# The added value of Time IT!

When implementing new software, functional or technical changes to the infrastructure, or other processes that require an action plan, you want to maintain complete control of the situation.

An upgrade or new implementation often follows a roadmap or action plan. Until now, it has been particularly difficult or impossible to oversee and manage this process.

Many organisations faced with complex planning or implementation processes have discovered over the years that everyone encounters the same problems. They have had to deal with obstacles that are rooted in structure, oversight and consistency.

- Confusing implementation plan, run book or action plan
- Lack of clear task description (who does what and when)
- Lack of a clear summary or oversight of progress
- No insight into the consequences of any delays
- Operations based on intuition, not on facts
- Go/no go times have not been clearly defined, which only becomes apparent when something goes wrong
- Responsibility for the consequences resulting from any delays has not been defined
- If there are any delays, the expected resources are no longer available
- Little or no communication

What can Time IT do for your organisation?
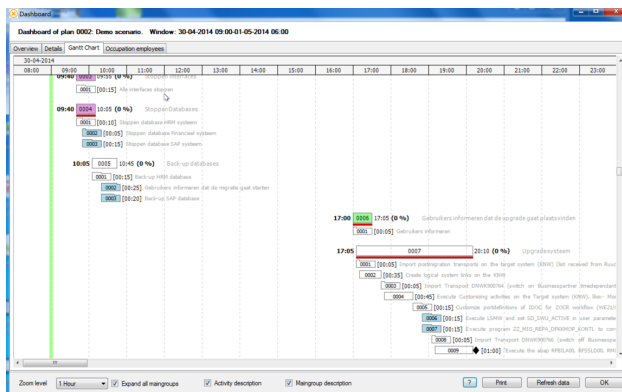
Time IT is a *powerful tool* that enables you to progress through all the steps of an implementation or action plan in a *controlled* and secure manner. Time IT enables you to oversee the progress of all activities, whereby you can manage people and time constraints *easily* and in *real-time via many different means of communication,* including Text messaging, e-mail and via mobile devices. Planning and direction are *addressed effectively* so that you *can work faster and with more flexibility*.

Resource Planning via Time IT:

Within many organizations, there is a need to work more flexibly with the involvement of employees within projects focused on more independence and new work! The combination of Operations and Projects as well as the effort is fully regulated!

For the less critical changes or tasks you can now set up your planning with a staff member as a starting point, allowing employees to complete their task in a certain period of time. Time IT automatically informs when the employee's time is full, and in consultation with the manager they have to check what is possible and what not.

Checking availability is thus dependent on the employee's agenda. But the time of the final execution determines the employee himself.

Employees availability:
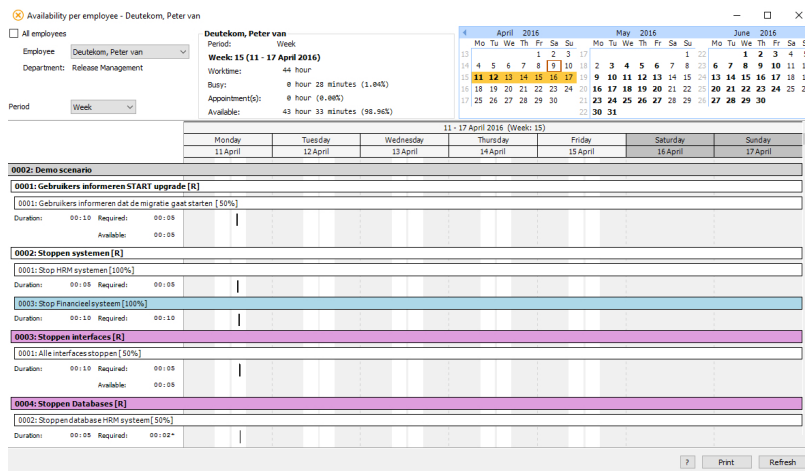
Through this screen, you can see the availability of one or more employees by day, week or month about all plans that are active or standby. Also, if a plan is in operation, you still can check the availability. Through the legend (?) you can see what the various colors mean.

Through the screen below, you can now check when a particular role is available for performing certain activities in a predefined time window (day, week, or month).

You enter the role, the desired date range, and the zoom level (day, week, or month) based on which you want to see availability. If you select an employee, you can click through to view what activities and when the employee performs it exactly and what availability is still available.
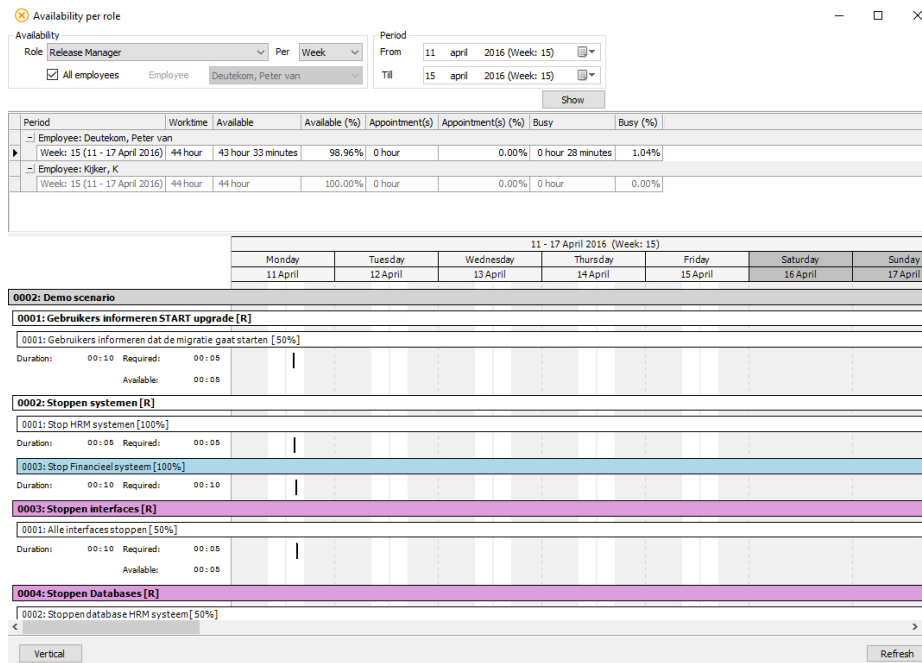
The mobile APP of Time IT:

The Time IT APP simplifies the process for both the individual employee as well as for management. Employees are triggered through the system by an URL which is placed in the e-mail or as a TEXT Message for performing their activities which will be visible using a Mailbox on every device per employee.
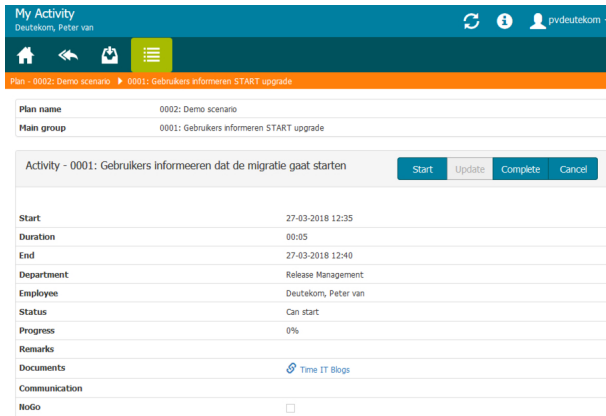
So, the communication is made in this way in real time to each medium. It is also possible to carry out over a range, on a regular basis indicated, a status update transmits expressed in percentages.

You can also add comments throughout the process and even start any work instructions from the medium, provided that the application is available on the media. You can also view documents which are attached as an URL from a shared environment.

The APP can also be used as a web-based via the various web browsers.
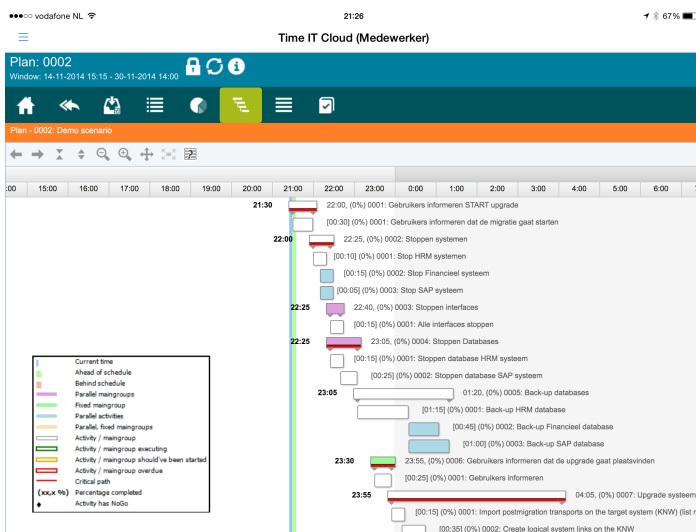
Also, the management or employees can monitor the progress of the activities.
All relevant information regarding the activities, Gantt chart, log file is now mobile visible.

By a pre-set refresh time, the screen is refreshed regularly. You can zoom in to the minute. So, the progress of each project and/or implementation is now through every mobile device, real time by everyone. So also for your customers and stakeholders!

Specifically, this means the following:
- ➢ Full oversight at a glance;
- ➢ The capability to define methods of communication, such as Text messaging, e-mail and via mobile devices, with your (internal and external) employees beforehand;
- ➢ You are always in control with an extensive, real time dashboard and clear communications tools;
- ➢ Oversight of completed actions thanks to an automated log file;
- ➢ The capability to achieve optimum efficiency in resource management beforehand through integrated calendar view and a verification process;
- ➢ Capability to determine window to coordinate with the Business in advance;
- ➢ Actual time versus throughput time by agenda of the employee;
- ➢ Resource planning included, also check on availability based on functions;
- ➢ Availability of resources are now direct visibly;
- ➢ The process is always consistent, since the times are automatically adjusted accordingly;
- ➢ You can easily incorporate your steps from Excel or copy from existing plans or using templates;
- ➢ You can include your instructions or documents and remarks so that you have a single, comprehensive solution for completing project plans;
- ➢ Working systematically;

Areas of application:
- ➢ Maintenance weekends;
- ➢ Implementation of new or changed software;
- ➢ Implementation of new hardware or change in the infrastructure;
- ➢ Management of processes like invoicing;
- ➢ Management of transition programs;

- ➤ Migration of data and/or systems;
- ➤ Test trajectories;
- ➤ Contingency plan;
- ➤ Disaster plan of an organization;
- ➤ Planning;
- ➤ Movements;
- ➤ Management of events;
- ➤ Installation activities;
- ➤ **Everything for which a run book and/or planning is necessary**;

Overview of customers which used Time IT for their projects and customers which are using now Time IT constantly:

Direct advantages for the customer:
- ➤ Direct time savings when creating a run book due to the reuse of an existing run book;
- ➤ Time IT forces you to make transparency. Define those steps that are relevant to the execution;
- ➤ The execution is real-time, giving you immediate insight into progress through all kinds of mobile devices and/or a laptop's browser;
- ➤ The entire execution is recorded in an audit trail, so you can always show how the process has expired. Easy for evaluation and also relevant for the accountants;
- ➤ The control is automatically performed by predefined messages via E-mail and/or Text. These messages only need to be created once (templates are included) for an activity and will not be updated until the time of submission. This allows you to control the progress and control from a low seat;
- ➤ Set up different templates for regular recurring activities;
- ➤ Because of the additional Resource Planning functionality, you are able to plan your people and control your ability from a tool. Capacity Planning is therefore active across all the steps that are being directed executed through Time IT. Also, the search for availability of a specific role in a certain period is done by pressing the button.

For references: https://www.time-it.org/en/product-information/customers/
For more info, look at https://yourrunbook.com