Using the Navy HQ Website

Web Tools II
Tasker/Knowledge Portal Training
Today’s Agenda

• Introduction
• Description
• Layout
• Demonstration
• Recap

Taskers at the speed of
Phased Deployment and Training Schedule

OPNAV Website and Collaboration Tool
Phase 1
Nov 2000 - Jan 2001

Tasker System
Phase 2
February - Apr 2001

Knowledge Portal
Phase 3
February - Jul 2001
What is Tasker?

- Document management system that is web enabled and based on COTS components
- Knowledge repository for historical responses to “Taskers”
- Supports tasking, action and tracking of internal and externally generated taskers
- Use at office, home or TAD
- Requires Netscape 4.5 or IE 5.0
- Based on interviews and testing with Division AOs & “S” staff and lessons learned from previous action tracking system.

Taskers at the speed of light!
Benefits

- **Streamlines “Tasker” processes**
  - Cuts total processing time in half
  - AO’s get twice the time to process

- **Online, real-time status & tracking**

- **Online knowledge repository**
  - Provides access to related taskers
  - Provides access to historical tasker responses
  - Provides links to other related documents/SME

- **Supports telecommuting and organizational migration to Quad2**

*Taskers at the speed of light!*
More Time for the AO!

Today’s Manual Process
Duration: 12 - 24 days
- Physical Movement of Package
  - N8
  - N4
  - Div
  - Brand
- Research previous responses from files and floppies
- Compose Response
- Chop and rework

Tomorrow w/ Tasker
Duration: 7 - 13 days
- Electronic Movement of Package
- INTRANET KNOWLEDGE BASE
- AO
- Bravo

Chop and rework
1. NCode Creates Tasker
   - Enters Tasker Information (title, due date, etc.)
   - Assigns Purpose Codes to Divisions
   - Attaches scanned Tasker Packet
   - Submit

2. Bravo Assign Branch Head
   - Bravo receives notification
   - Assigns Branch Head or AO
   - Submit

3. Branch Head Assigns AO
   - Branch Heads Assigns AO
   - Submit

4. AO Receives Tasker
   - AO receives notification

5. AO Posts Response
   - AO attaches response files
   - Checks AO Complete Date

6. Branch Approves
   - Checks Branch Complete Date

7. Bravo Approves
   - Check Div Comp Date

8. NCode Approves
   - Enters Complete Date

Submit
Comment required for an Internal Tasker. Please click on the link below to open the assigned Tasker.

Last edited by: Steve DeWeese  (2/1/01 7:32:07 AM)

Comments: Need point paper and five page brief for N4 Div Heads

If you are currently inside N4, you may access the faster Tasker Intranet by clicking on the following link:

,Doc=BF5043B0211F3AF8852569E60044DA7F

For access outside N4, please click on the following:

,Doc=BF5043B0211F3AF8852569E60044DA7F

If you have any questions about the operation of this system, please contact our help desk:

HelpDesk@rgsinc.com or click below:

mailto:HelpDesk@rgsinc.com?subject=Tasker

800-420-7302
Fleet Readiness & Logistics

Knowledge Portal
Instant access to People, Documents, and related Web Sites

Mission
Meet the needs of the warfighter with a cohesive overarching strategy.

N4 Fleet Readiness and Logistics

Ashore Readiness
Civil Engineering
Environmental Readiness
Fleet Readiness
Planning & Innovation
Strategic Mobility & Combat Logistics
Supply, Ordnance & Logistics Operations

Help Desk (800) 420-7302

VADM James Amerault
Ms. Ariane Whittemore

Monthly Features
N4 Howto's
N4 AAM Review
Baseline Assessment Memorandum
Applicationization Plan
Logistics Transformation
Navy’s High Yield Logistics Transformation Plan (the response to DOD
$54)
Logistics Transformation - Update, Focus and Accelerate (DUSD L&MR, Jan 2001)
Inclement Weather Policy
Welcome Tom McMahon (Taskers Open: 0, Overdue: 0)

Tasker 2

All Taskers - N4

<table>
<thead>
<tr>
<th>Subject</th>
<th>Due</th>
<th>Status</th>
<th>Assigned Lead</th>
</tr>
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<tbody>
<tr>
<td>N40</td>
<td>1/30/01</td>
<td>Overdue</td>
<td>No Action Officer</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Currently Selected</td>
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<td>N445C1 &amp; N401A</td>
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<td>LCDR John Korka</td>
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<td>N401B ...</td>
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<td>LCDR Bill Bailey</td>
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<tr>
<td>N41</td>
<td>2/16/01</td>
<td>Open</td>
<td>N4</td>
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<td>0009</td>
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<td>N43</td>
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<td></td>
<td>N4S DCN: 0009</td>
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<tr>
<td>N44</td>
<td></td>
<td></td>
<td>UP COMING SPEECH NEW FLAG CONFERENCE</td>
</tr>
<tr>
<td>N45</td>
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<td></td>
<td>Type: Miscellaneous</td>
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<tr>
<td>N46</td>
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<td></td>
<td>N4 Due Date: 02/02/2001</td>
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<td>Due Date:</td>
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<td>Received Date: 01/17/2001</td>
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<td>Date Assigned: 01/17/2001</td>
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<td>Action Officer Complete Date:</td>
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<td>Branch Complete Date:</td>
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<td>Division Complete Date:</td>
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<td></td>
<td></td>
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<td>Tasker Completion Date:</td>
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<tr>
<td></td>
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<td></td>
<td>Comments: Bill, Please take the New Flag Conference tasker FORAC, and update the attached briefing. John K is assigned the Naval Academy speech. R/ CAPT Don Hoffmann DUE NLT 1200 2 FEB 01 PLEASE REVIEW ATTCHD EMAIL FOR INSTRUCTIONS.</td>
</tr>
</tbody>
</table>

Status & Control

Display Window
DEMO

Taskers at the speed of light!
Taskers: Questions?

Help Desk
1-800-420-7302

http://usn.hq.navy.mil
http://intranet.usn.hq.navy.mil