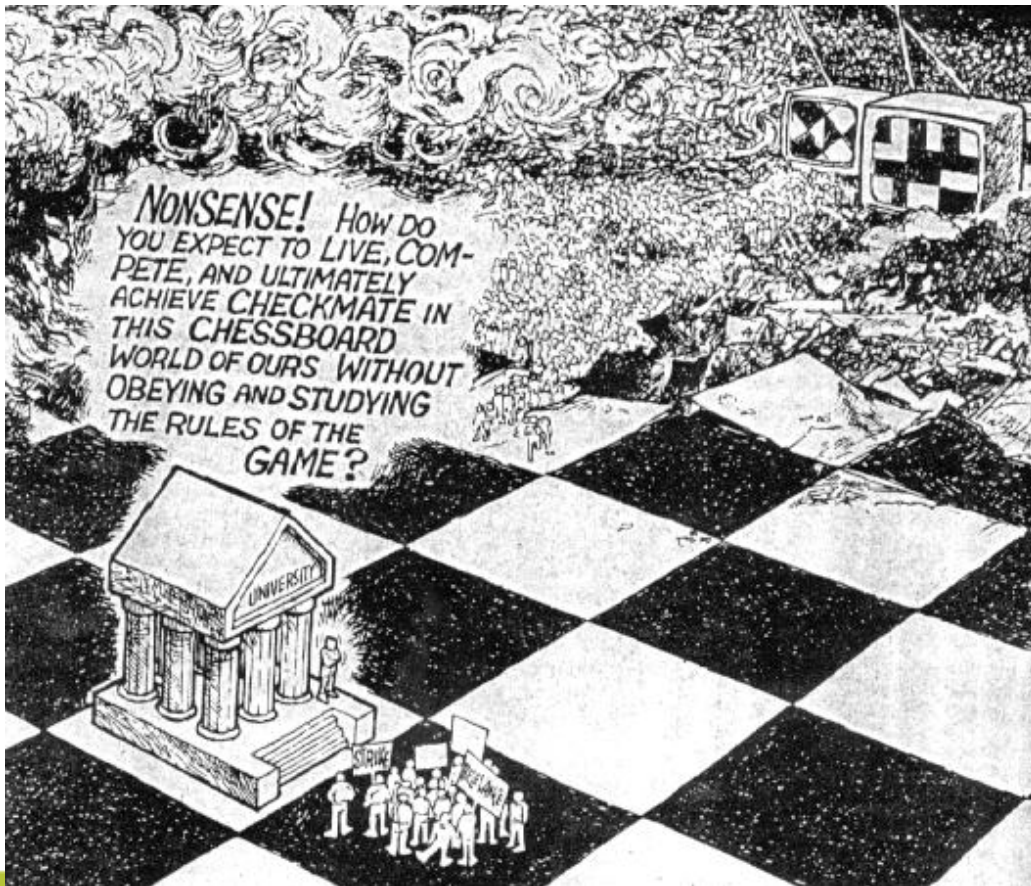# Usage of Time IT

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Agenda

- What is Time IT?

- When and why you need Time IT

- How do you use Time IT?

Implementation and test trajects

NONSENSE! HOW DO YOU EXPECT TO LIVE, COMPETE, AND ULTIMATELY ACHIEVE CHECKMATE IN THIS CHESSBOARD WORLD OF OURS WITHOUT OBEYING AND STUDYING THE RULES OF THE GAME?

From chaos to Structure........

What is Time IT?

Time IT is a implementation tool which easily and rapidly offers support for the supervision of a release, all kind of implementations, upgrade systems, data migrations, large changes from deployment to acceptance and production:

- It registers tasks and activities in order of time or depending on availability resources
  - It provides insight into who, from which department, should perform what, when, where, how, and why

- It links work instructions to an activity

- It prepares, manages, and controls dependencies in a transparent way
  - Sequencing of tasks and activities

- Parallel activities or groups are recognised

Implementation and test trajects

- Clarifying

- Right colors

- Right presentation

- Sequence

- In spite of each other

- Parallel

What is Time IT, no. 1?

✓ It quantifiably administers status, progress, and consequences

✓ Makes it possible to have the staff carrying out the work or overall coordinator, centrally register which tasks were started or wound up so that everyone has insight into the status/progress

✓ The concequences of an extension are immediately transparent

✓ Automatic changing the timelines

✓ Uses reports/ dashboard

✓ Uses log files to register all actions

Implementation and test trajects
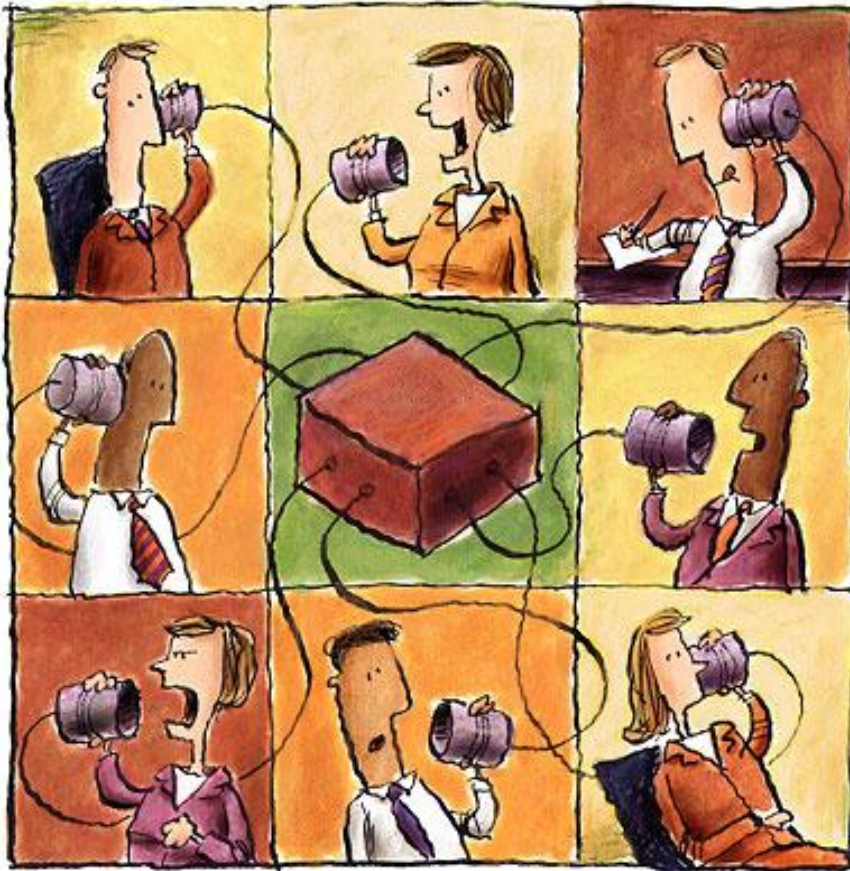
COMMUNICATION

- Start and stop of activities

- Delay

- Go/NoGo moments

- Deviations of the plan

- Notice of completions

What is Time IT, no. 2?

- ✅ It incorporates communication interactively
  - ✅ Email
  - ✅ Text message
  - ✅ Messages can be defined beforehand
  - ✅ Integration with Outlook for the Manager and/or Employee

- ✅ It enforces performance and achieves milestones
  - ✅ Go / No Go moments
  - ✅ Communication moments
  - ✅ Winding up activities before the next one may start

What is Time IT, no. 3?

✓ It informs and reports

    ✓ Automatic communication upon achieving a certain status, for example Text message alert upon the winding up of a group of activities, or not giving timely feedback on the status of an activity or informing management when a group of activities has been finished

    ✓ Automatic control of Employees by starting activities via Text and/or E-mail message

    ✓ Dashboard, in the application, general and detail incl. Gantt Chart

    ✓ Overview real time planning resources

    ✓ Logfile

    ✓ Fixed reports (Crystal reports)

When and why you need Time IT

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- ✓ When you talk about implementations, test trajects, large changes, upgrade projects, etc.
  - ✓ Depending on time, resources
  - ✓ Finishing within a predefined period
  - ✓ Or executing conform availabilty resources

- ✓ Why
  - ✓ Better validation and verification of the tasks and activities in time
  - ✓ Better insight into the status/progress of the implementation of the scenario
  - ✓ Availability of resources
  - ✓ Easier and better means of communication

How to be used, no. 1?

✓ Make a plan:
  ✓ Manual input
  ✓ Import ing activities including production time starting from Excel
  ✓ Copying previously made plans using templates, per group plan or total plan
  ✓ Importing grid from Excel which was exported before and modified in Excel

✓ Automatic recalculation of timelines after changing the content

How to be used, no. 2?

✓ Management
  ✓ Having a printed version of the plan, starting from the employee perspective
    ✓ Implementation manager updates the status
    ✓ Provide feedback starting from the employee via the telephone, using a Text message, or orally
    ✓ Implementation manager indicates orally or via the telephone when an activity should start

  ✓ Having all employees log onTime IT
    ✓ Employees sign off their own activities via Time IT
    ✓ Employees keep an eye on their own activities via Time IT and use their planned agreements in Outlook

How to be used, no. 3?

✓ Management:

    ✓ Has a printed version of the plan, starting from the employee perspective

        ✓ Updating the status by the implementation manager

        ✓ Feedback starting from the employee via the telephone, using an Tekst message, or orally

        ✓ Managing employees takes place automatically via Time IT, if an activity is signed off, the employees are informed automatically that they can start

    ✓ Or a combination of the aforementioned possibilities
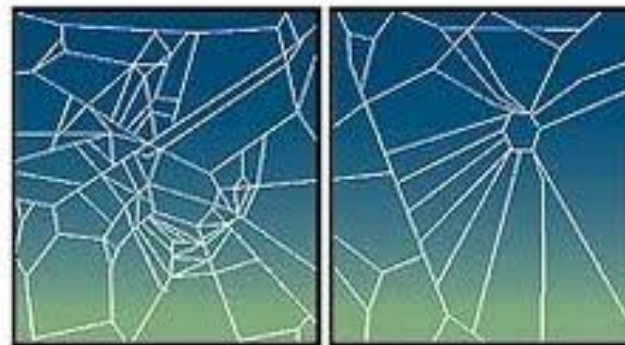
✓ Overview status using an extrensive dashboard

Implementation and test trajects

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Normal (no chemical)   Marijuana   Benzedrine

Caffeine   Chloral Hydrate

**Implementation or Test manager….
As a spider in the Web….**

But it will be in the right WEB…