

How to View and Edit your Organization's Foundation.

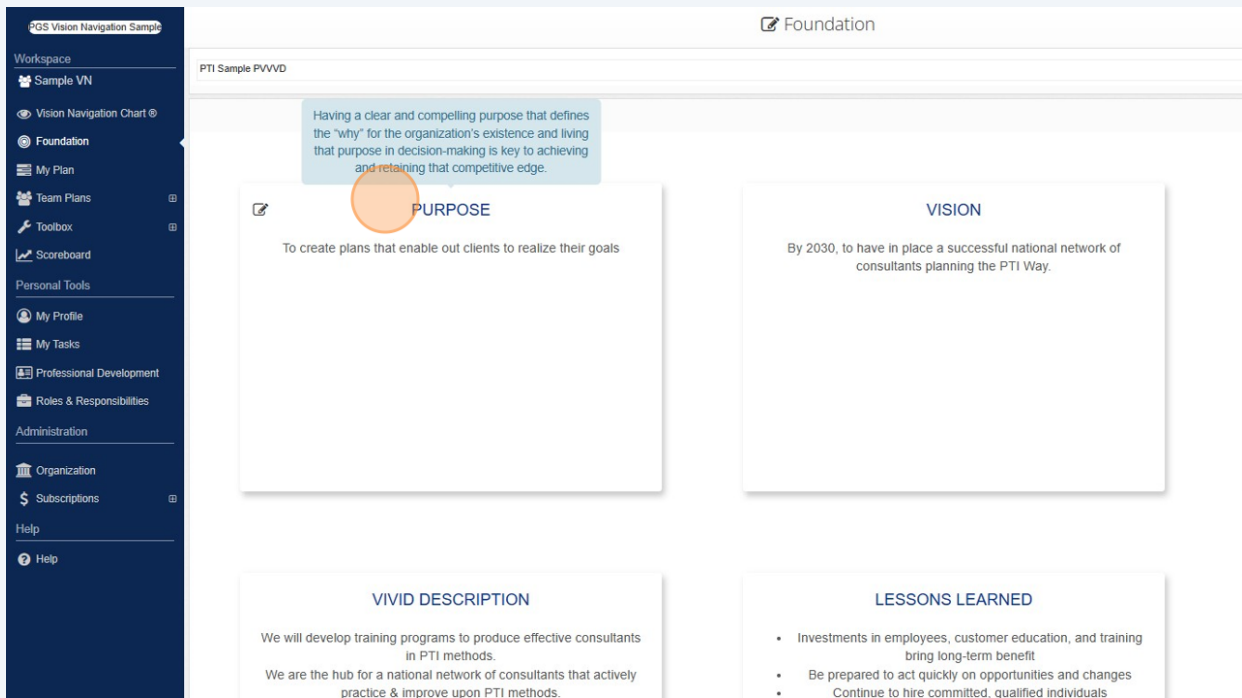
This guide provides step-by-step instructions on how to view and edit your organization's foundation. The foundation page, is where your organization's Purpose, Vision, Values, Lessons Learned and other core cultural and foundational elements are documented. It's a great place to visit as you plan your upcoming years strategic planning to check if your strategy aligns with these pillars of success.

1 Click "Foundation" in the menu bar.

The screenshot displays the Vision Navigation application interface. On the left is a dark blue sidebar menu with the following items: 'PGS Vision Navigation Sample', 'Workspace', 'Sample VN', 'Vision Navigation Chart @', 'Foundation' (highlighted with a red circle), 'My Plan', 'Team Plans', 'Toolbox', 'Scoreboard', 'Personal Tools', 'My Profile', 'My Tasks', 'Professional Development', 'Roles & Responsibilities', 'Administration', 'Organization', and 'Subscriptions'. The main content area is titled 'Vision Navigation' and shows a 'Showing vision chart for' section with a year selector set to '2023' and a 'Users:' dropdown. Below this, the chart is organized into sections: '1.0 Internal Improvements', '1.1 Customer Ordering System - JG', '1.2 Sample Strategic Initiative', and '1.3 Internal Example 1'. The '1.1' section contains two charts for the periods 03/31/2023 and 06/30/2023. The 06/30/2023 chart shows a '1.1.1 Linked Outcome Series - MP, 100.00%' with a red border. The '1.2' section shows two charts for the same periods, both labeled 'No tasks for the quarter'.

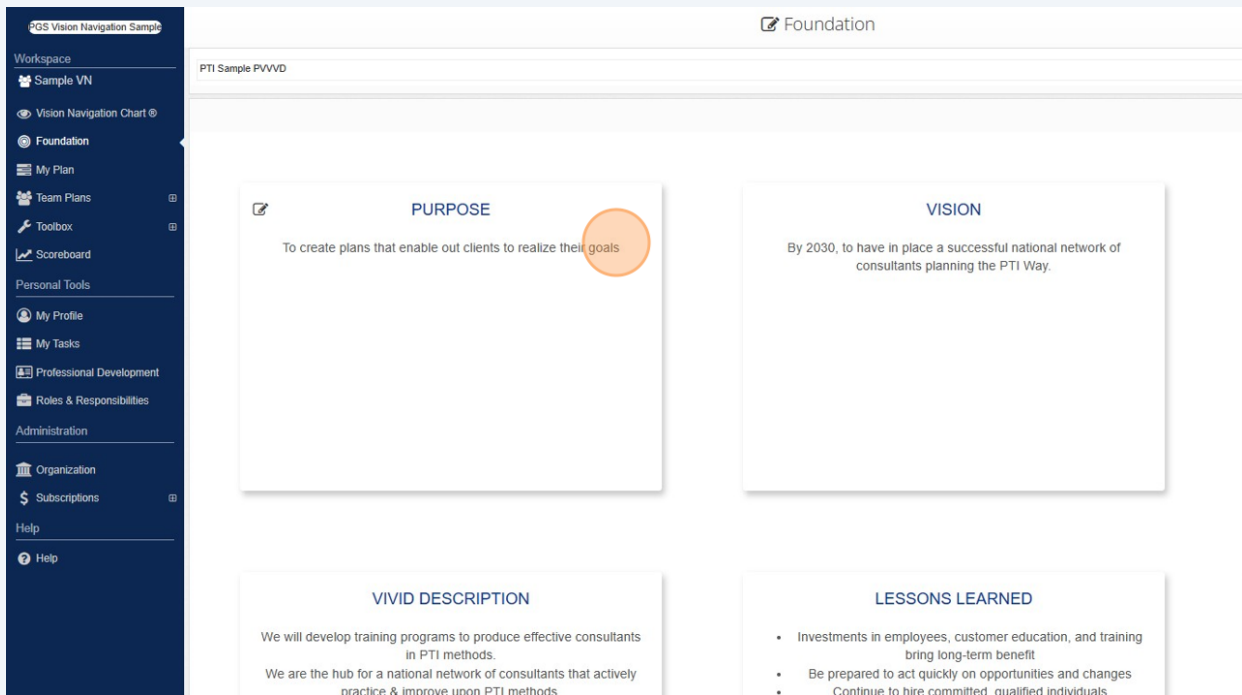
2

Each Foundation tile has a pop-up guide to help walk you through what should be included.



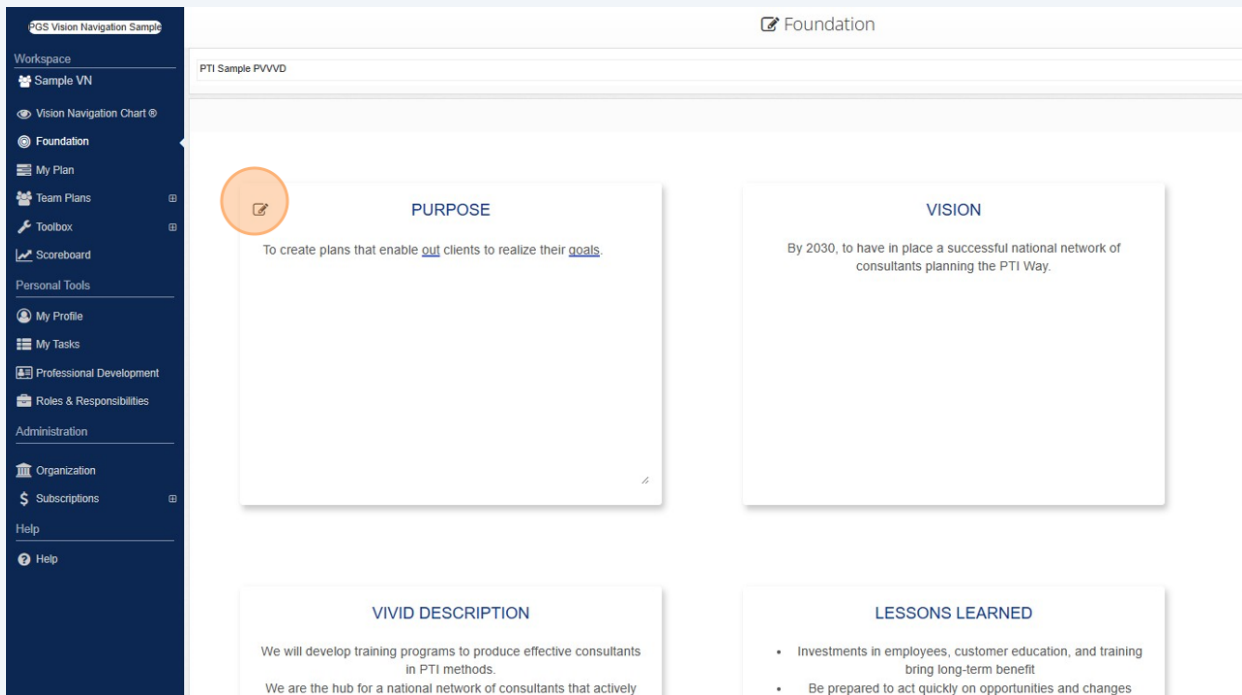
3

Edits to the Foundation tile can be made by clicking directly in the tile.



4

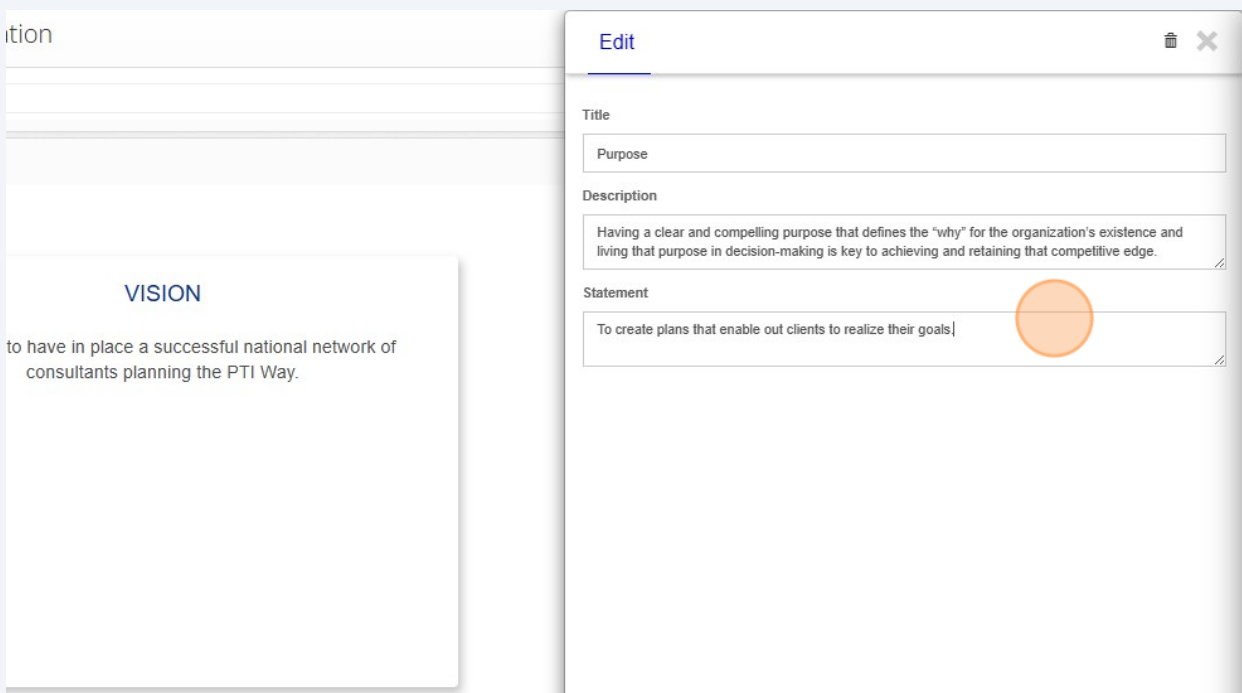
Edits can also be made, by clicking the Edit button in the top left corner of the tile, which appear when you hover over the tile.



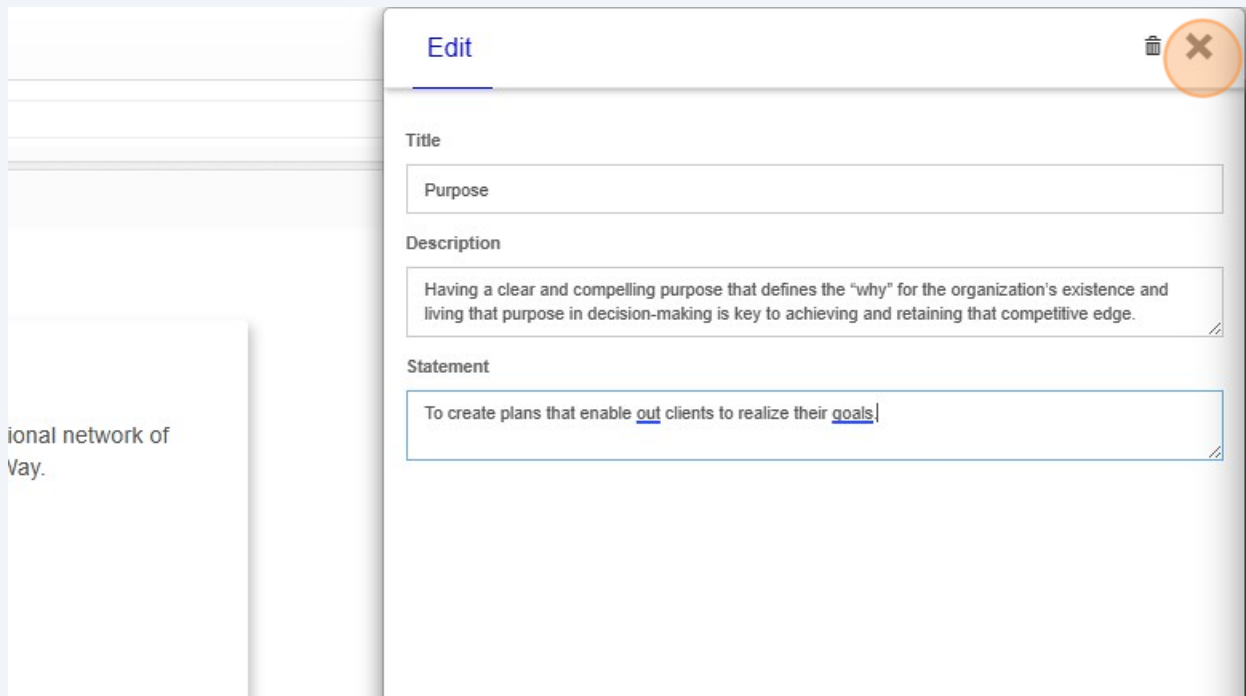
5

The Edit box will pop up to enter the statement for this specific Foundation Tile.

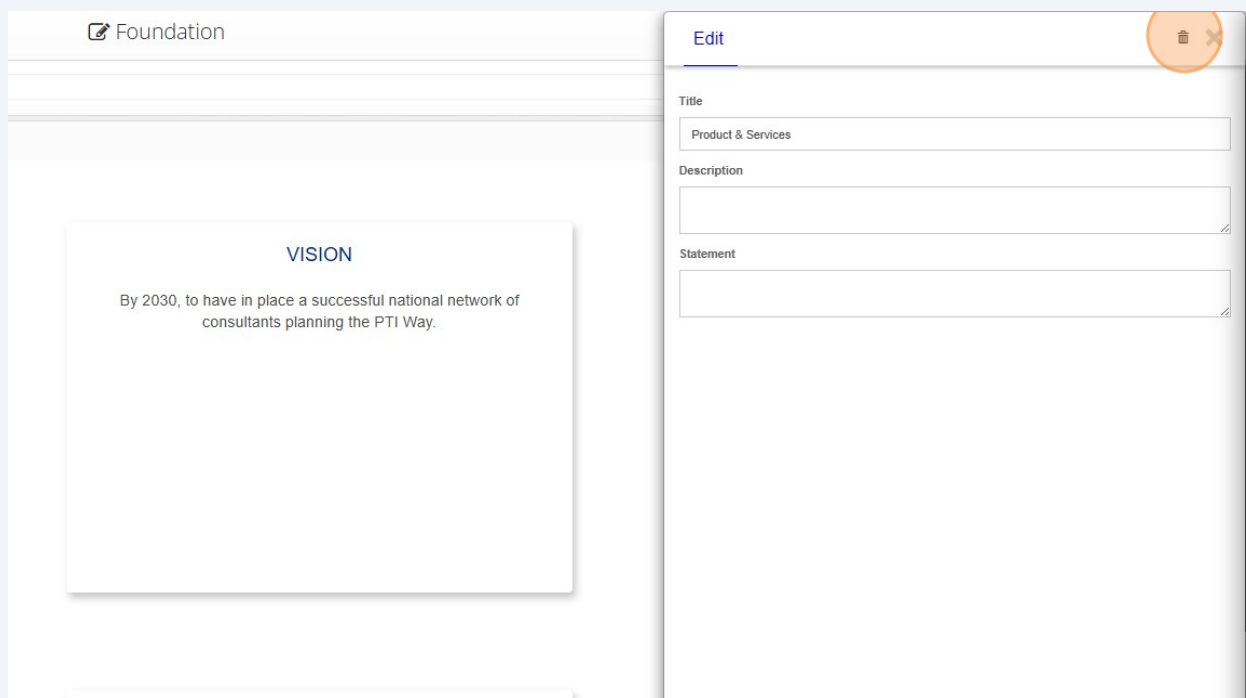
If your organization uses different words (example Mission instead of Purpose) you can update the title names / descriptions to match your nomenclature.



6 Click "x" to leave the edit box, your work will be saved in real time.

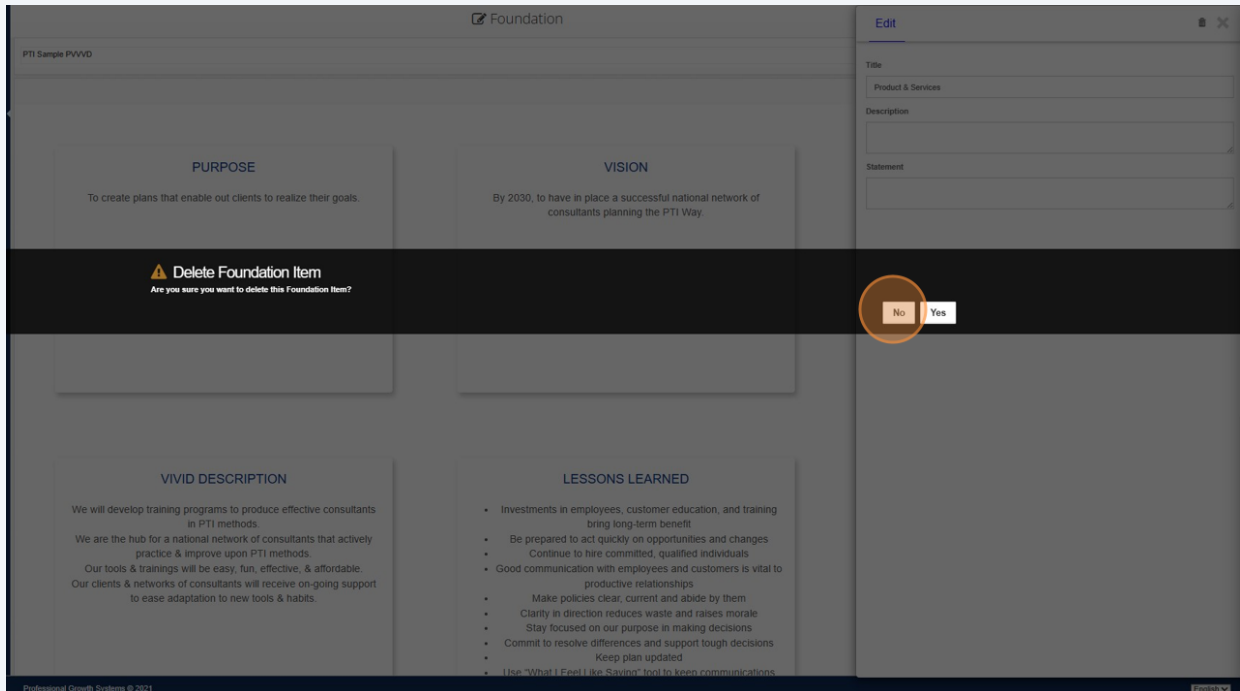


7 The Edit box also allows you to delete tiles that your organization may not utilize.



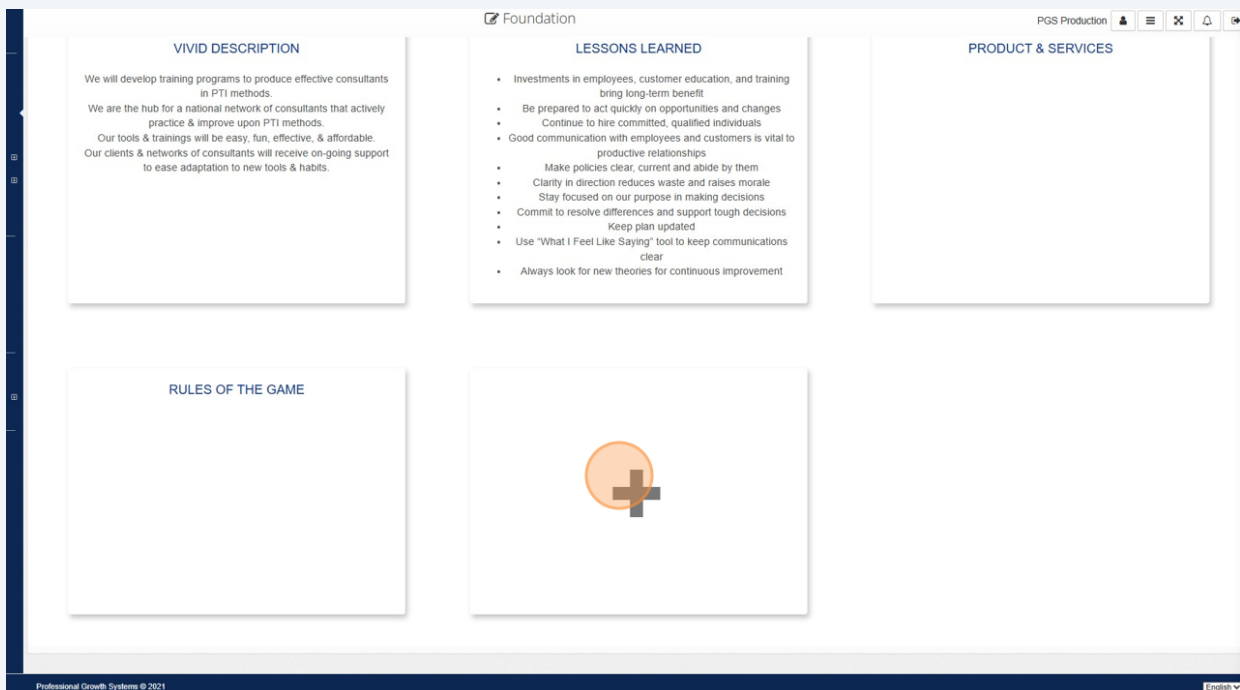
8

A Pop-Up box will appear prior to deleting the Foundation tile to ensure you actually wish to delete it, select "Yes" to Delete or "No", to return back to the screen you were working on.



9

Click the "+" sign to add another Foundation tile to your page.



10

Click the Edit button to pop up the Edit box enter your new Foundation title and statement.

to ease adaptation to new tools & habits.

- Make policies clear, current and abide by them
- Clarity in direction reduces waste and raises morale
- Stay focused on our purpose in making decisions
- Commit to resolve differences and support tough decisions
- Keep plan updated
- Use "What I Feel Like Saying" tool to keep communications clear
- Always look for new theories for continuous improvement

RULES OF THE GAME



TITLE HERE

11

Lastly, you may lengthen your tile for editing by clicking on the diagonal lines that appear when you hover over it. This provides extra space for longer statements.

its
ly
ort

Investments in employees, customer education, and training bring long-term benefit
Be prepared to act quickly on opportunities and changes
Continue to hire committed, qualified individuals
Good communication with employees and customers is vital to productive relationships
Make policies clear, current and abide by them
Clarity in direction reduces waste and raises morale
Stay focused on our purpose in making decisions
Commit to resolve differences and support tough decisions
Keep plan updated
Use "What I Feel Like Saying" tool to keep communications clear
Always look for new theories for continuous improvement



CREATE YOUR OWN

