

#	Task	Description
1.0	Process Mapping	PHASE level task descriptions (6 - 10 steps) Individual operator task descriptions (# to tie into phase level tasks) Machine task descriptions (if trying to work within a machine cycle) (SIPOCr works well for PHASE. Swim lane maps for individual task naming)
2.0	Create project folder (HOME)	Project name - could append with HOME for visibility (MY_PROJECT_HOME)
3.0	Configuration file	Start recorder and enter the task descriptions above Enter the marker definitions Record a very short video so we can easily get this configuration study into Manager Save both the a) configuration file (.mrcfg) and b) configuration video (.rdg) in HOME directory
4.0	Convert other videos	Get videos from video camera's Rename these to something meaningful (name of the operation, etc.) Convert to .AVI using Format Factory (Manager will not import .MPG or MPG4 as of 3.1.1) Name these .AVI files as mentioned above - by who they represent (operation_a.AVI) Save to HOME directory
5.0	Code	Create Morae Manager project file - one for each team Break into teams - (1) team per recording - and code tasks & markers in MANAGER
6.0	Merge & import	Export Manager project file details (file/export/project components) Save to HOME location Name intelligently - this will be a .mpca file Import all individual logged .mpca studies into one Manager project file
7.0	Graph	Can do some additional coding here once studies are merged Begin graphing: 1) Time on task (task analysis / time on task) 2) Marker analysis (marker analysis / distribution of marker types) 3) PHASE time on task - including 'external'
8.0	Go do	Select all recordings (except configuration video) Select all markers Export search table to .xls Sort by marker type (tools, etc.) and send to sub-teams to a) prioritize, and b) go do!