



## DIGITAL SOLUTIONS

# SYNERGI™ LIFE

## Activity Management Module

The Synergi Life - Activity Management module allows you to manage the overall process of planning, registering and follow-up of meetings, initiatives and activities.

This process often calls for the coordination of several people and subsequent follow-up of agreements and actions. Synergi Life will facilitate doing so in a transparent and appropriate manner, in which ownership and responsibilities are clearly defined.

### How it works

The goal of the Activity Management module in Synergi Life is to provide you with transparent and consistent identification of all outcomes from meetings, visits and other relevant activities that require planning and coordination.

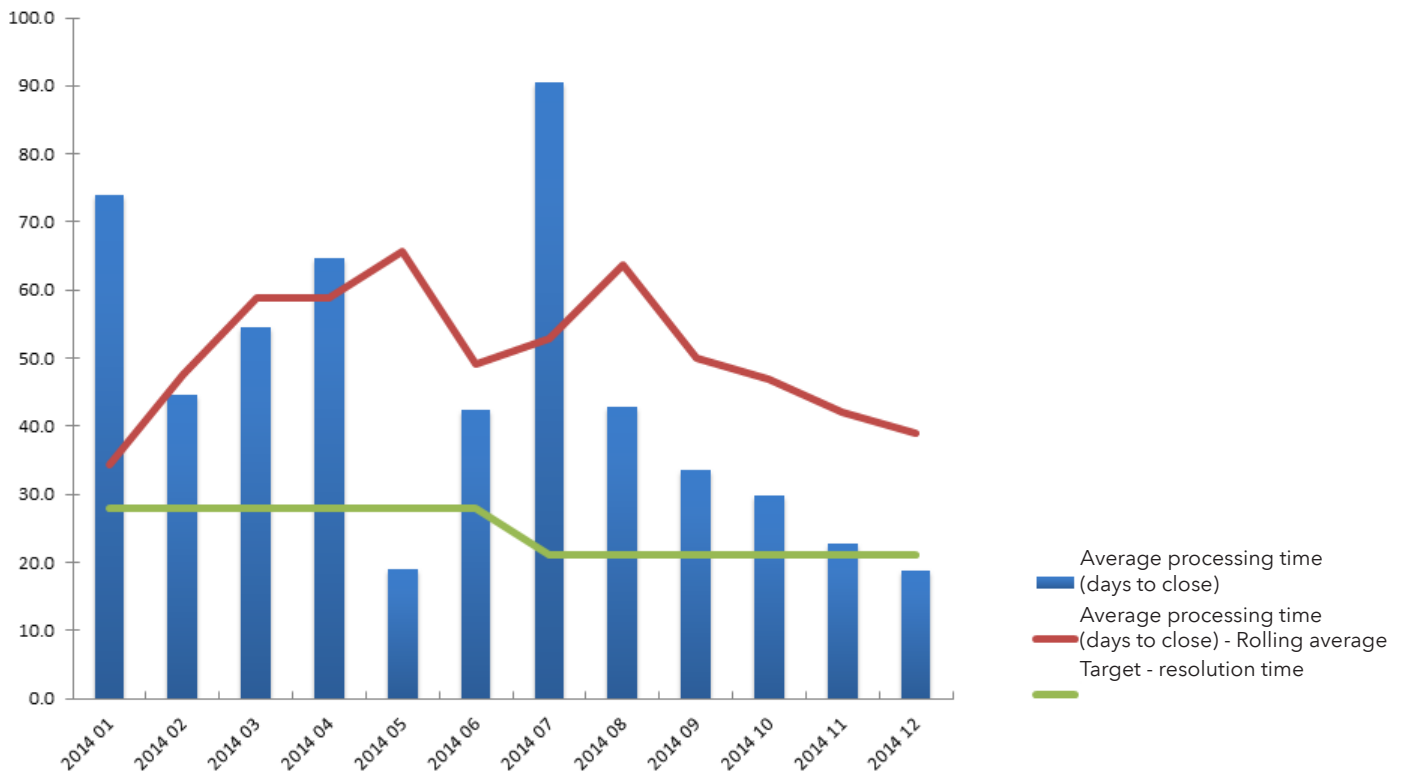
Pursuing these through Synergi Life will provide a central repository for all planned and ongoing activities and the

subsequent actions. Deadlines and responsibilities are clearly defined, and the system will send reminders and alerts if issues are left untouched.

This module allows organizations to schedule and run simple and complex plans, issues and meetings, permitting employees to manage their time, tasks and activities more effectively. That in turn reduces processing time and increases productivity.

At any organizational level, the process will allow for planning, allocation of resources to and follow-up of all kinds of meetings. These include weekly performance reviews, health, safety and environmental committees, safety talks, project meetings, etc.

## ACTIVITY RESOLUTION PERFORMANCE



Synergi Life is also used to secure commitment to and traceability of agreed issues and actions following management visits and discussions.

All activities are stored in the central solution to allow you to follow a predefined workflow and processing loop before actions are implemented and closed. Progress is fully visible at all times in the automatic processing log.

### Overseeing performance

An organization's responsiveness is often seen as a good measure of its overall efficiency. Following up decisions, conclusions and actions in Synergi Life provides a powerful tool for monitoring and measuring this process.

### Online and updated reports

The built-in Synergi Life search and reporting tool allows you to conduct random searches as well as to save and distribute favourite searches to other users or groups.

You can easily generate complete activity reports and related improvement plans as well as annual, quarterly and monthly activity performance reports directly from the system.

Furthermore, all free text fields and code tables in the database are searchable. Results are displayed in dashboards or a number of flexible lists, views and HTML, Microsoft Word or PowerPoint reports.

*Want to learn more about the Activity Management module?  
Please contact [digital@dnvgl.com](mailto:digital@dnvgl.com)*