

Activities

Feature

Track contribution, build momentum, and turn daily effort into measurable impact

Epic's **Activities** feature provides a simple yet powerful way for individuals and managers to track performance, progress, and contribution—day by day, task by task. It replaces vague check-ins and scattered notes with a structured, mobile-enabled system that supports continuous feedback, evidence collection, and performance conversations.



Whether used for operational tasks, behavioural goals, or development milestones, Activities help teams stay focused, accountable, and aligned.

Key Functions

- **Activity Profiles Assigned to Staff:** Each team member receives a tailored list of activities relevant to their role, ensuring clarity and consistency across departments.
- **Self-Rating Options:** Staff can rate their performance using a simple Red-Amber-Green (RAG) scale or a custom numeric rating—ideal for tracking effort, quality, or completion.
- **Rating History & Timestamping:** Every rating is recorded with a date and time stamp, creating a transparent log of progress over time.
- **Portfolio of Evidence:** Staff can attach documents, photos, or notes to each activity—supporting performance reviews and audit readiness.
- **Manager Dashboard:** Managers see a live overview of all staff ratings, with access to rating history and supporting evidence—enabling informed coaching and review sessions.
- **Progress Reports:** Both staff and managers can generate reports summarising activity ratings, trends, and supporting documentation—ideal for one-on-ones or appraisal prep.
- **Mobile App Enabled:** Fully accessible via mobile and tablet, allowing staff to update ratings and upload evidence on the go.