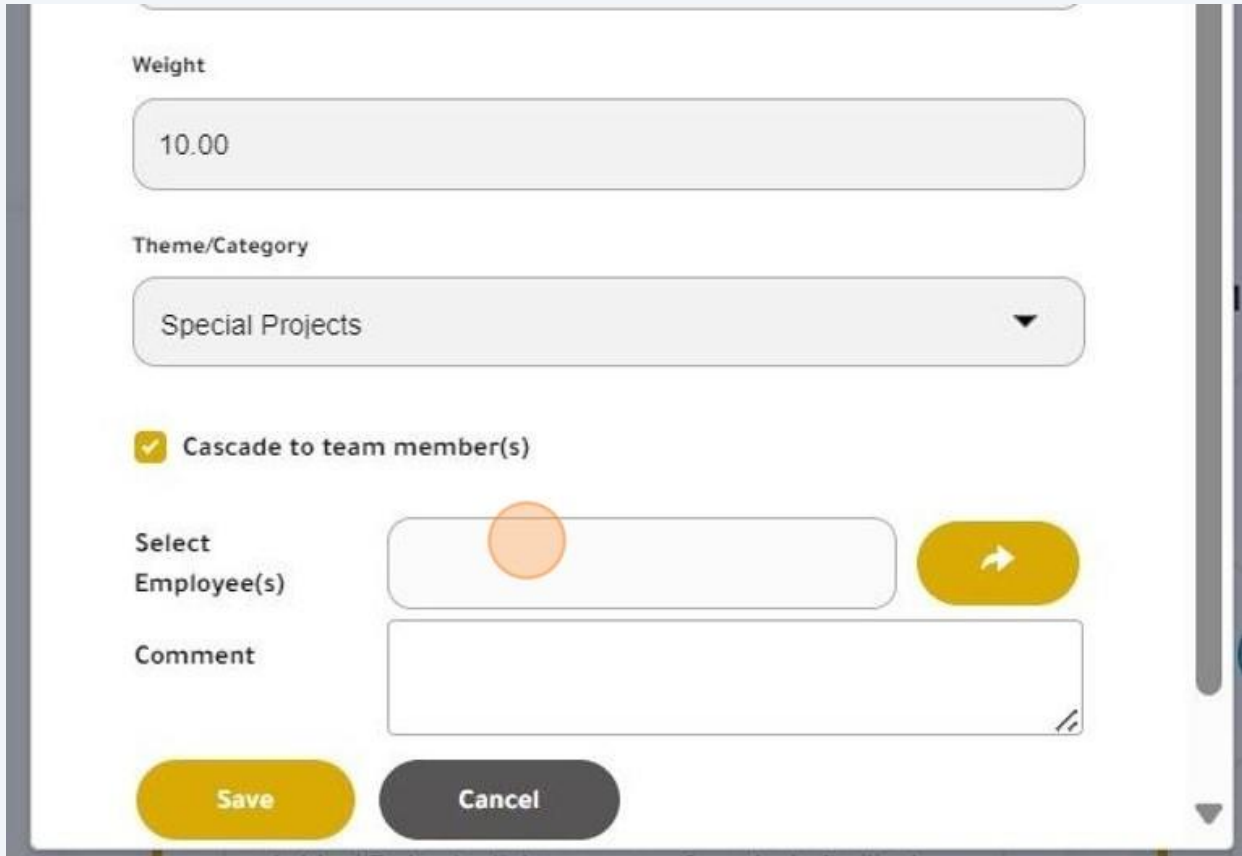
Weight

10.00

Theme/Category

Special Projects   ▼

☐ Cascade to team member(s)

Save   Cancel

13 Click "Select Employee(s)"

Weight

10.00

Theme/Category

Special Projects ▼

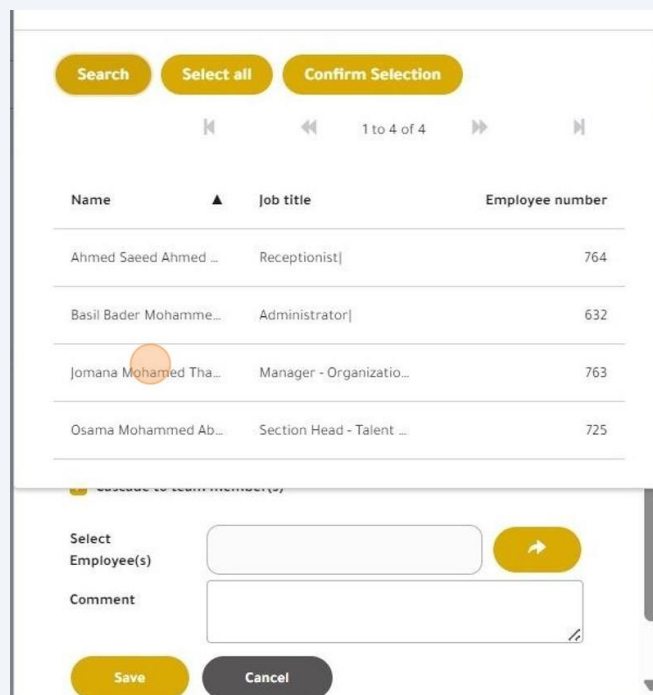☑ Cascade to team member(s)

Select Employee(s)   ➔

Comment

Save   Cancel

14 Choose the employee name.

Search   Select all   Confirm Selection

|◄   ◄◄   1 to 4 of 4   ►►   ►|

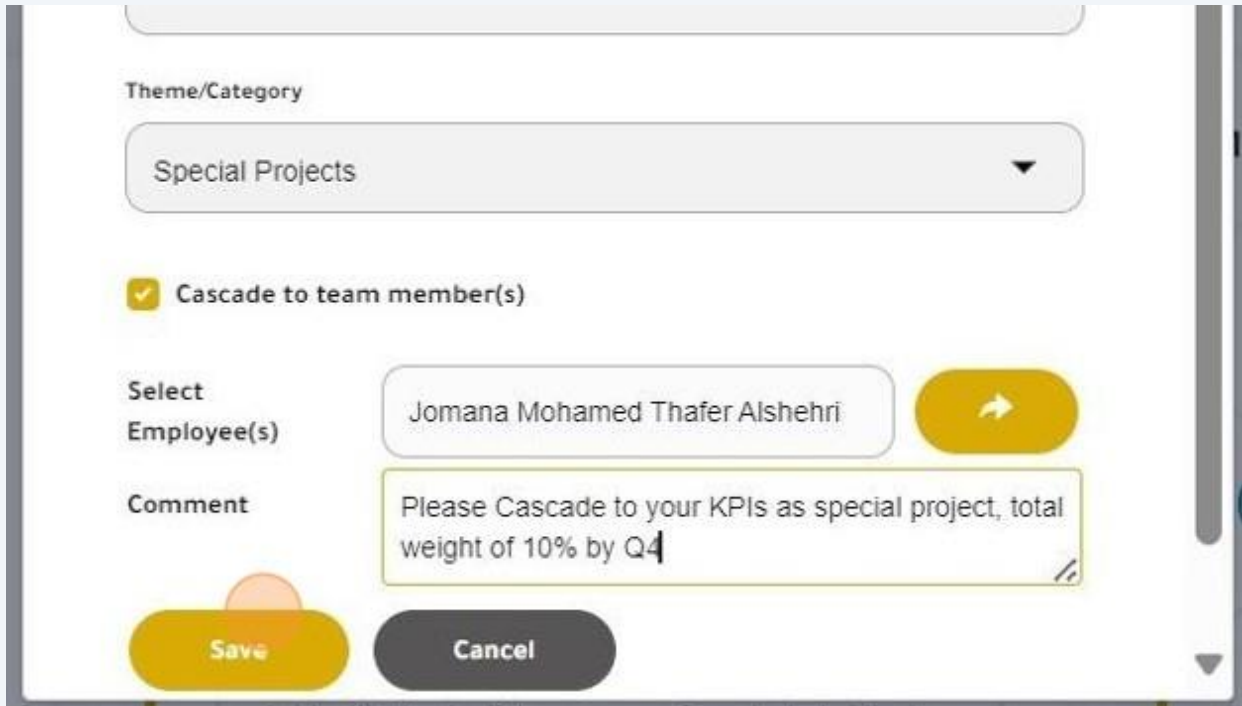| Name ▲	Job title	Employee number
Ahmed Saeed Ahmed ...	Receptionist|	764
Basil Bader Mohamme...	Administrator|	632
Jomana Mohamed Tha...	Manager - Organizatio...	763
Osama Mohammed Ab...	Section Head - Talent ...	725

Select Employee(s)   ➔

Comment

Save   Cancel

SEDCO CAPITAL سدكو كابيتــــال

15 An Example for further illustration:
Please add xx measure as a special project with 10% weight due in September.
then "Save"

Theme/Category

Special Projects ▼

☑ Cascade to team member(s)

Select Employee(s)

Jomana Mohamed Thafer Alshehri ➡

Comment

Please Cascade to your KPIs as special project, total weight of 10% by Q4

Save   Cancel

16 An example of a cascaded objective from the Line Manager.

Add Objective ✕

Cascaded Objectives

▼

Workload Analysis
Workload Analysis

Enter Objective 🕐 🤖

Due Date

Objective Due Date ▼

Weight

17 Once clicking on the objective, Line manager's comments will be shown.

Cascaded Objectives

Workload Analysis ▼

Manager comment:
Please add objective as a special project. by end of Q3. total weight is 10%.
Objective

Enter Objective

Manager's selected target date: October
Due Date

Objective Due Date ▼

18 Enter the objective and Select the Due Date

Objective

Enter Objective

Manager's selected target date: October
Due Date

Objective Due Date ▼

Weight

0.00

Theme/Category

▼

19 Enter the Wight

Manager's selected target date: October

Due Date

Objective Due Date ▾

Weight

0.00

Theme/Category

▾

Save Cancel

20   Select the " Theme/Category"

Objective

Enter Objective

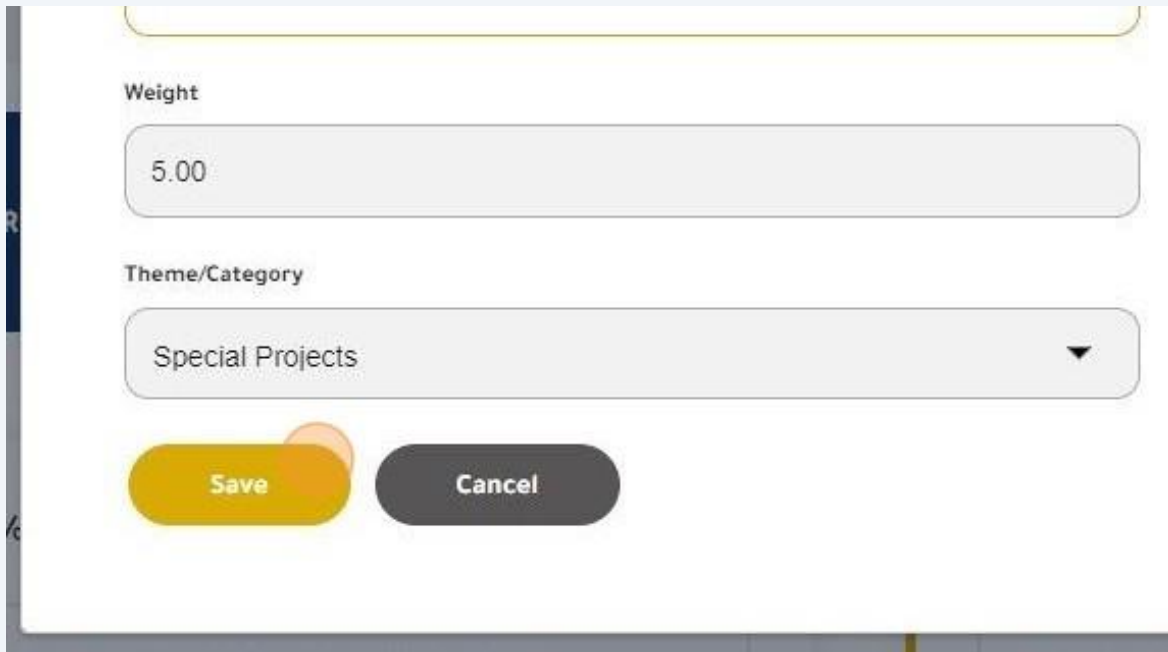Manager's selected target date: October
Due Date

Objective Due Date

Weight

5.00

Theme/Category

Business as Usual
Special Projects
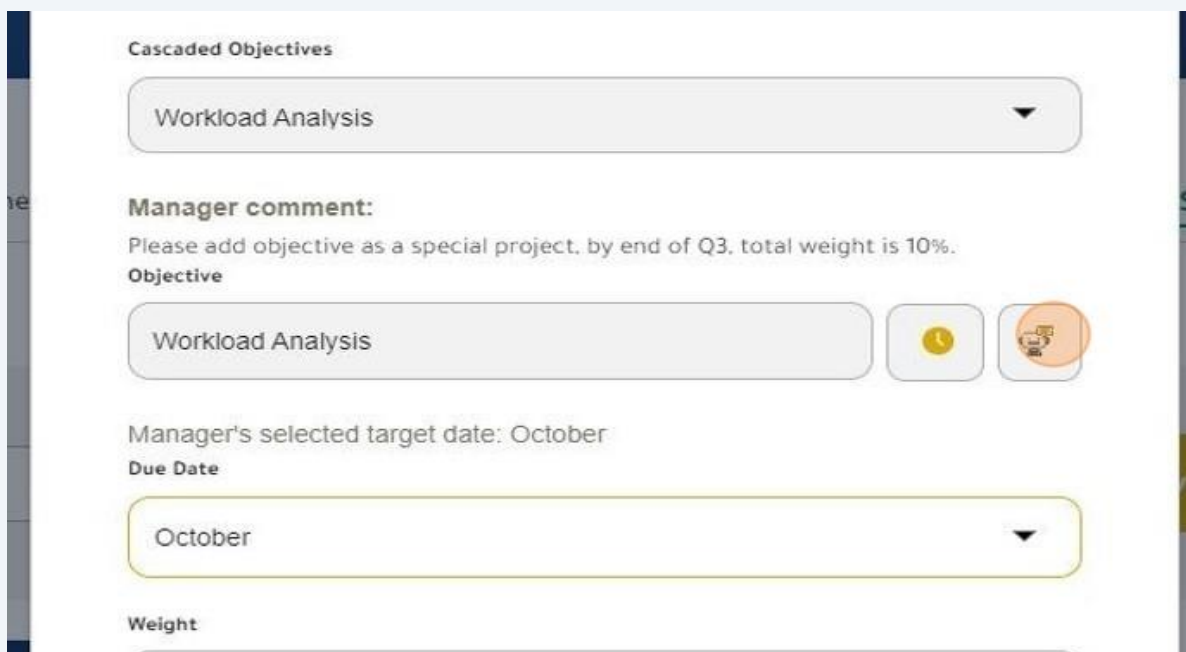
21   Save

Weight

5.00

Theme/Category

Special Projects ▼

Save   Cancel

22   Click on the AI tool to select the measures (This AI tool is used for adding the mandatory success measure. you may set your success measure manually after saving your objective). Please note that your plan will not be submitted unless you added a success measure to all of your objectives.

Cascaded Objectives

Workload Analysis ▼

Manager comment:
Please add objective as a special project. by end of Q3. total weight is 10%.
Objective

Workload Analysis   🕐   🤖

Manager's selected target date: October
Due Date

October ▼

Weight

23 Select the measures.

AI improvement   ×

Workload Analysis Efficiency   **Use Objective**

Measures	Description	Select
Average Workload per Employee	This measure calculates the average workload handled by each employee within a specific time frame. It helps to identify the workload distribution and helps in resource allocation.	☑
Workload Distribution by Department	This measure analyzes the distribution of workload across different departments and teams. It helps to identify the departments that are overloaded or underutilized and helps in balancing the workload.	☐
Workload Completion Rate	This measure calculates the percentage of workload completed within the given time frame. It helps to identify the efficiency of the workforce and helps in improving the time management skills of the employees.	☐

24   Add selected

Workload Completion Rate	This measure calculates the percentage of workload completed within the given time frame. It helps to identify the efficiency of the workforce and helps in improving the time management skills of the employees.	☐
Workload Forecasting Accuracy	This measure analyzes the accuracy of the workload forecasting process. It helps to identify the gaps between the forecast and actual workload and helps in improving the forecasting process.	☐
Workload Productivity	This measure calculates the productivity of the workforce based on the workload handled within a specific time frame. It helps to identify the high-performing employees and helps in setting performance goals for the team.	☐

Add Selected   **Cancel**

25   OK

Information   ✕

1 measures been added

OK

Manager's selected target date: October
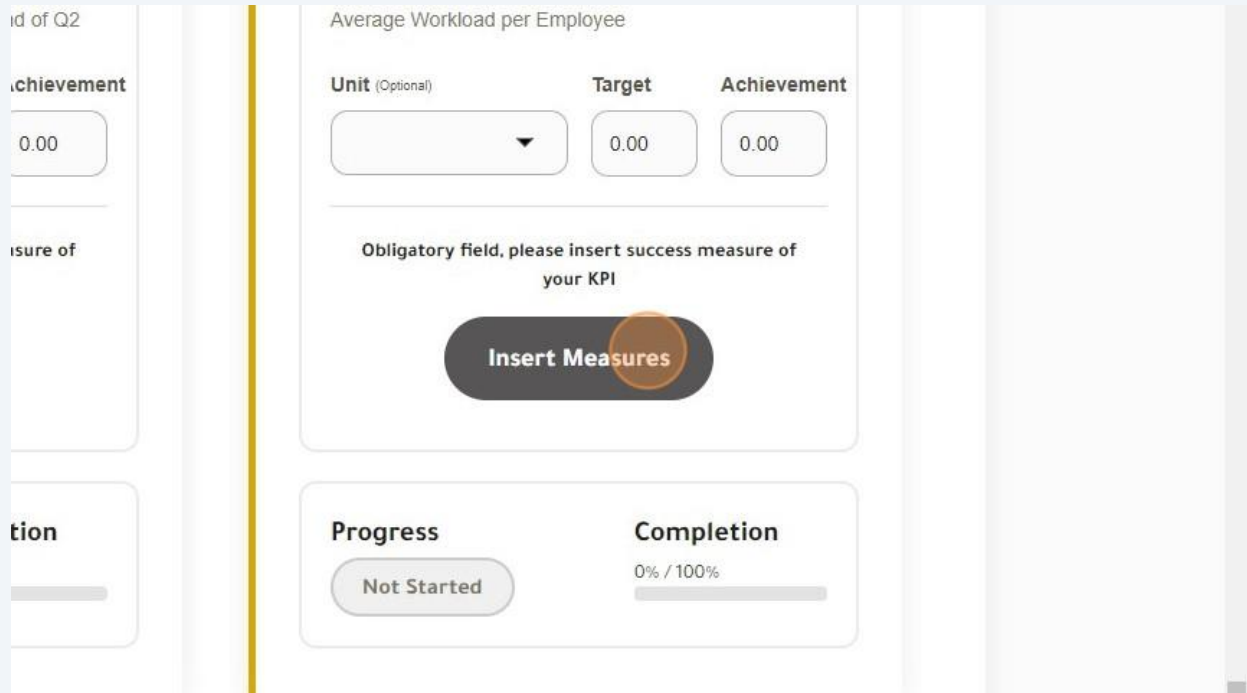
Due Date

October ▼

Weight

5.00

Theme/Category

Special Projects ▼

Save   Cancel

27 To set your measure manually or to view your selected measure please click here after saving your objective.
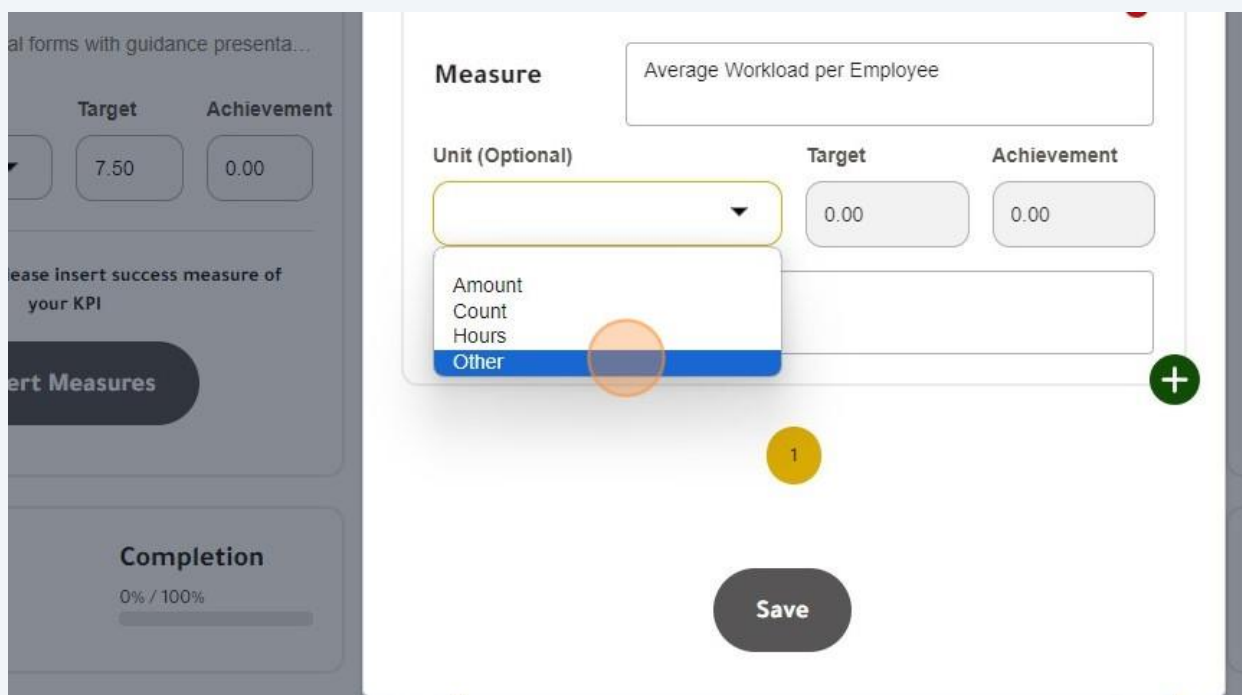
28 Please identify your measurement unit
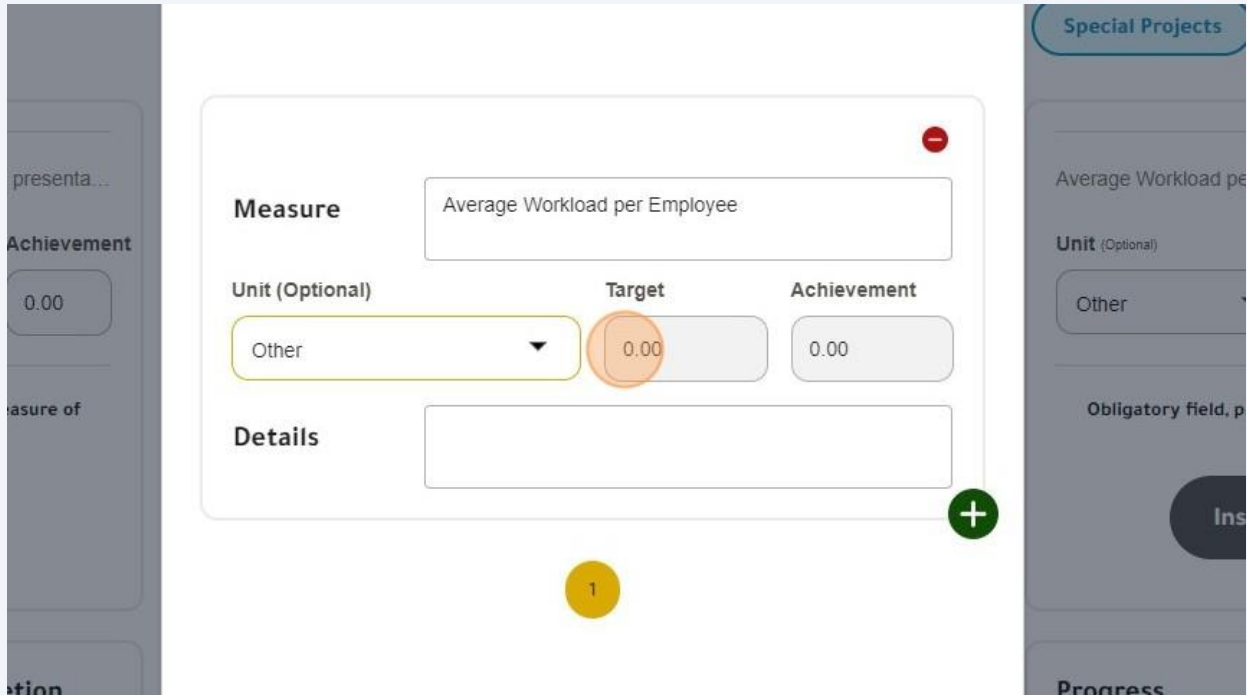
29 Please insert your target weight
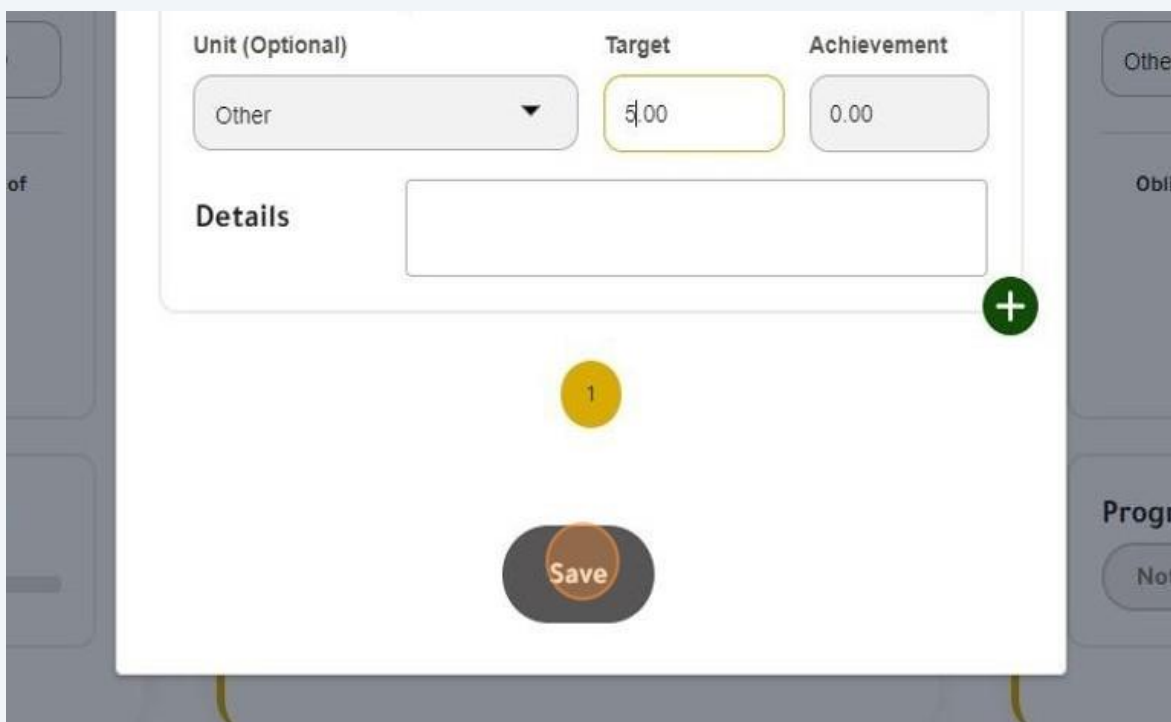
30 Please insert your current achievement from the target then "Save."
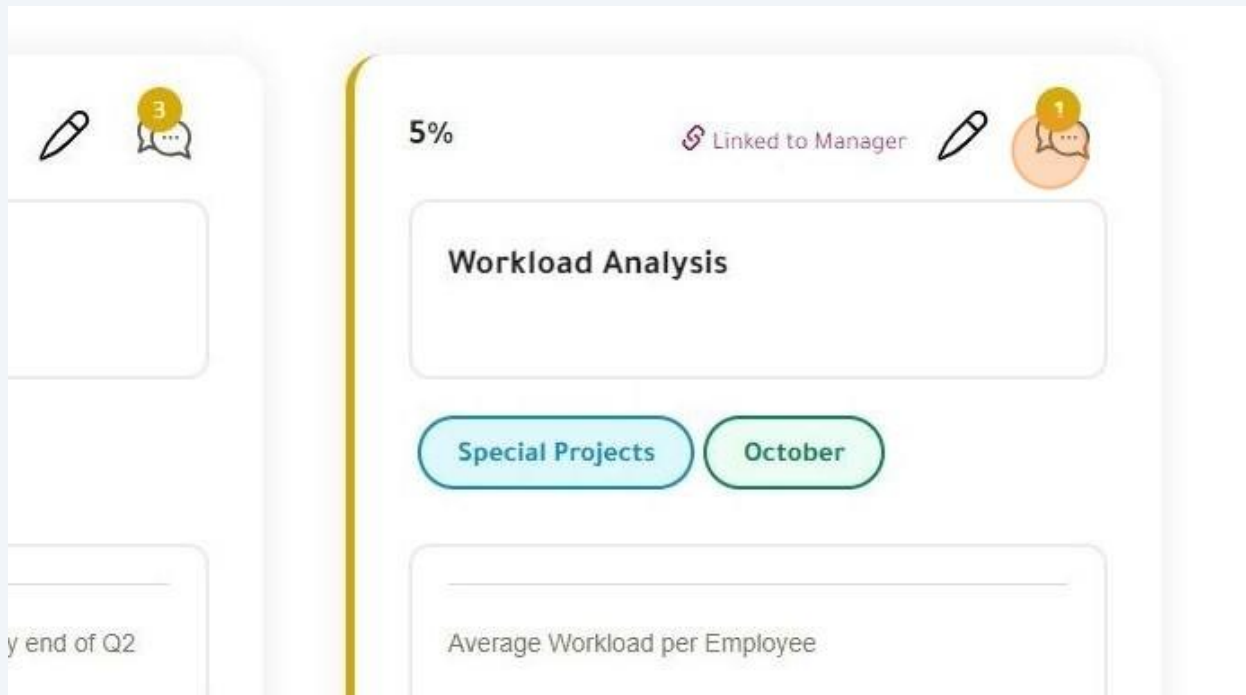
31 This note will be show on the cascaded objectives only.
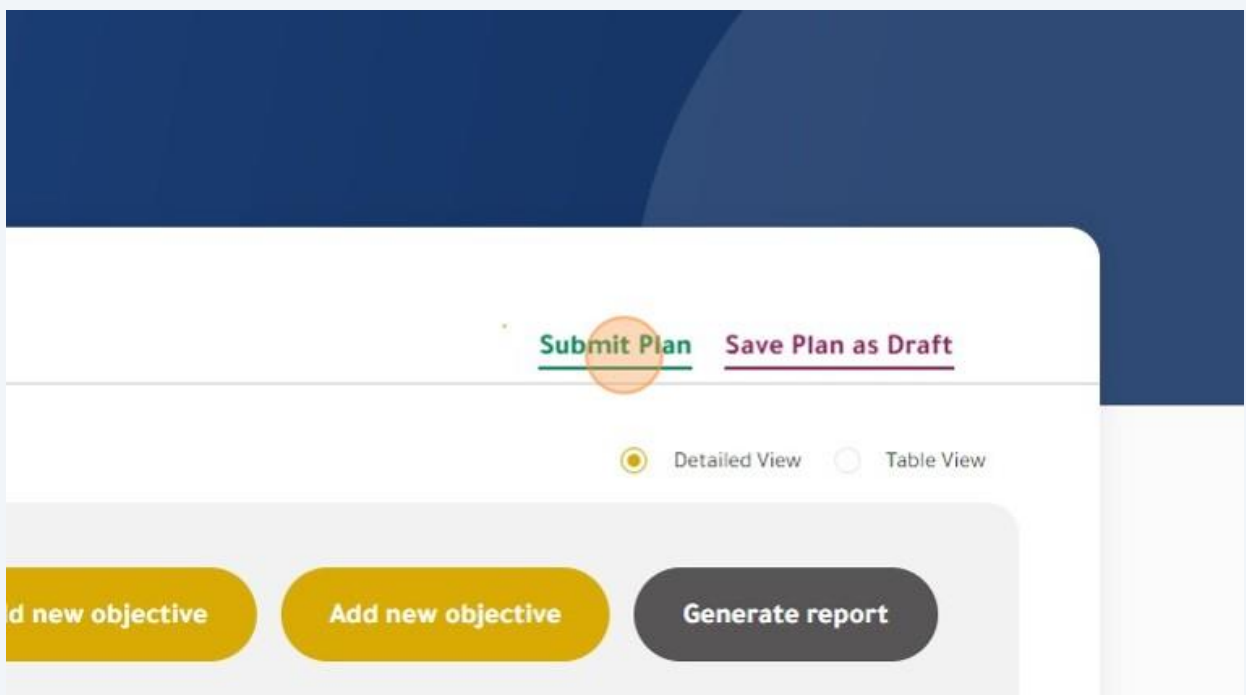
32 After finalizing your plan and setting your success measures, please submit your plan to the Line manager.

33 Ok

Information ✕
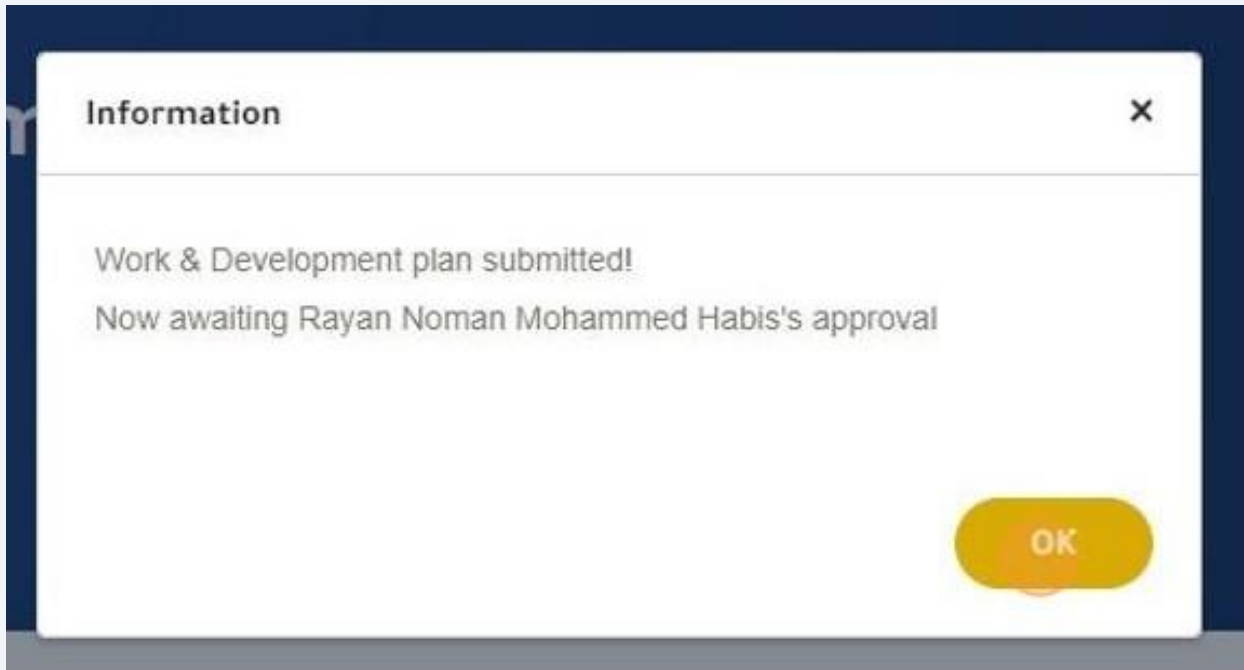
Work & Development plan submitted!
Now awaiting Rayan Noman Mohammed Habis's approval

OK

34 Line Managers only, you'll find all of your team members' submitted plans in the "my to do's" for further review and approval.

My Team's Progress 4   Team Details

Basil Ibrahim - Administrator|

Plan Status - Editable

Go To Plan

Osama Babeer - Section Head - Talent Acquisition & Total Rewards|

Plan Status - Editable

My To-Do's 1

Jomana Alshehri - Manager - Organization Development|

Plan Status - Line Manager Review

Go To Plan
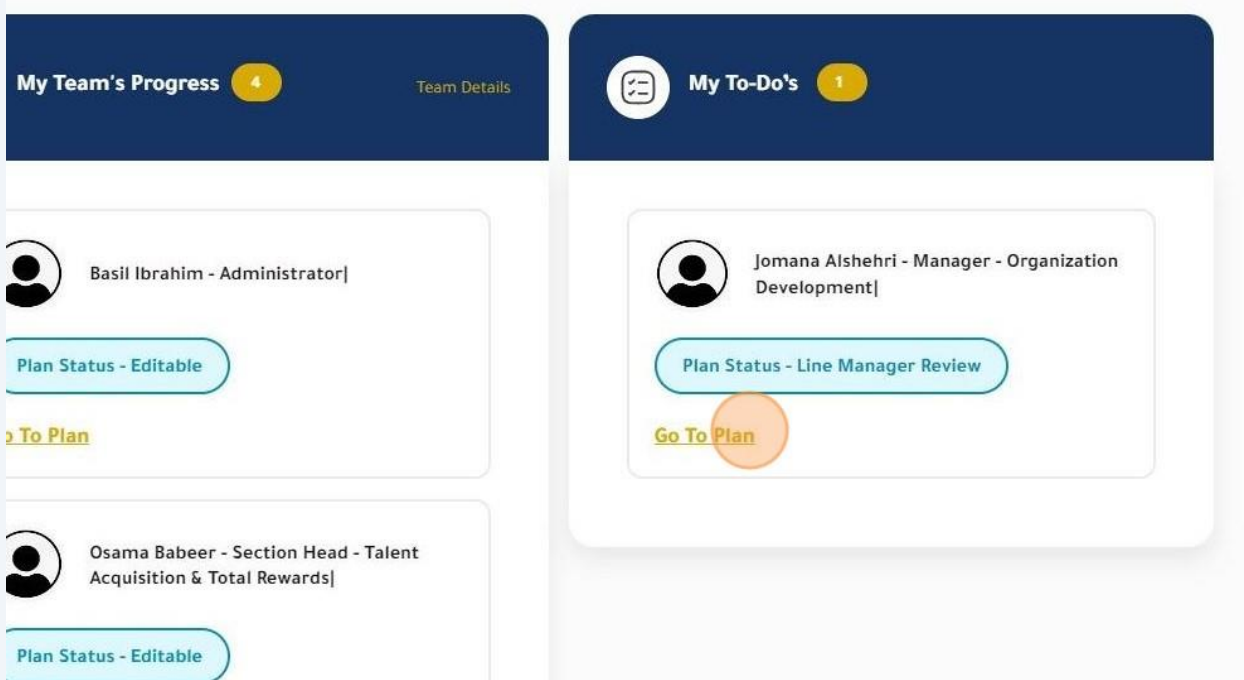
35 In case of rejecting the plan, you'll find a comment box to explain the reason of rejection with amendment suggestions and it shall return back to the employee.
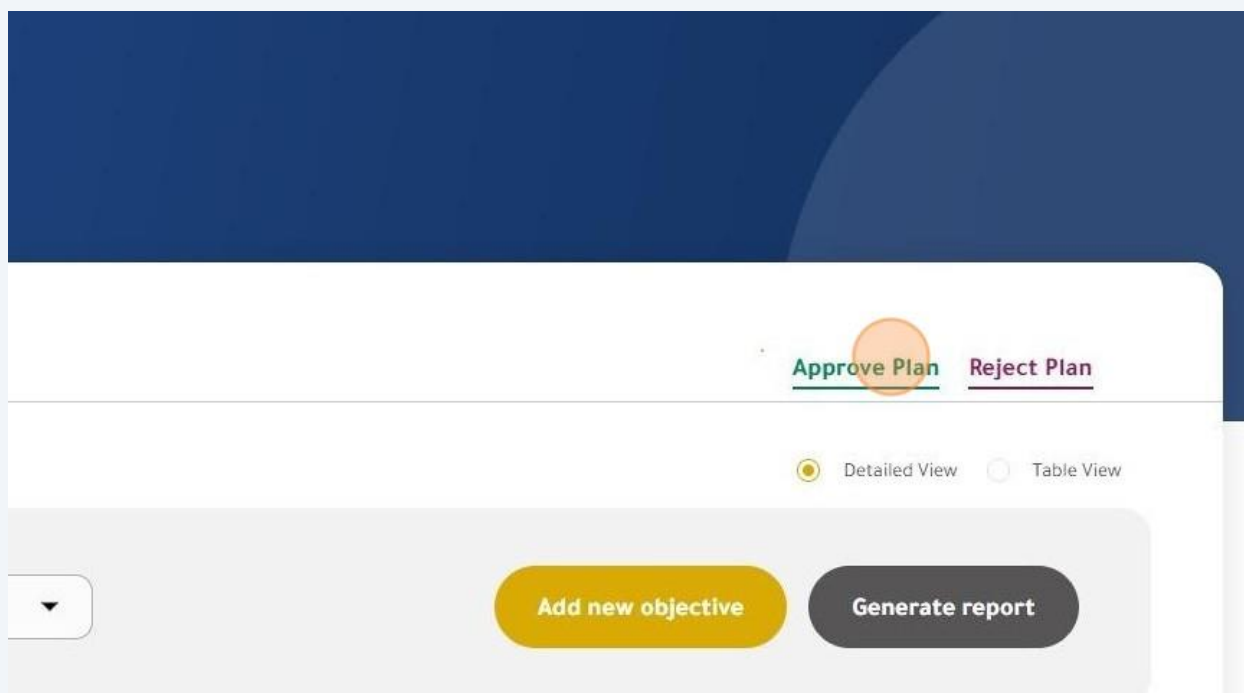
Approve Plan   Reject Plan

◉ Detailed View   ○ Table View

Add new objective   Generate report

36 Approve Plan

Approve Plan   Reject Plan

◉ Detailed View   ○ Table View

▼

Add new objective   Generate report
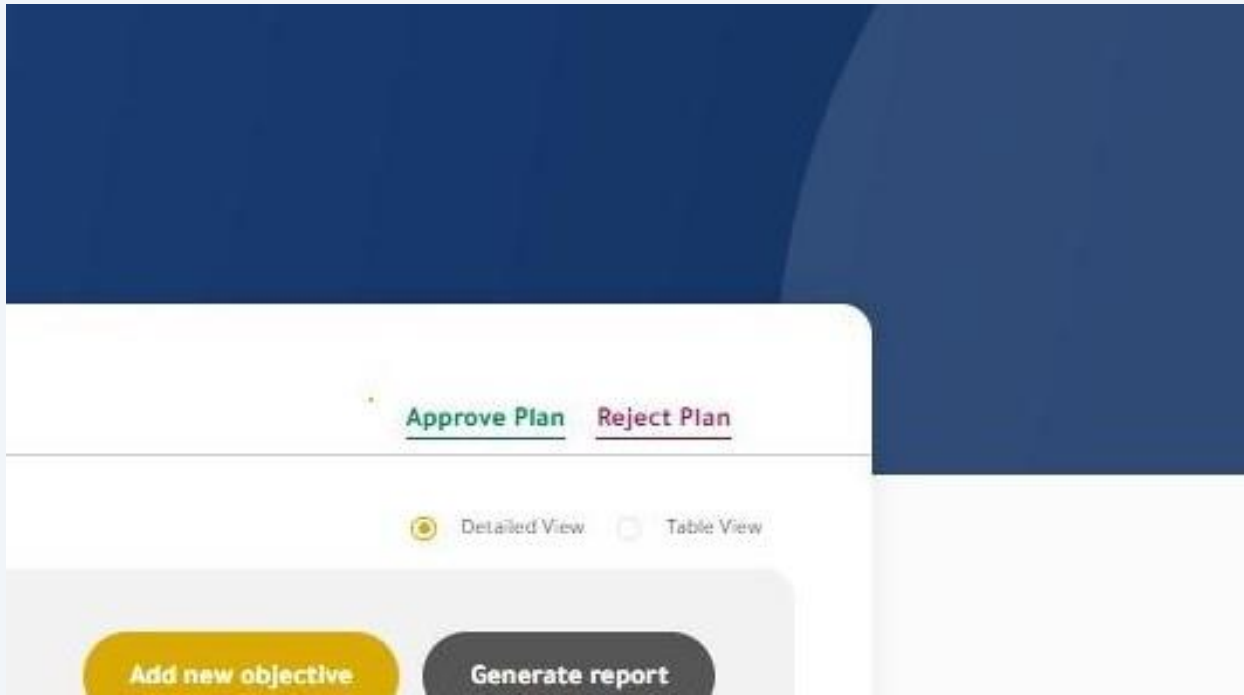
37 Add Comment for Approval and Click on Submit (Once the plan is approved, it will travel to the HR final review and approval).

Status change to: **HR Review**

Rayan Noman Mohammed Habis   04/03/2024 11:29

Comment (Optional)

Best of Luck!

Submit   Cancel