**BeaverIQ User Guide: Understanding Your Tasks & Score**

Welcome to the BeaverIQ performance system! This guide helps you understand how your daily work contributes to your personal score, turning your quality and efficiency into a visible achievement.

The goal is to recognize and reward great work, encourage timely problem-solving, and build a culture of quality across the project.

**How It Works: Tasks are Everything**

Every key action you are responsible for is tracked as a **Task** in your "My Tasks" screen. Each task has a **Score Value** attached to it, representing the points you can earn or lose. Your total score is a running sum of the points from all your completed tasks.

**Scoring for Work Inspection Reports (WIR / Checklists)**

Checklists are the best way to earn significant points. The system is designed to reward high-quality work that is done right the first time.

| Event | Who is Scored? | Score | Why It's Important |
|---|---|---|---|
| **First-Time Pass** | **Maker** (EE/JE) | **+25 Points** | This is the highest reward for submitting a checklist that is perfect and needs no rework. It celebrates excellent quality. |
| **Rework Required** | **Maker** (EE/JE) | **-15 Points** | If a Quality Engineer finds an issue and reopens a checklist, this penalty reflects the extra time and effort required for corrections. |
| **On-Time Closure** | **Closer** (QE) | **+10 Points** | Rewards the QE for completing their final review and closing the checklist before its deadline, keeping the project on schedule. |
| **Delayed Closure** | **Closer** (QE) | **-10 Points** | Penalizes delays in the final inspection step, which can impact subsequent work. |
| **EE Approval** | **Approver** (EE) | **+5 Points** | A fixed reward for the Execution Engineer for completing their supervisory review of a Junior Engineer's checklist. |

**Key to Success:** Aim for the **+25 Point "First-Time Pass" bonus** on every checklist you submit.

## Scoring for Observations & NCRs

When an Observation or NCR is raised, a task is created to fix it. This task has a **base penalty** based on the issue's severity, but you are **rewarded** for fixing it quickly.

### The Formula: (Base Penalty) + (On-Time Bonus)

- **Base Score:** The initial negative points of the task.

- **On-Time Bonus:** Positive points you earn back if the issue is closed before the due date.

| Issue | Severity | Base Score | On-Time Bonus | **Net Score (If On-Time)** |
|---|---|---|---|---|
| **Observation** | Minor | -5 | +10 | **+5** |
| | Moderate | -10 | +10 | **0** |
| | Major | -20 | +10 | **-10** |
| | Critical | -30 | +10 | **-20** |
| **NCR** | Minor | -10 | +15 | **+5** |
| | Moderate | -20 | +15 | **-5** |
| | Major | -35 | +15 | **-20** |
| | Critical | -50 | +15 | **-35** |
| **QE Verification** | On Time | N/A | +5 (Obs) / +7 (NCR) | **+5 / +7** |

### How it Works: A Real-World Example

1. A "Minor Observation" is assigned to you. Your task has a **-5 point** value.

2. You fix the issue before the due date.

3. Upon final closure, your score is calculated: **-5 (base) + 10 (bonus) = +5 Points**. You've turned a problem into a positive outcome!

4. The QE who verified your fix on time also earns a **+5 point** bonus for their efficiency.

**Key to Success:** Prioritize fixing Observations and NCRs. Completing them on time always results in a better score.

**Important Note on Scoring Values**

The point values listed in this guide are the default settings for the project. Your **Project Head or a System Administrator has the ability to adjust these scores** to better suit the specific goals and priorities of your project.

**Your Goal: A Higher Score**

To achieve the best score in BeaverIQ, focus on these principles:

- ✅ **Do It Right, Once:** The "First-Time Pass" bonus is your biggest opportunity.

- ✅ **Own Your Tasks:** Address Observations and NCRs quickly to turn penalties into rewards.

- ✅ **Meet Your Deadlines:** Timeliness is a key part of quality and is rewarded.

Your score is a clear and transparent measure of your valuable contribution to the project's success. Good luck