



Owner's Manual

Setting up Vector Engineer for your company, and running stage-gate projects that keep their promises.

Written for the company admin who sets Vector Engineer up and the project leads who run it. Where someone else's authority differs, the manual says so at the point it matters.

VectorXPro · Accountability. Clarity. Results.

Before you begin

Vector Engineer is not difficult to use. It does ask for an afternoon of setup, and a project lead who understands one idea before the first request goes out: in Vector, nobody is handed a date. This manual is that afternoon and that idea, written down.

Read Parts 1 and 2 first. Do Part 3 with the web app open in front of you, then start your first project with Part 4. The rest you can read as the work reaches it.

What you need

- **A computer with a web browser** for setup. Company setup, people and gate processes live on the web, at vectorxpro.com/engineer/app.
- **The iPhone or iPad app** for people away from their desks: answering requests, signing off, raising findings with photos at a review.
- **One company admin.** Probably you: someone who knows who reports to whom.
- **Your org chart**, kept in Vector Operations under Team setup → Org chart. Vector Engineer reads managers from it, and managers matter: by default they sign off their people's work.
- **One real project** to start with. Not a pilot invented for the purpose: a project with real handoffs and a real gate coming up.

How this manual is written

Every instruction is one action. Where the app says **Send request**, the manual says **Send request**: the words match the screen, so you can follow along without translating. Where the web and the iPhone differ, both are given.

Where you will see this

Boxes like this one flag something that will otherwise cost you time: a limit on who can do what, something that cannot be undone, or a decision worth making on purpose rather than by accident.

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PART 1

What Vector Engineer actually does

Every piece of work has one owner, who agreed to its date. The schedule is calculated from those promises. When something slips, everyone downstream sees why, and who owns the delay.

Most engineering schedules are drawn top-down. A planner draws the bars, the dates are handed out, and everyone quietly knows which ones are fiction. When a casting arrives late, the build is late, the test is late and the launch is late, and by the gate review the last person in the chain looks like the problem.

Vector Engineer turns that around. Work is requested, never assigned. The person doing it accepts the date or proposes one they can hit. Their work starts when what it needs is verified, and the schedule follows. A late input moves every date after it, and those days are counted as **inherited**, never as the next person's fault.

The five steps every deliverable goes through

- 1 **Request it:** what's needed, from whom, and by when.
- 2 **Promise it:** the owner accepts, or proposes a date they can hit.
- 3 **Work it:** the definition of done, files and versions as it moves.
- 4 **Sign it:** someone else signs it complete, and technically correct where needed.
- 5 **Pass the gate:** the gatekeeper decides Go, Hold, Recycle or Kill.

A drawing, an analysis, a supplier quote, a prototype build and the fix for a review finding all go through the same five steps. So does the gate review itself.

Three words to know

Word	What it means
Date B	The date the owner committed to finish. The promise.
Duration X	The owner's own working time. Their latest start is Date B minus X.
Date A	When a piece of work is needed by the work that depends on it.

Numbers you can quote

Everything is numbered from the project's code. On a project coded ENG: deliverables ENG-05, reviews ENG-R3 (R for review), findings ENG-F11 (F for finding) and defects ENG-D2 (D for defect). Say the number in a meeting or an email and anyone can find exactly the thing you mean.

Why the record is the part you are really buying

Every request, promise, slip, signature, finding and gate decision is written to the record with who did it and when, and nothing is ever deleted. A file uploaded by mistake is withdrawn with a reason and stays visible, struck through. A signature covers exactly one version of the work, and that version locks. A project stopped at a gate stays readable, with the gatekeeper's reason.

That is what makes the Gate 6 report worth reading: it isn't anyone's memory of the project, it's the project.

PART 2

Getting in, seats and who does what

Vector Engineer is invite-only. Your company admin invites people and gives them a seat; nobody makes an account for themselves.

One Vector account

Vector Engineer uses the same Vector account as the other Vector apps. If your company already runs Vector Operations Pro, your people sign in with the accounts they already have; they just need a Vector Engineer seat.

Accepting an invitation

- 1 Open the newest invitation email from notifications@vectorxpro.com.
- 2 Tap **Choose your password**. It opens a page on the web; nothing is used up yet.
- 3 Type a password of at least 8 characters twice, and press **Accept and choose password**.

Use the newest email

The link works once, within 24 hours, and sending the invitation again cancels the earlier email. If it has expired, the admin sends it again from Company setup → People.

Seats

Everyone who signs in to Vector Engineer uses a seat, and so does each invitation still waiting. People outside the company who answer a request from an emailed link don't need a seat, and neither do people on your org chart who never sign in. Company setup → People shows how many seats are used and free.

Who does what

Vector Engineer has very few roles, and most of them come from the work rather than from a setting:

Role	Who	What it lets them do
Company admin	Named in Vector	Invite people, give and end seats, name leadership and the gate-process owner, build gate processes.
Leadership	Named by an admin	See every project and the company report, start projects.
Gate-process owner	Named by an admin	Build and change the company's gate processes.
Project lead and co-leads	Chosen per project	Run the team, decide defects, step in for a review chair.

Role	Who	What it lets them do
Gatekeeper	Chosen per project	Decide each gate: Go, Hold, Recycle or Kill.
Validator	The owner's manager, by default	Sign work complete. Nobody signs their own work.
Technical reviewer	Chosen per deliverable	Sign work technically correct, where it needs that.
Review chair	Chosen per review	Sort the review's findings.

Everyone on a project sees all of it, because handoffs cross teams. Managers see the projects their people are on, and leadership sees every project. Appendix A sets out the rest.

PART 3

Setting up your company

The afternoon that decides whether the rest feels effortless. Do it on the web, in this order: the org chart, your gate processes, then your people.

3.1 Check the org chart first

Vector Engineer doesn't keep its own copy of who reports to whom. It reads the org chart in Vector Operations (Team setup → Org chart). Before you invite anyone, make sure every engineer has the right manager there.

Why this comes first

By default, the owner's manager signs their work complete. A missing or wrong manager means work lands on the wrong person to sign, or on the project lead, from the very first deliverable. Ten minutes here saves a week of confused signatures.

3.2 Choose your gate processes

A gate process is the list of gates a project passes, and the milestones expected at each gate. Open **Company setup** → **Gate processes**.

Company setup / Gate processes

Gate processes

Each project runs one of these, and keeps its own copy from the day it starts. Changes here reach new projects and process switches, never a project already running.

START A NEW PROCESS

TEMPLATE

Standard stage-gate

Cooper's six gates, from charter to lessons learned. Most new products.

6 gates · 14 milestones

TEMPLATE

NPI

New product introduction: design freeze, design validation and production validation before launch.

6 gates · 15 milestones

TEMPLATE

OEM / private label

Bringing in another company's design and branding it as ours. Four gates, no design work of our own.

4 gates · 11 milestones

BLANK

Start from nothing

Add your own gates and milestones one by one.

To copy one of your own processes, open it and choose Make a copy.

YOUR PROCESSES 3

PROCESS	STATUS	GATES	MILESTONES	OWNER
Standard stage-gate	Published Default	6	14	Maria Chen

Company setup, Gate processes: the templates and your own processes

Start from a template: **Standard stage-gate** (the common six gates, from idea screen to post-launch review), **NPI** for new product introduction, or **OEM / private label**. Or start from nothing, or open one of yours and choose **Make a copy**.

Under each gate, add the milestones you expect there: what it is, its kind (document or physical), a starting definition of done, a link to your own standard, and whether it needs a technical review. A milestone has no owner until someone on a project takes it on.

A process is a draft until you publish it

A half-built process never reaches a project. When it's ready, choose Publish, and choose **Make it the default** on the one most projects use. Nothing is deleted: a gate or milestone you remove is retired, and a project keeps its own frozen copy, so changes only reach new projects.

Keep it short. A process with forty milestones at every gate turns gate reviews into box-ticking. Put in what a gatekeeper would genuinely refuse to pass without, and let teams add the rest as deliverables.

3.3 Invite your people

Open **Company setup** → **People**. Invite each person by email, with their roles and, if you like, the project teams they join.

Company setup / People

People and roles

Who has Vector Engineer, and who is leadership or owns the gate processes. Managers come from your company's org chart, shared with Vector Operations: change it in Team setup → Org chart.

11 of 11 seats used All in use

11 people have Vector Engineer. To add someone, end someone's access, revoke an invitation, or ask Vector to add seats.

Invite someone No free seats.

WITH VECTOR ENGINEER 11

PERSON	MANAGER	LEADERSHIP	PROCESS OWNER	SEAT
Ana Souza Controls Engineer - Automation	Omar Haddad	☐	☐	End access...
Dan Okafor Design Engineer - Mechanical	Omar Haddad	☐	☐	End access...
Grace Kim Supplier Quality Engineer - Quality	Mike Brandt	☐	☐	End access...
Jordan Lee Project Engineer - Mechanical	Omar Haddad	☐	☐	End access...
Lena Fischer Technical Writer - Tech Pubs	Mike Brandt	☐	☐	End access...
Maria Chen Product Manager - Product	Mike Brandt	☐	☒	End access...
Mike Brandt (me) Admin VP Engineering - Leadership	Top of the chart	☒	☐	

Company setup, People and roles: seats used, Invite someone, and everyone with their manager

- 1 Choose **Invite someone**.
- 2 Type their name and email address.
- 3 Tick any roles: leadership, gate-process owner, admin.
- 4 Pick the project teams they join, if any.
- 5 Send the invitation. It uses a seat until it is accepted or revoked.

3.4 Hand validation down, where it helps

A manager with many people can name someone below them to validate in their place, for every project or one: on the web in **Settings** → **Who validates for me**, on iPhone in **Projects** → **Company** → **Who validates for me**. Their open, unsigned work moves to that person at once; ending it moves it back. It never lands on the work's owner.

PART 4

Starting a project

A project is a name, a short code, a gate process, a lead, a gatekeeper and a target launch. Company admins and leadership start them.

Start it

- 1 On Projects, choose **+ New project** (on iPhone, the + at the top right).
- 2 Give it a name, a short code of up to five letters or digits (such as HX4) and its objective.
- 3 Pick the gate process. The company's default is picked for you.
- 4 Choose the lead, the gatekeeper and the target launch.
- 5 Choose **Start the project** (**Create** on iPhone). The lead joins the team.

Choose the code with care

Deliverables, reviews, findings and defects are all numbered from it: HX4-01, HX4-R1, HX4-F1. People will say it out loud for the life of the project.

Build the team

On the project's Team, the lead, co-leads, admins and team members' managers add people, make someone co-lead, and take people off. Only people with a Vector Engineer seat can join.

TEAM 7
You manage this team.

MC	Maria Chen (me) Product Manager · Product	Lead
DO	Dan Okafor Design Engineer · Mechanical Open work: ENG-06, ENG-11	Co-lead Hand on...
GK	Grace Kim Supplier Quality Engineer · Quality Open work: ENG-07, ENG-12	Co-lead Hand on...
LF	Lena Fischer Technical Writer · Tech Pubs Open work: ENG-09	Co-lead Hand on...
PN	Priya Nair Analysis Engineer · Analysis Open work: ENG-05, ENG-10	Co-lead Hand on...
SP	Sam Patel Prototype Shop Lead · Manufacturing Open work: ENG-08	Co-lead Hand on...
TR	Tom Reyes Senior Analyst · Analysis Open work: ENG-05, ENG-10	Co-lead Hand on...

People with open work (or an undecided gate to keep) come off the team once it's handed on; press Hand on... next to them. The lead stays until someone else is made the lead.

Add to the team
Choose a person... Add

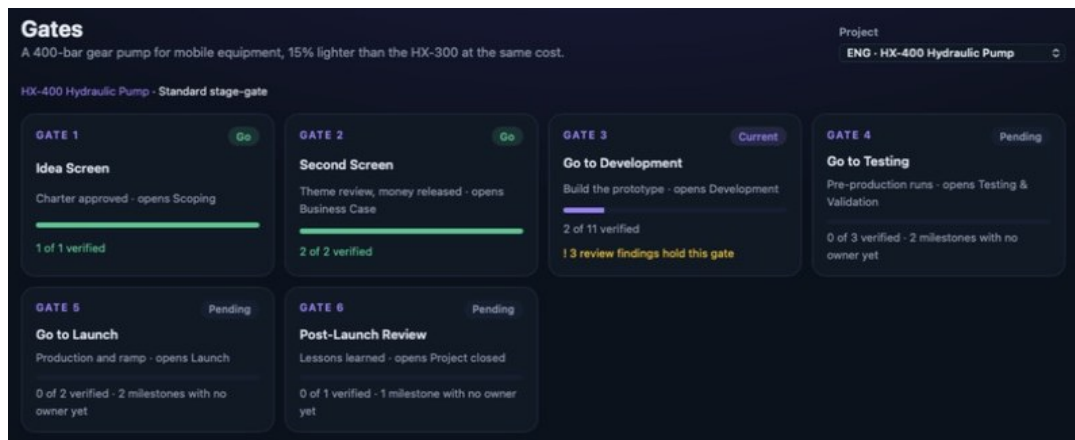
Change the lead
Choose someone on the team... Make lead

Maria Chen stays on the team as a member. People without Vector Engineer aren't listed; an admin gives them a seat under Company setup → People.

A project's team: the lead, co-leads, Hand on and Add to the team

Take on the milestones

Open **Gates**. Each gate shows the milestones the process expects there. Someone on the team chooses **Take it on**, which makes the milestone a deliverable they own: the title and definition of done come from the process, and they can adjust them to fit the project.



Gates: each gate with its status and how much of its work is verified

If a milestone or a whole gate doesn't apply to this project, anyone on the team can propose it as **not applicable**, with a reason. The project lead's manager approves or declines. Nothing is skipped quietly.

PART 5

Asking and promising

The handshake is the heart of Vector Engineer. Get it right and the schedule takes care of itself.

Ask someone for work

- 1 Choose **+ New deliverable**, or on one of your deliverables choose **Request what I need**.
- 2 Give it a title and say exactly what is delivered.
- 3 Pick the owner and, on a new deliverable, who validates it. Say whether it needs a technical review.
- 4 Set the date: Due (Date B) for new work, or Needed by (Date A) for something your work needs.
- 5 Write the definition of done, one item per line.
- 6 Choose **Send request** (or **Commit** if it's your own work).

The screenshot shows a 'New deliverable' form with the following fields and options:

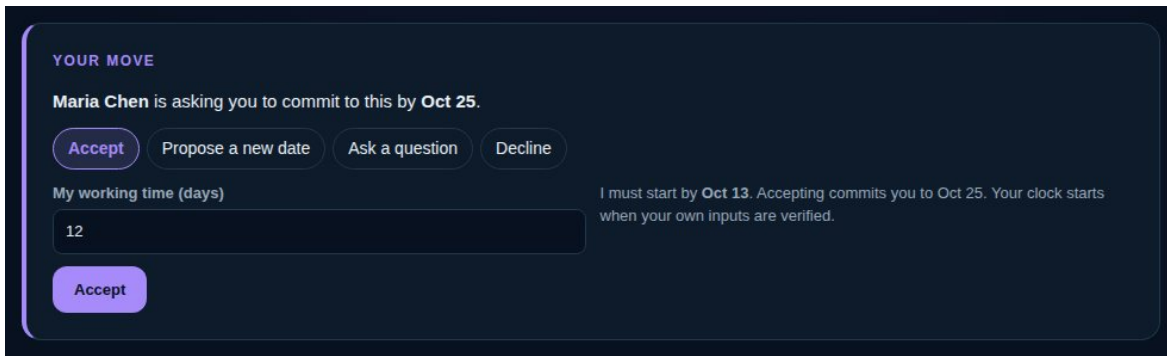
- DELIVERABLE**
 - Project:** ENG - HX-400 Hydraulic Pump
 - Title:** Pump housing tolerance stack-up
 - What exactly is delivered:** Tolerance stack-up for the housing and cover, with the worst-case gap.
 - Kind:** Document
 - Before gate:** Gate 3: Go to Development
- ACCOUNTABILITY**
 - Owner:** Dan Okafor
 - Validated by (signs it complete):** Omar Haddad — Engineering Manager
 - ☐ Needs a technical review

Below the form, a note states: 'Dan gets a request to accept, propose another date, ask a question or decline. Nothing is committed until they answer.'

The New deliverable form

Answer a request

The owner has four answers: on the web in the Your move card on the deliverable, on iPhone under **Respond**.



Your move on a request: Accept, Propose a new date, Ask a question or Decline

- **Accept**, with their working time (Duration X). They're committed.
- **Propose a new date** they can deliver by, with their working time and why.
- **Ask a question**, if they need to know more first.
- **Decline**, with a reason.

If the owner proposes a date or asks a question, it's the asker's move: accept the new date, push back or answer, ask someone else, or withdraw the request. While a date is on offer, the schedule already forecasts with it, so everyone downstream sees the effect before anyone has agreed.

Nobody is handed a date

Nothing is committed until the owner answers. A lead who is used to assigning dates will feel this as friction for about a week. Then the dates on the plan start coming true, because the people doing the work agreed to them.

Link work that already exists

On your deliverable, choose **Link existing work** (**Link existing** on iPhone) and the date you need it by. If its owner has already committed to that date or earlier, the link is live at once. If not, they're asked to deliver earlier and choose **Agree to** the date or **Keep my date**, in which case the link stays and the conflict shows on the schedule for everyone to see.

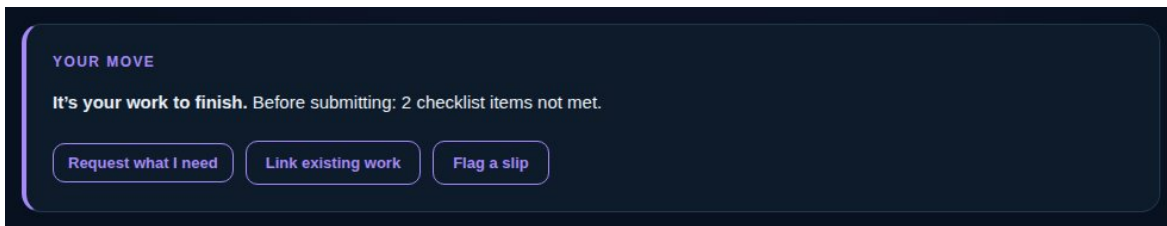
PART 6

Doing the work and proving it

A signature in Vector covers one version of the work, exactly one. That is what makes a sign-off mean something.

Start, tick, attach, submit

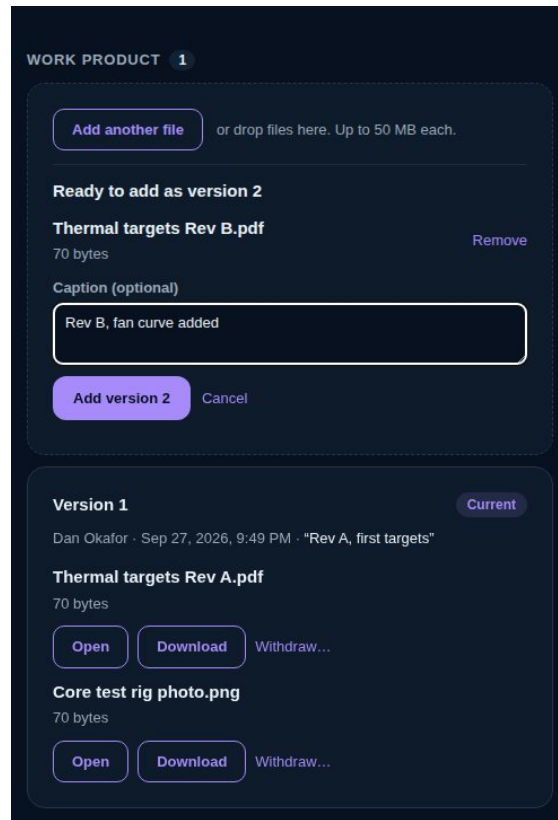
- 1 Choose **Start work** when you begin. It also starts on its own when you add your first files.
- 2 Tick each item of the definition of done as it becomes true.
- 3 Attach the work product under Work product.
- 4 Choose **Submit for sign-off**. It needs the files attached and every item ticked.



Your move on your own work: what's missing before submitting, and the tools

Files and versions

Every time files are added they become the next version, up to 50 MB each. The newest version is the work product; older ones show as superseded. Nothing is overwritten. A wrong file is withdrawn with a reason and stays on the record, struck through.

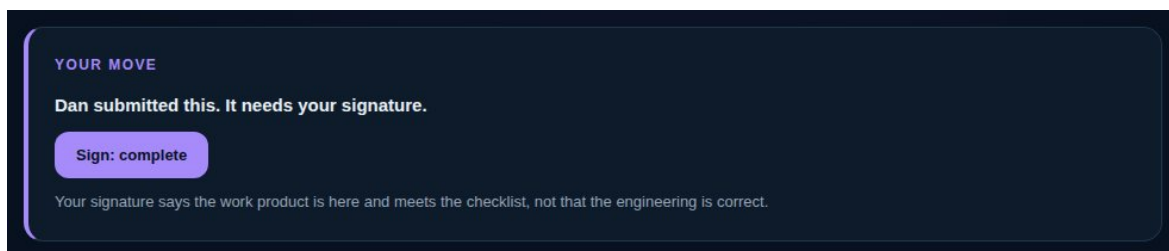


Work product: version 2 ready to add, version 1 with Open, Download and Withdraw

Sign-offs

Complete is signed by the validator: the work product is here and meets the definition of done.

Technically correct is signed by a technical reviewer, only where the work needs one. When every signature covers the current version, the work is verified, and the work waiting on it can start.



Your move on submitted work

A new version needs new signatures

A signed version is locked: its files can't be withdrawn, and a revision has to be a new version. The old signatures stay on the record against the version they were made on.

Flag a slip early

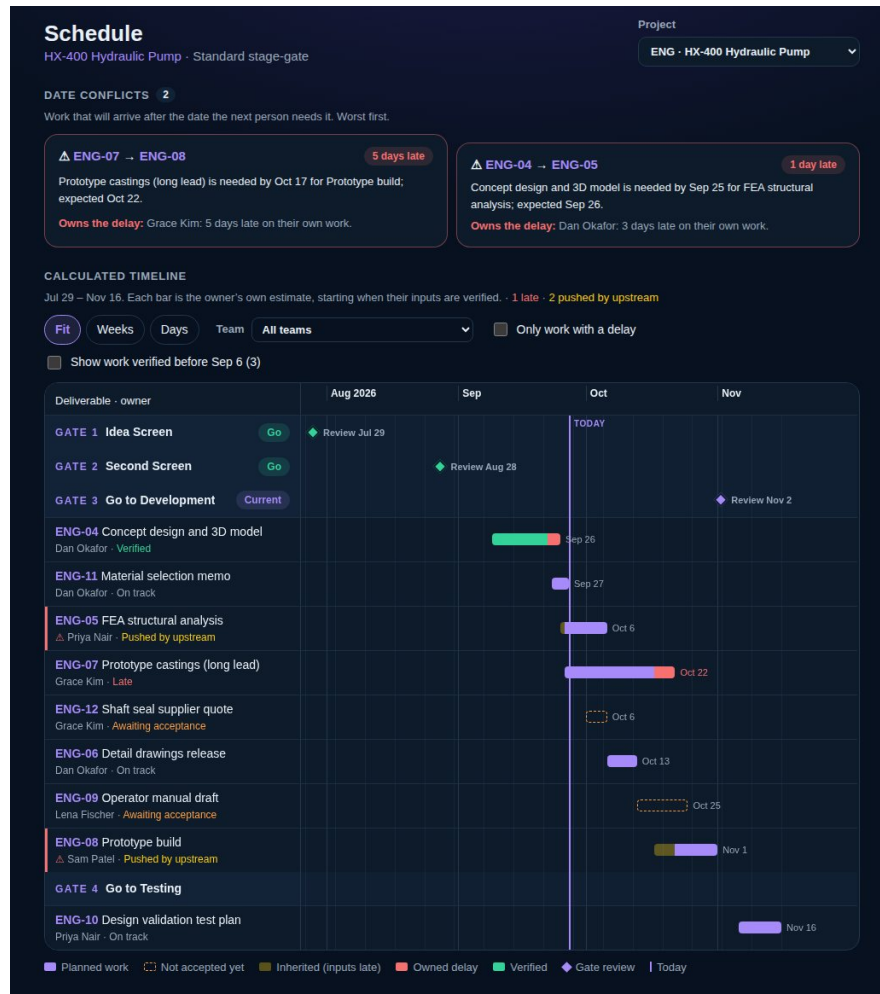
If your own work will take longer, choose **Flag a slip**, say how many extra days, pick the reason and say what happened. Five or more days before the due date counts as flagged early; one to four days is short notice; on or after the due date is a surprise. The reports keep that difference, so early warning is visibly worth giving.

Never flag a slip for a late input. Those days are recorded for you automatically, as inherited.

PART 7

The schedule, and where every day went

Nobody draws the bars. Each deliverable starts when its inputs are verified and takes its owner's working time.



The Schedule on the web: date conflicts, and the timeline grouped by gate

Inherited and owned days

Every day late is one or the other, never both. **Inherited** days came from late inputs further up the chain. **Owned** days are the owner's own, past the date they were held to. Each deliverable's page shows the split and where the inherited days came from.

Conflicts

A conflict is a link where the work is expected after the date it's needed by. It shows who owns the delay, so the conversation starts with the right person. On the web they're listed above the timeline.

Holds stop the clock

When a gatekeeper puts a project on hold, every open date moves with the hold, and the days on hold count against nobody.

PART 8

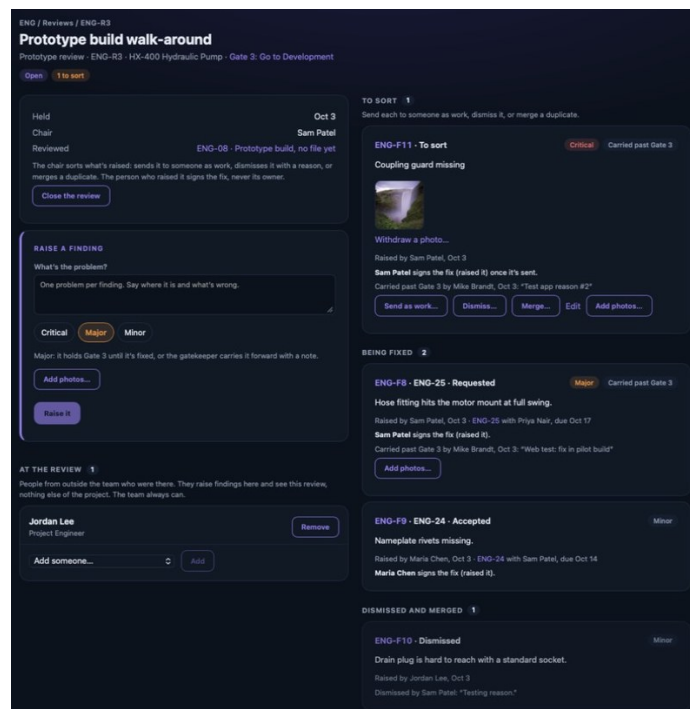
Reviews and findings

Design reviews, DFMEA and PFMEA reviews, prototype walk-arounds and drawing checks all end the same way: a list of problems. In Vector, each one becomes owned, dated work, and the gate can't pass a serious one by accident.

Start a review

- 1 Open the project and choose **Reviews**, then **Start a review (+ New review** on the web).
- 2 Pick the kind (design, DFMEA, PFMEA, prototype, drawing or other), give it a name, and pick the gate it reviews against.
- 3 Pick the chair, who sorts the findings, from the team. If you like, pick the work being reviewed: the review records the version it was.
- 4 Add anyone else who is there, such as a quality engineer or someone from the plant.

The team can always raise findings at a review. Someone added from outside the team sees that review and nothing else of the project.



A review on the web: Raise a finding, the finding to sort with its photo, and who signs each fix

Raise a finding

Anyone at the review raises a finding on the spot: one problem per finding, in a sentence, with a severity and, on iPhone, a photo taken there and then.

Severity	What it means at the gate
Minor	Recorded and worked, but never holds the gate.
Major	Holds the review's gate until it's fixed or carried forward.
Critical	Holds the gate, and says so loudly. Use it for safety, function or anything a customer would see.

Sort the findings

New findings wait under **To sort**, and the chair sees them on My Work under **Findings to sort**. The project lead or a co-lead can step in. For each one, the chair does one of three things:

- **Send it** (**Send to...** on iPhone, **Send as work...** on the web) to someone on the team, with a date and their working time. It becomes a deliverable of kind Finding, and the owner accepts, proposes a date or asks, as with any request. On the web it can also go to a supplier, by emailed link.
- **Dismiss** it, with a reason, if it isn't a problem.
- **Merge** it into another finding raised about the same problem, so it counts once.

The person who saw the problem signs the fix

When a finding is sent, the person who raised it becomes the validator for its fix. If they're not on the team, or they own the fix themselves, the chair signs instead. Every finding says who signs its fix, so nobody has to ask.

Findings at the gate

A gate's card says how many review findings hold it, and the gate's page lists them. The gatekeeper can carry a Major or Critical finding past the gate with a note: it stops holding the gate but stays open until it's fixed, and the note stays on the record.

ENG / Gates / Gate 3

Gate 3: Go to Development

GATE 3 Current

Go to Development

Build the prototype - opens Development

2 of 11 verified

13 review findings hold this gate

Gatekeeper **Mike Brandt**

Process **Standard stage-gate**

Work verified **2 of 11**

YOUR DECISION

Not ready: 3 review findings hold this gate. Fix them, or carry one forward with a note. You can still put it on hold or kill it now; Go and Recycle wait for that.

Hold Kill

Pause the project. Every open date is frozen and the days on hold count against nobody. Decide this gate again later.

Why? (required: it goes on the record with your name and today's date)

Record: Hold

REVIEW FINDINGS

3 open Major or Critical findings hold this gate until fixed, or carried forward by the gatekeeper with a note. Minor ones never hold it.

ENG-F6 - DFMEA action (S9 O4 D6): the seal lip compound isn't rated for 120 C fluid. Qualify an FKM lip or li... Critical Holds Gate 3

ENG-22 - New date proposed - raised by Priya Nair at ENG-R2, Oct 3

Carry it past Gate 3...

ENG-F11 - Coupling guard missing Critical Carried past Gate 3

To sort - raised by Sam Patel at ENG-R3, Oct 3

Carried by Mike: "Test app reason #2"

ENG-F1 - Outlet port boss wall is under 4 mm; the FEA shows a stress hot spot at the fillet. Major Holds Gate 3

ENG-19 - In progress - raised by Maria Chen at ENG-R1, Oct 3

Carry it past Gate 3...

ENG-F4 - Pump tips forward when lifted by the single lifting eye. Major Carried past Gate 3

ENG-21 - Accepted - raised by Sam Patel at ENG-R1, Oct 3

Carried by Mike: "The second lifting point goes into the Gate 4 build; it doesn't change the design freeze."

ENG-F7 - DFMEA action: no test covers a seal leak at cold start. Add one to the DV test plan. Major Holds Gate 3

ENG-23 - Requested - raised by Grace Kim at ENG-R2, Oct 3

Carry it past Gate 3...

Gate 3 for its gatekeeper: held by three findings, so only Hold and Kill are offered

FMEA

Keep the FMEA itself in the tool or spreadsheet you use now, and attach it to the work it belongs to. At a DFMEA or PFMEA review, bring its recommended actions into Vector as findings, so each gets an owner, a date and a sign-off.

PART 9

Gate reviews

Every decision needs a note, and every decision stays on the record.

When a gate is ready

A gate is ready when the gates before it are decided, all its work is verified, every milestone is taken on or not applicable, and no open Major or Critical review finding holds it. Its gatekeeper then sees it under **Gates for my review** on My Work.

The four decisions

Decision	What happens
Go	The gate passes and the next stage opens. The last Go closes the project.
Hold	The project pauses and the clock freezes: every open date moves with the hold, and the days count against nobody. The gatekeeper decides the gate again later.
Recycle	Verified work the gatekeeper picks is sent back, with a rework date. Each owner accepts the date or proposes another, then submits a new version. Nothing is erased.
Kill	Final. Open work is cancelled and the project becomes read-only. The team can still see why.

Hold and Kill don't wait

Go and Recycle wait until the gate is ready. Hold and Kill can be decided any time at the project's current gate, because sometimes the right call is to stop. A project started by mistake is killed, not deleted: nothing in Vector is ever deleted.

YOUR MOVE

Grace can deliver by Oct 6, not Oct 3.

"The supplier is closed for inventory next week. I can have it by the 9th."

Accept Oct 6 **Push back**

Ask someone else... **Ask them**

Withdraw the request...

A decision on the record, with the gatekeeper's note

PART 10

Suppliers and other departments

Engineering projects run through people who will never have a seat: the casting vendor, the test lab, purchasing. They can still promise dates on the same record.

- 1 On the web, choose **+ New deliverable** or **Request what I need**.
- 2 Under Owner, pick someone under Outside the company, or **Someone new outside the company...** and type their name, email and company.
- 3 Fill in the rest as usual. You sign it complete unless you pick someone else.
- 4 Choose **Send request by email**.

Their email has a link to that one deliverable and nothing else. From it they accept with their working time, propose another date, ask a question or decline, then add their files as versions and submit for sign-off. They need no account and use no seat.

Whoever asked answers for outside work inside the company. It shows on their My Work under **Outside work I answer for**, they tick the definition of done after checking the files, and **Answer for...** lets them act for the supplier, for example after a phone call.

PART 11

Defects, and the lessons learned

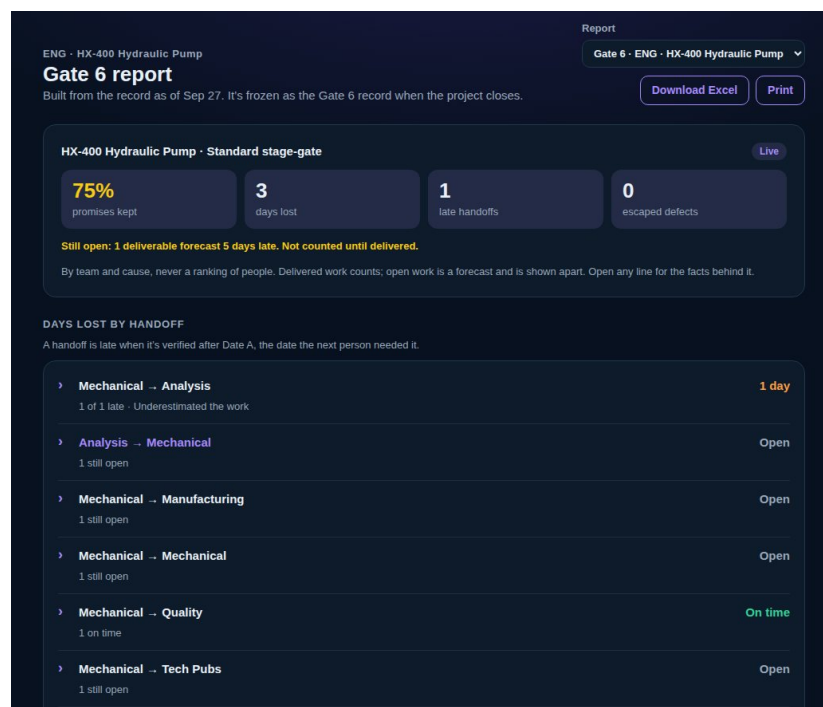
The Gate 6 report builds itself from the record. Nobody has to remember the project, because the project is written down.

Log a defect

When a problem turns up in verified work, open the deliverable it came from and, under Defects found later, choose **Log a defect**. Say what's wrong and when it was found, and propose where it came from: **Owner missed the checklist**, **Upstream requirements incomplete** (and which work), or **Review miss**.

The person who signed the work complete confirms the origin or changes it. The lead or a co-lead decides: **Reopen for rework** by a date, or record it only, as **Accept as is** or **Fixed downstream**.

The Gate 6 report

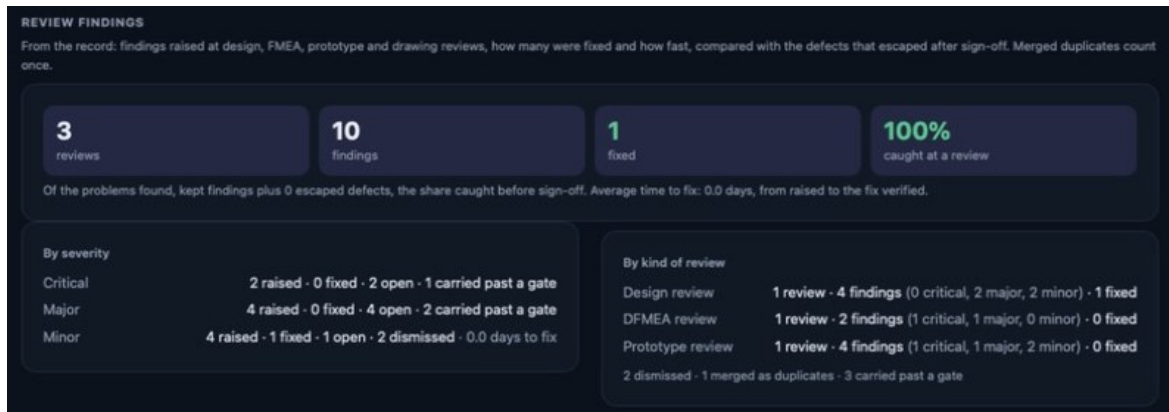


The Gate 6 report: promises kept, days lost, late handoffs and escaped defects

Every project has one: days lost by handoff and by cause, estimated against actual working time by team, promise reliability by team and gate, gate decisions, what the reviews found against what escaped, and defects by origin. It's live while the project runs, and frozen as the Gate 6 record once the project closes or is killed. On the web it downloads as an Excel workbook and prints cleanly.

By handoff and cause, never a ranking of people

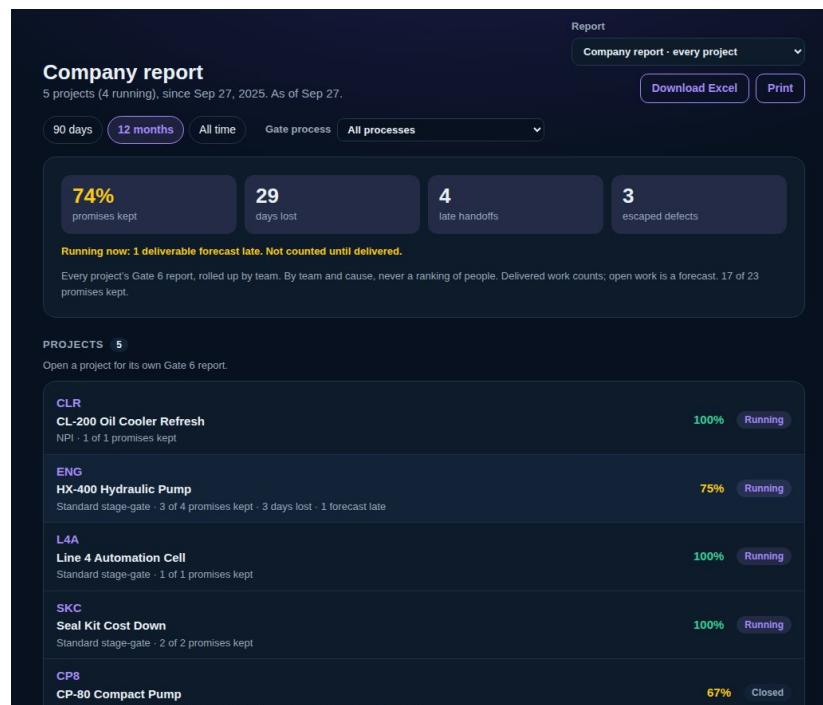
The reports are built to find where a process loses time, not to find someone to blame. That is deliberate, and it is why people tell the truth in Vector: early warning is counted in their favour, and inherited days are never theirs.



What the reviews found, in the Gate 6 report

The company report

Leadership sees every project rolled up by team, filtered by period and by gate process: on the web from Reports, on iPhone from the card at the top of Projects.



The company report: every project, with period and process filters

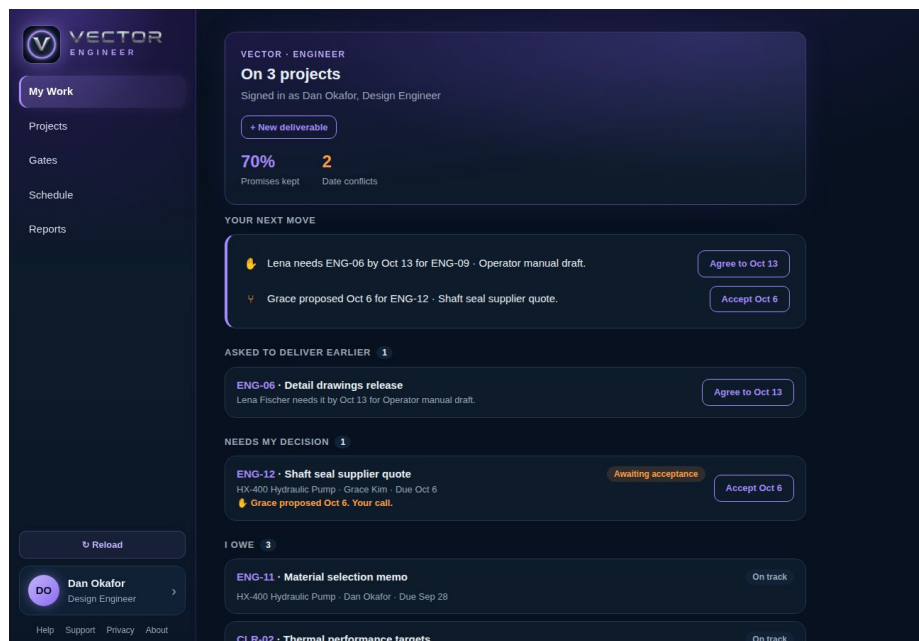
PART 12

Running it week to week

Vector Engineer replaces the status meeting's questions, not its people. Here is a rhythm that works.

Everyone, every morning

Open **My Work**. **Your next move** is at the top: up to three things that most need you now, signatures first. Clear those before anything else; a signature you sit on is someone else's start date.



My Work on the web: promises kept, date conflicts, Your next move and the lists

Project leads, once a week

- Open the **Schedule** and read the conflicts first. Each names who owns the delay.
- Check the gate coming up on **Gates**: what's verified, what's missing, and any milestone nobody has taken on.
- Look for findings still to sort, and requests nobody has answered.

Managers

Sign your people's work promptly, or hand validation down to someone who will. Watch promise reliability by team in the reports: it tells you where estimates need help long before a gate does.

Gatekeepers

Decide gates when they're ready, not when the calendar says so. Read the open findings and the days lost before you choose, and write the note for someone reading it a year from now.

APPENDIX A

Who can do what

Action	Who
Invite people, give and end seats	Company admins
Build and publish gate processes	Company admins and the gate-process owner
Start a project	Company admins and leadership
Add people to a team	The lead, co-leads, admins, team members' managers
Request work	Anyone on the team
Answer a request	The owner (for a supplier, the person who asked can act for them)
Sign complete	The validator: the owner's manager or their delegate, never the owner
Sign technically correct	The technical reviewer named on the work
Start a review	Anyone on the team, or a team member's manager
Raise a finding	The team, their managers, and people added to that review
Sort findings	The review chair, the lead or a co-lead
Sign a finding's fix	The person who raised it (else the chair)
Carry a finding past a gate	That gate's gatekeeper
Propose not applicable	Anyone on the team, or who manages it
Approve not applicable	The project lead's manager (else leadership)
Decide a gate	The gatekeeper
Log a defect	Anyone on the project, until it is killed
Decide a defect	The lead or a co-lead
See the company report	Leadership

APPENDIX B

Setup checklist

Tick these off in order. The first project goes far better with all of them done.

Before you invite anyone

- ☐ Every engineer has the right manager on the org chart in Vector Operations
- ☐ You know who will be leadership and who owns the gate process

Gate processes

- ☐ A process chosen from a template, copied, or built
- ☐ Milestones at each gate: only what a gatekeeper would refuse to pass without
- ☐ The process published, and made the default

People

- ☐ Everyone invited, with their roles
- ☐ Every invitation accepted (Company setup → People)
- ☐ Validation handed down where a manager has many people

The first project

- ☐ Project started, with a code people will be happy to say out loud
- ☐ Lead, gatekeeper and team in place
- ☐ Every milestone at the first gate taken on or proposed not applicable
- ☐ The first requests sent, and answered

APPENDIX C

The words Vector uses

Word	Meaning
Deliverable	A piece of work one person owes another, with a date, a definition of done and sign-offs.
Definition of done	The checklist that must be ticked before the work can be submitted.
Date B / Duration X / Date A	The committed finish / the owner's working time / when dependent work needs it.
Inherited days	Lateness that came from late inputs further up the chain.
Owned days	Lateness that is the owner's own, past the date they were held to.
Conflict	A link where work is expected after the date it's needed by.
Version	A set of files added together. A signature covers exactly one version.
Verified	Every signature the work needs covers its current version.
Gate process	The company's list of gates and the milestones expected at each.
Milestone	Work a gate process expects; it becomes a deliverable when someone takes it on.
Review	A design, FMEA, prototype or drawing review on a project, numbered like ENG-R3.
Finding	A problem raised at a review, numbered like ENG-F11: Minor, Major or Critical.
Carried forward	A finding the gatekeeper let past a gate with a note. It still gets fixed.
Defect	A problem found in verified work later, numbered like ENG-D2, traced to its origin.
Gate 6 report	The project's lessons learned, built from the record, frozen when it closes.

Questions the manual doesn't answer: the Help Center at vectorxpro.com/engineer/help has every screen step by step, and support@vectorxpro.com is read by a person.