Software that brings together the ideas and techniques of **TameFlow Kanban** and **TameFlow Scrum**, **Agile/Scrum**, **Critical Chain Project management**, **TOC** and **LEAN** in one integrated solution

GET STARTED WITH LYNX

Project Managers

LYNX by a-dato

LYNX TameFlow

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DOWNLOAD LYNX https://www.a-dato.com/download-lynx/

Configuration

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Execution

- Release your project and tasks for execution (56)

- Other:
  - A few tips and tricks
  - More information

Visit the **LYNX HELP CENTER** https://support.a-dato.com/hc/en-us

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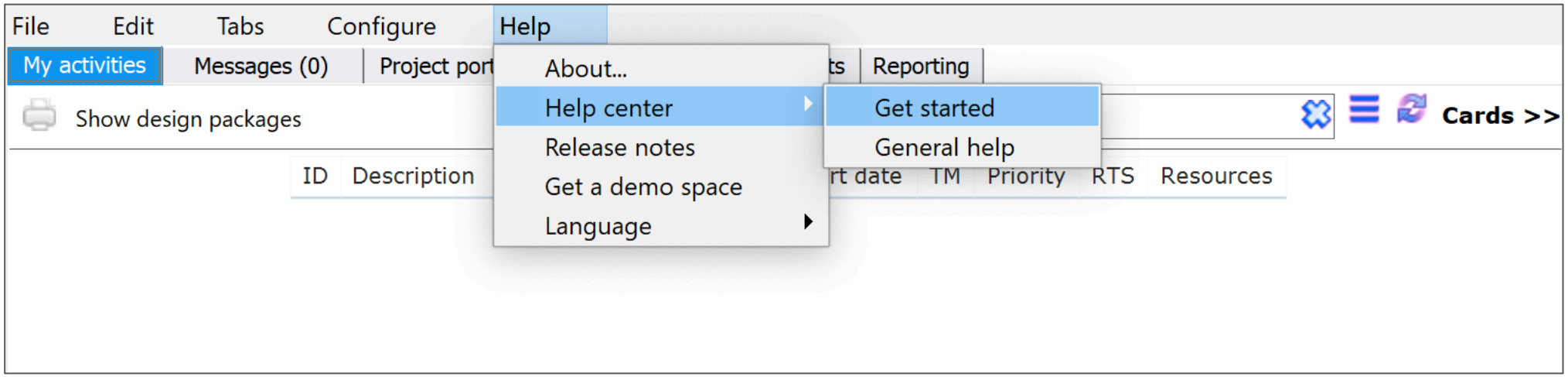
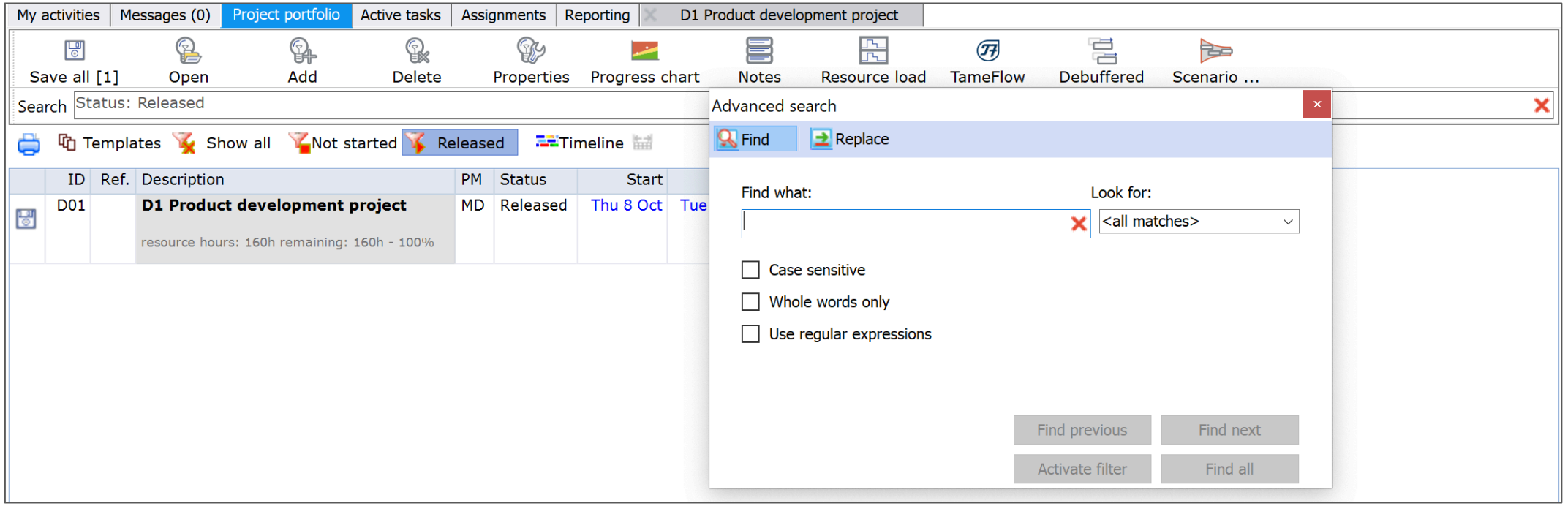
Visit the LYNX Help Center

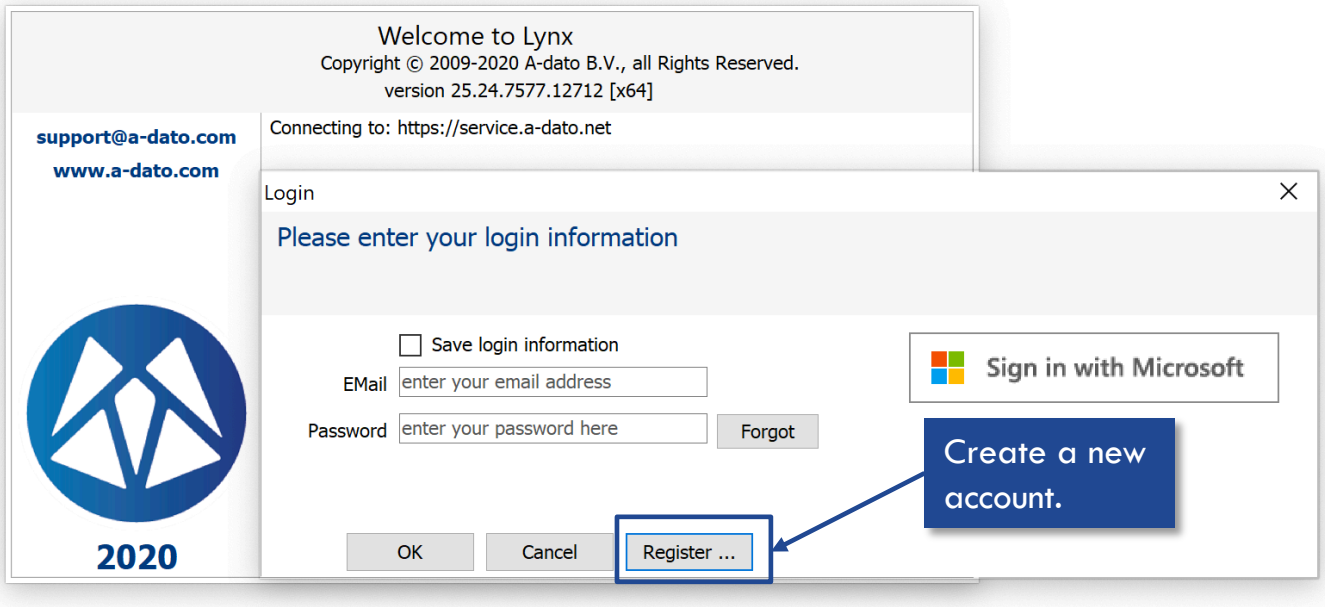


Search and Replace (CTRL F)



Register as a new user *OR*

Login by invitation with your (new) credentials received per email



Create a new account.

If you are invited as a first-time user, LYNX will provide an initial password, which can be changed in MyProfile

If you already received an **invitation** to join LYNX from another user (e.g. colleague, admin, workspace owner) your login credentials are provided in the invitation email.

From: **Mike Dempsey** <support@a-dato.com>
Date: 2015-05-04 14:04 GMT+02:00
Subject: You have been invited to join our platform
To: your.email@yourcompany.com
Cc: Mike Dempsey <mike.dempsey@kaikes.com>

Hello,

You have been invited to join the A-Dato Project Management platform named Lynx.
This invitation was sent to you by 'Mike Dempsey'

You have been invited to join the project space 'My Workspace'

Select the following link to start the Lynx client application:

https://service.a-dato.net/Lynx/Lynx.application

If this link is not working then you can visit our website at https://www.a-dato.com and press the 'Try now' button

You may login to our platform using these credentials:
Username: your.email@yourcompany.com
Password: 73b6a08e

Thanks for your continued support for our platform.

Kind regards,
The A-Dato support team

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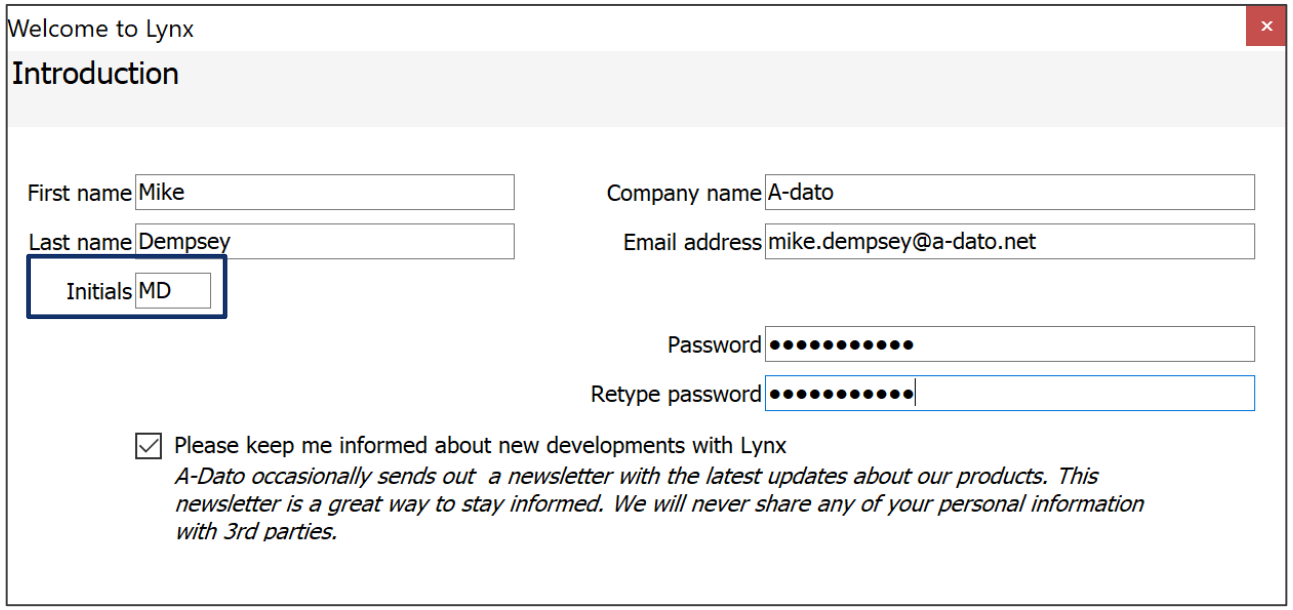
New User Registration

Do not forget to enter your initials.



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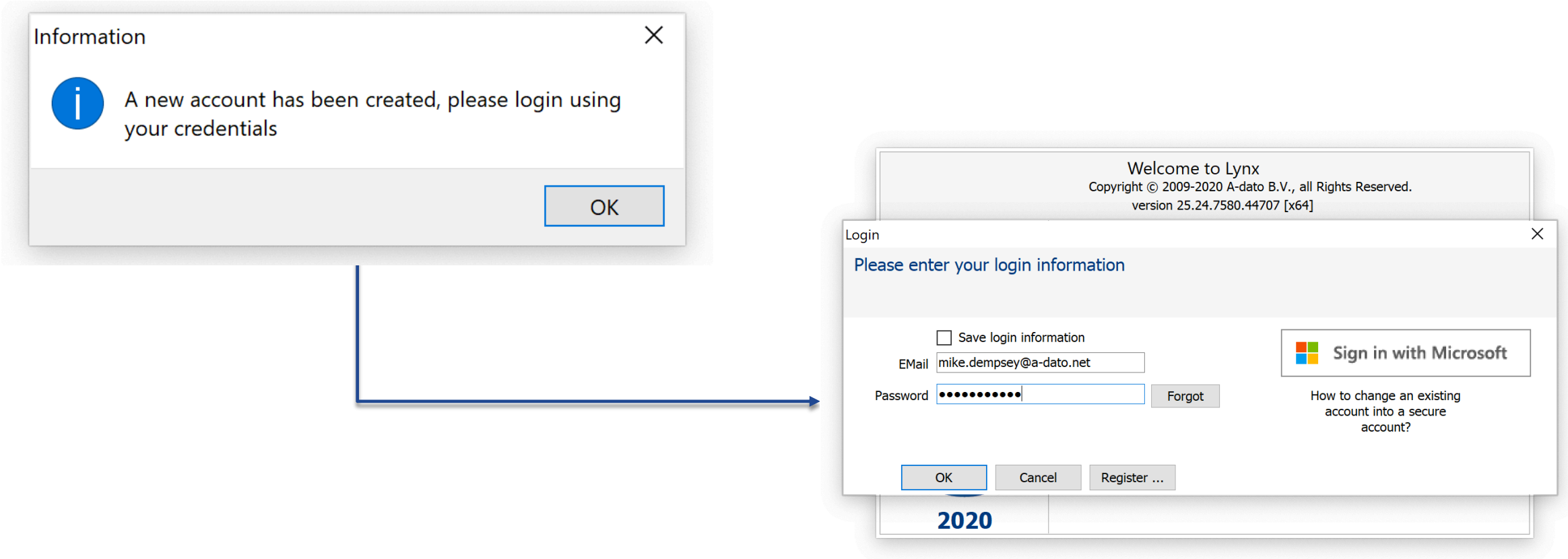
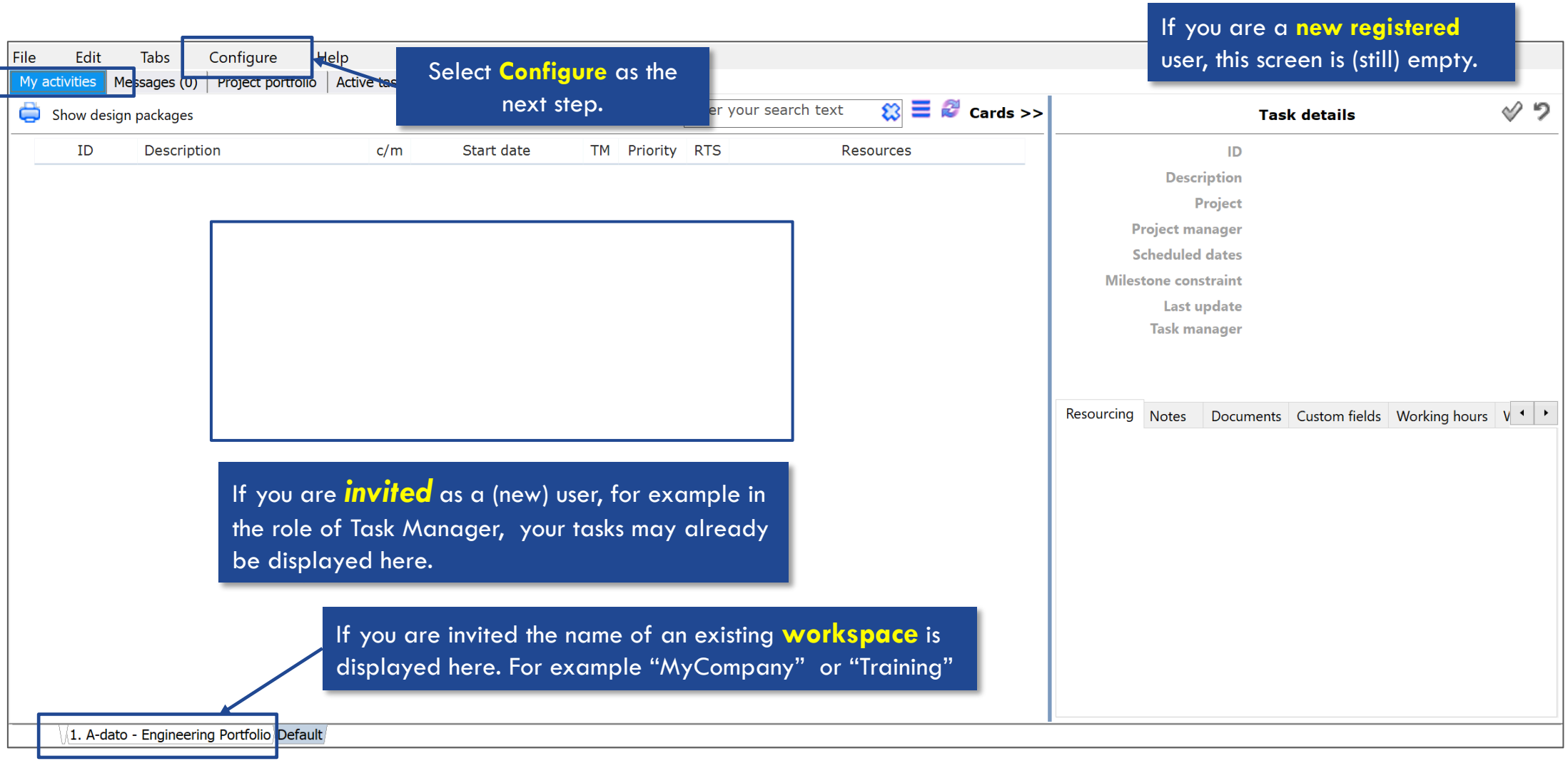
Login after registration with your email and your password



My activities

Your First Screen showing your activities / Select " Configure"



Select **Configure** as the next step.

If you are a **new registered** user, this screen is (still) empty.

If you are ***invited*** as a (new) user, for example in the role of Task Manager, your tasks may already be displayed here.

If you are invited the name of an existing **workspace** is displayed here. For example "MyCompany" or "Training"

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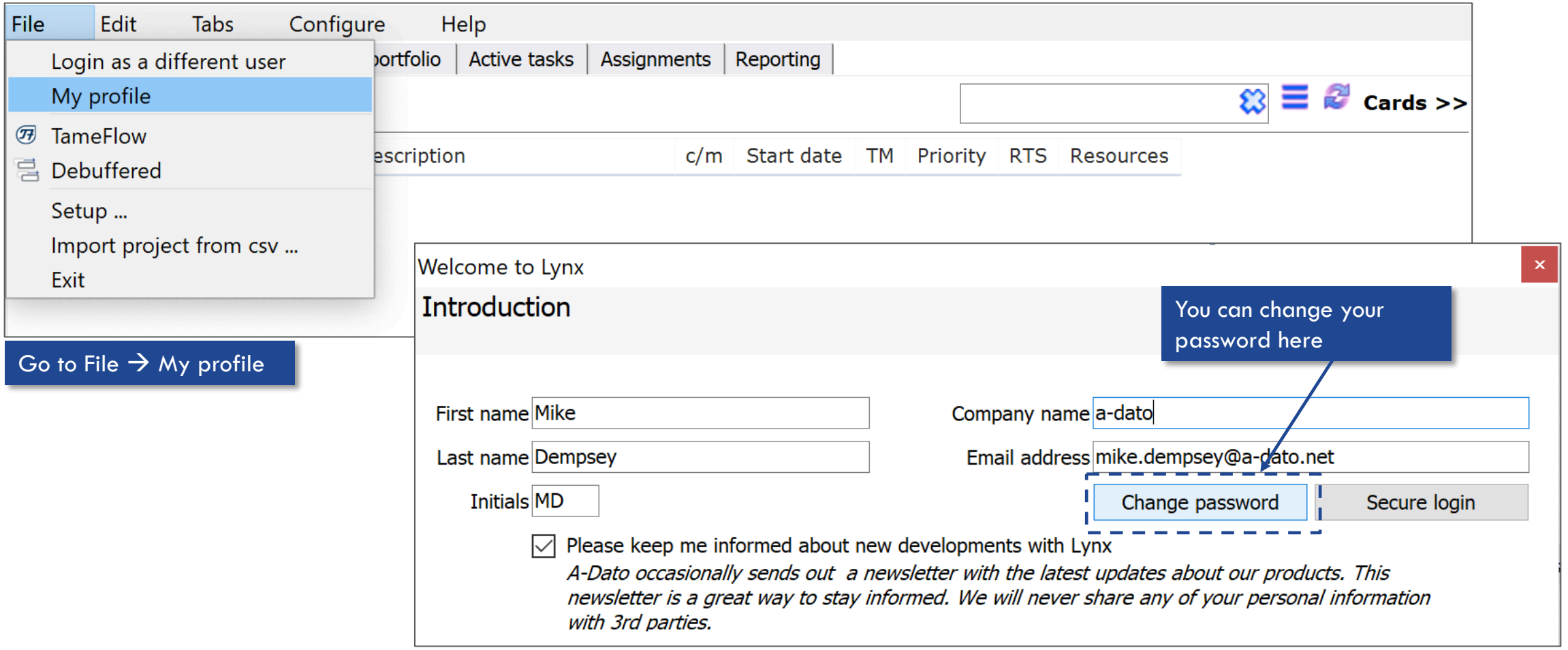
Check or Update My Profile



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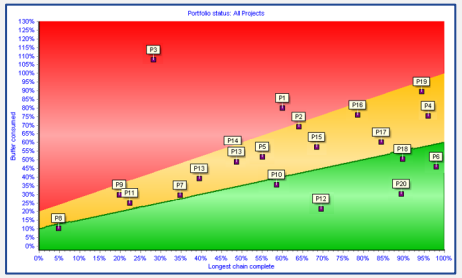
LYNX Overview

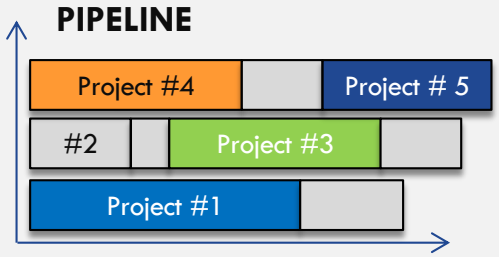
LYNX Workflow Optimization – The Project "Factory"

Layer 1
Multi-Project



New projects

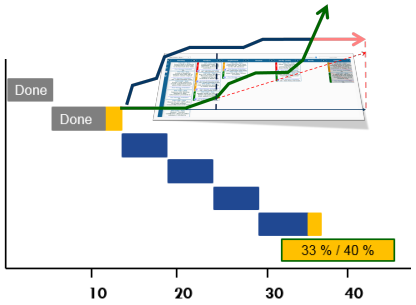
Stakeholder
„Priority board"

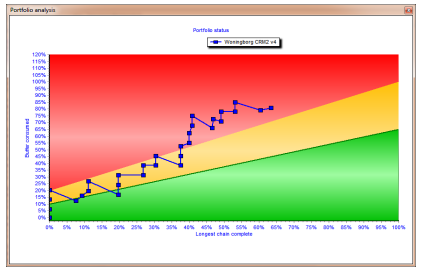


Pipeline & Scenario Planning
Release Wizard
Scenario Wizard

"Strategic Priorities"

Layer 2
Single Project



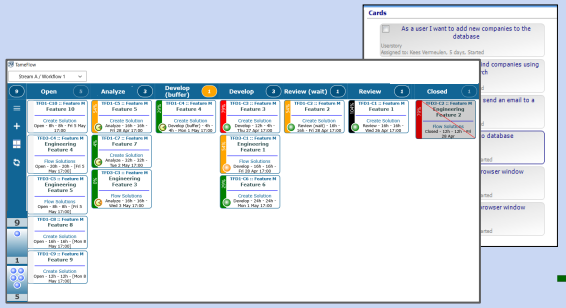


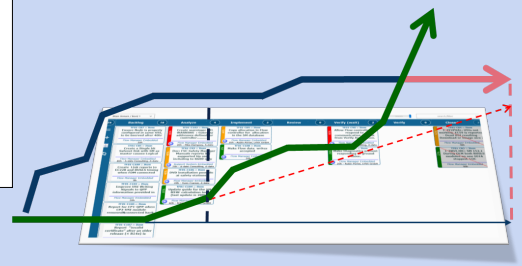
teams

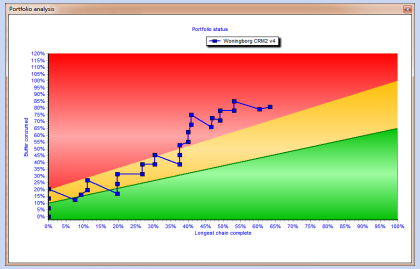
Projects
CCPM
Buffer Management

"Operational Priorities"

Layer 3
Workpackages
Agile & Kanban





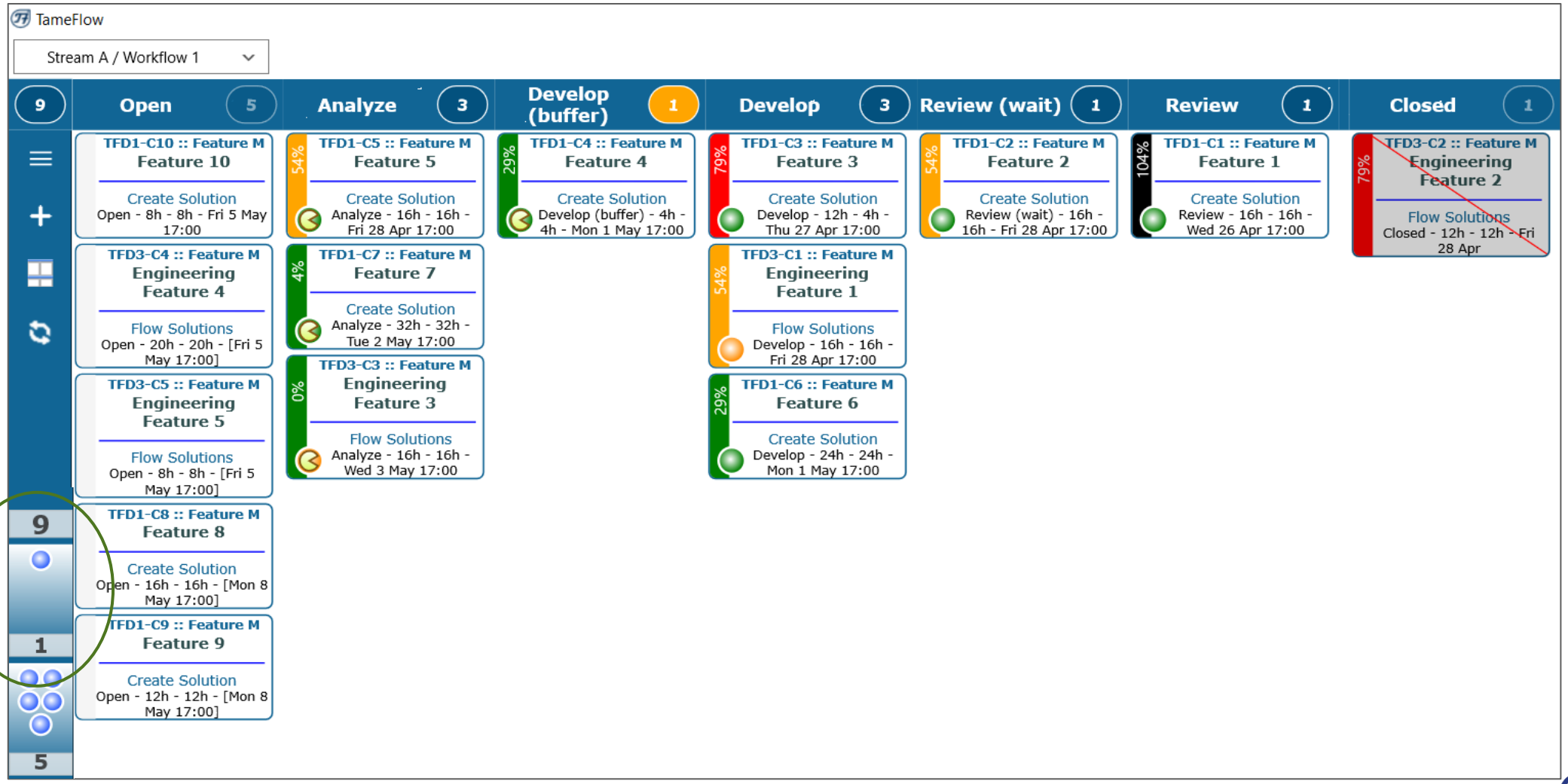


Workpackages with Cards
Agile/Kanban Processes
e.g. Sub-tasks / Stories

LYNX TameFlow

Layer 3 Integration

LYNX TameFlow Task Board, including Flow Buffer Management



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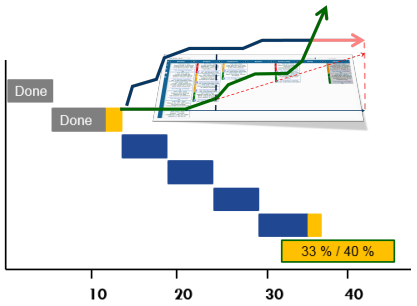
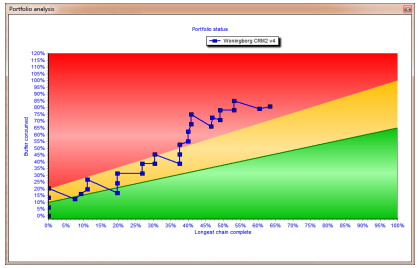
Focus of this manual: Layer 2

Layer 2
Single Project





Create Projects
CCPM
Buffer Management
"Operational Priorities"

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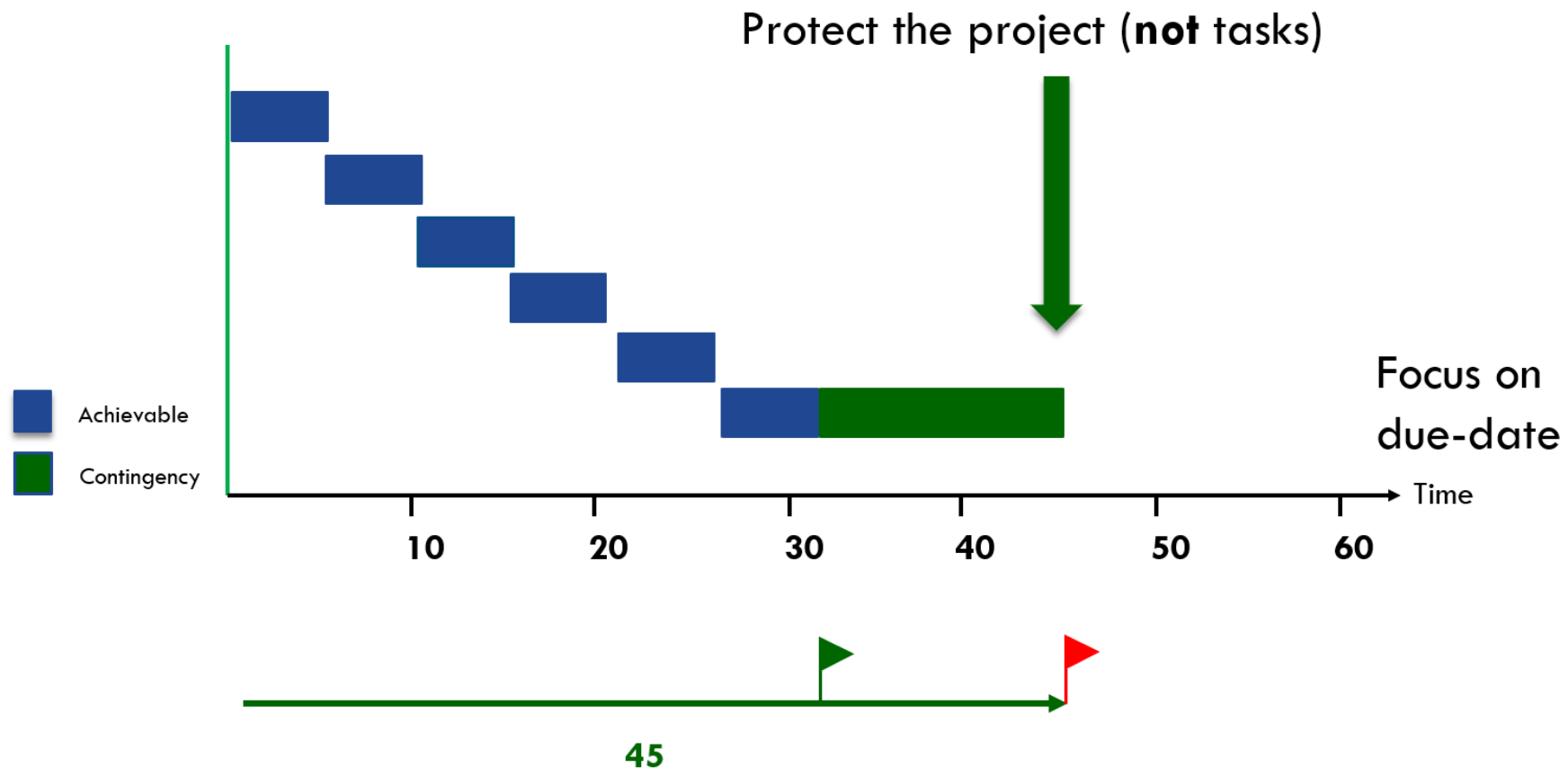
Pooling of Contingency – Insurance Model

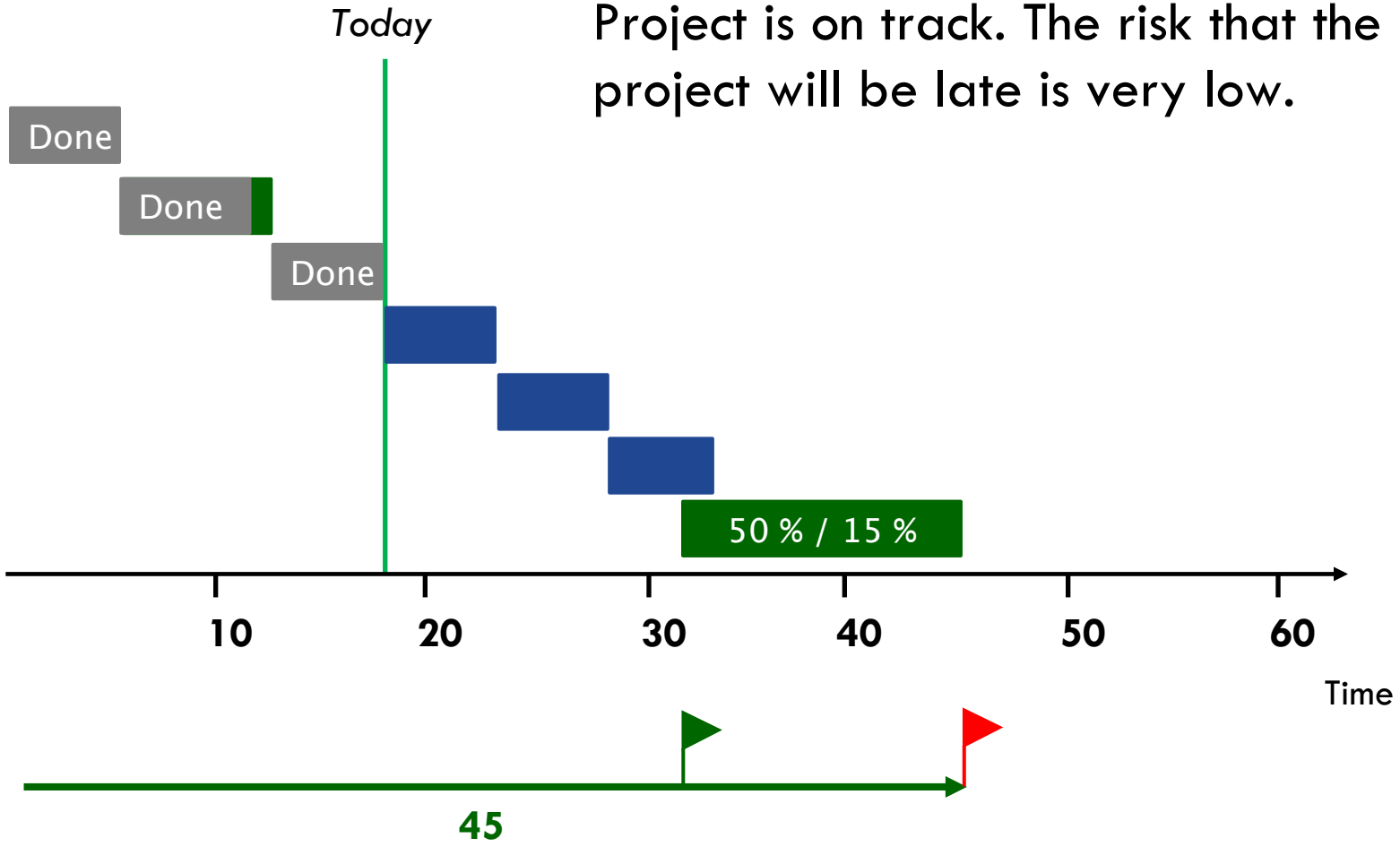
Buffer Management

"To be safer, (re)move the safety"



Green

50 % progress on the longest chain / 15 % buffer used



Project is on track. The risk that the project will be late is very low.

"To be safer, (re)move the safety"

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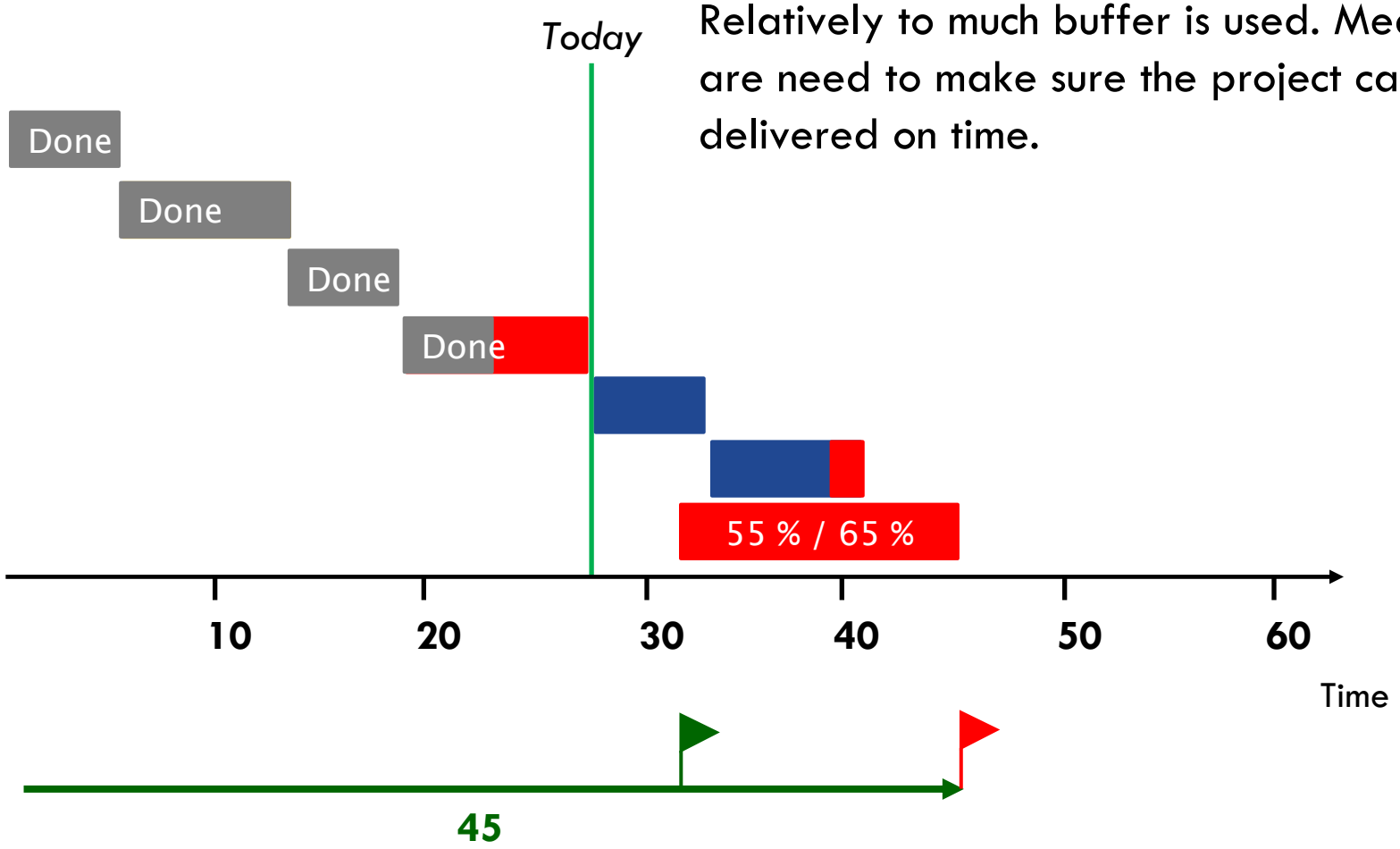
Red

55 % progress on the longest chain / 65 % buffer used



Relatively to much buffer is used. Measure are need to make sure the project can be delivered on time.

"To be safer, (re)move the safety"

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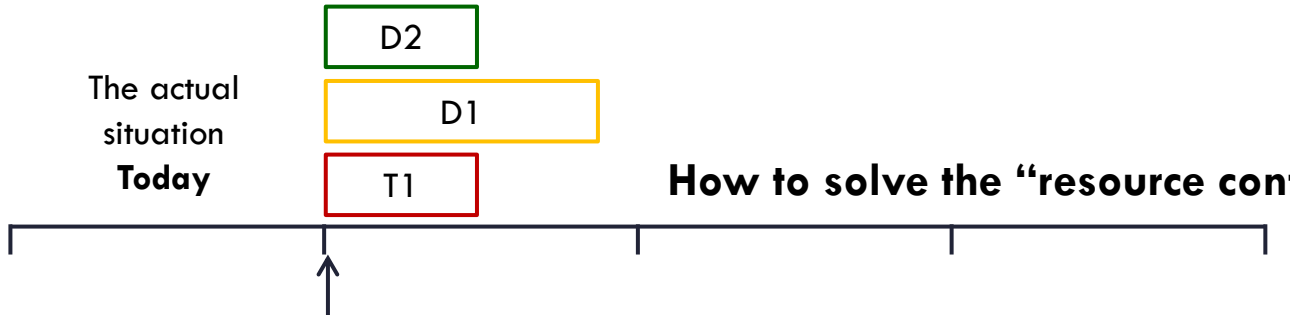
What can you do with Red, Orange and Green?

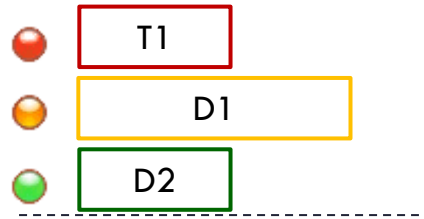
Resolve day-to-day resource conflicts (and prevents (bad) multi-tasking)

The original plan for **ONE** System Engineer called **"Mike"**

The actual situation **Today**

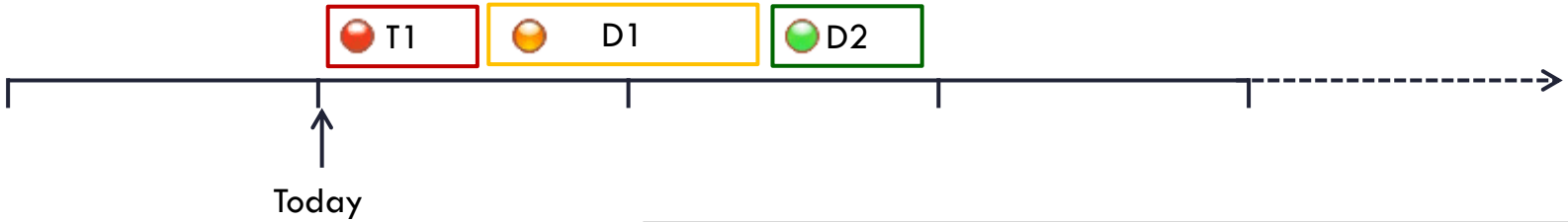


How to solve the "resource conflict" for Mike?



Manage the Queue !

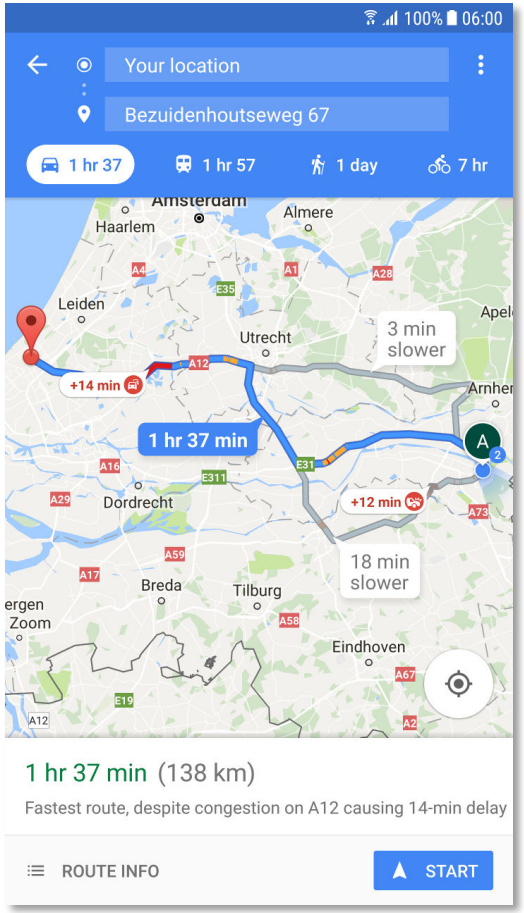
Execution sequence of the queue for Mike



„In ***the Autopilot-Modus,*** *Resource Managers , Task- and Project managers are supported by* ***Operational Priorities*** *for the* ***synchronized execution of their projects"***

What is needed?

Fast-Feedback Loop (ETTC)



Continuous (frequent) update of the "**Expected Time to Complete**" for each **active** task (ETTC)

Flawless handovers:

- Ensure Delivery is complete
- Be Ready-to-Start
  - Good preparation

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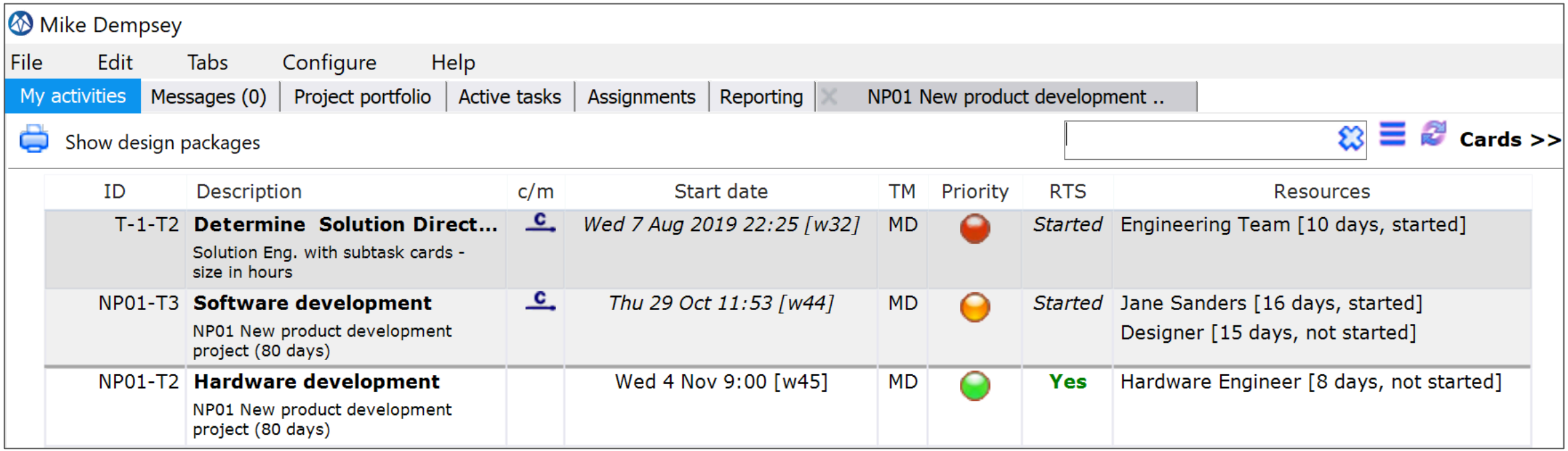
“To do” List

Sequence from red to green



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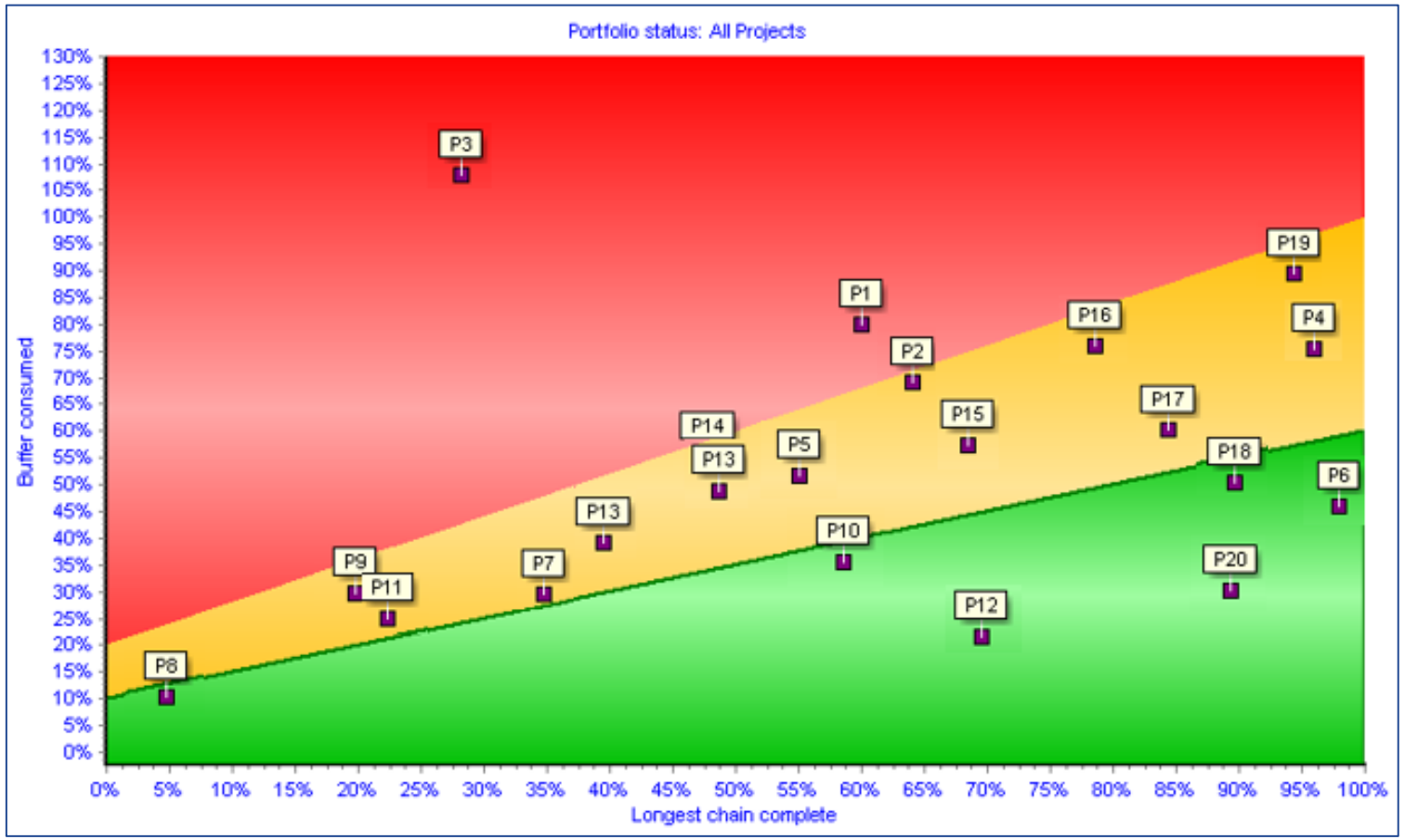
What can you do with Red, Orange and Green?

Manage all projects together

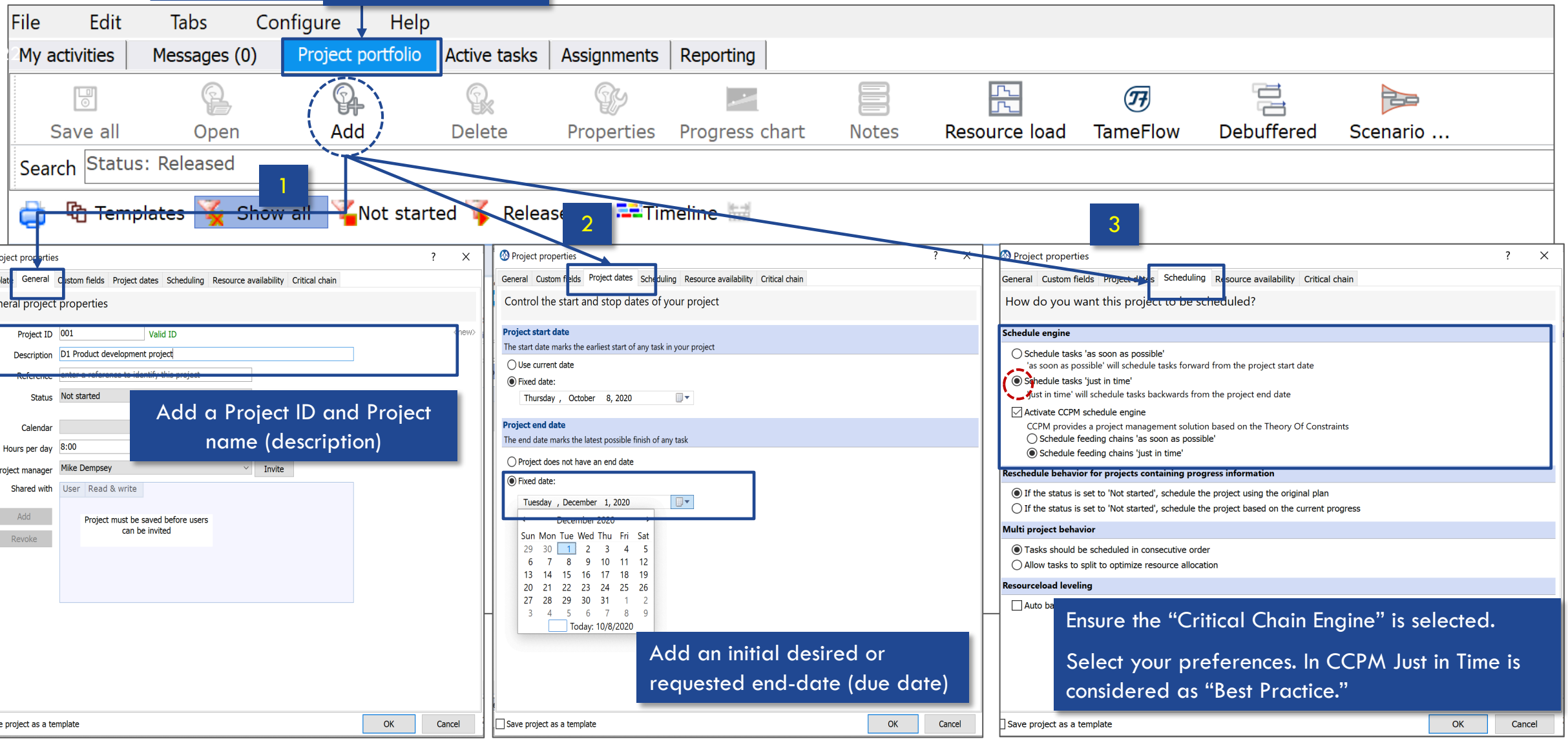


Create your First Project

Add your first project

Select Project Portfolio in the Desktop Window (F5)

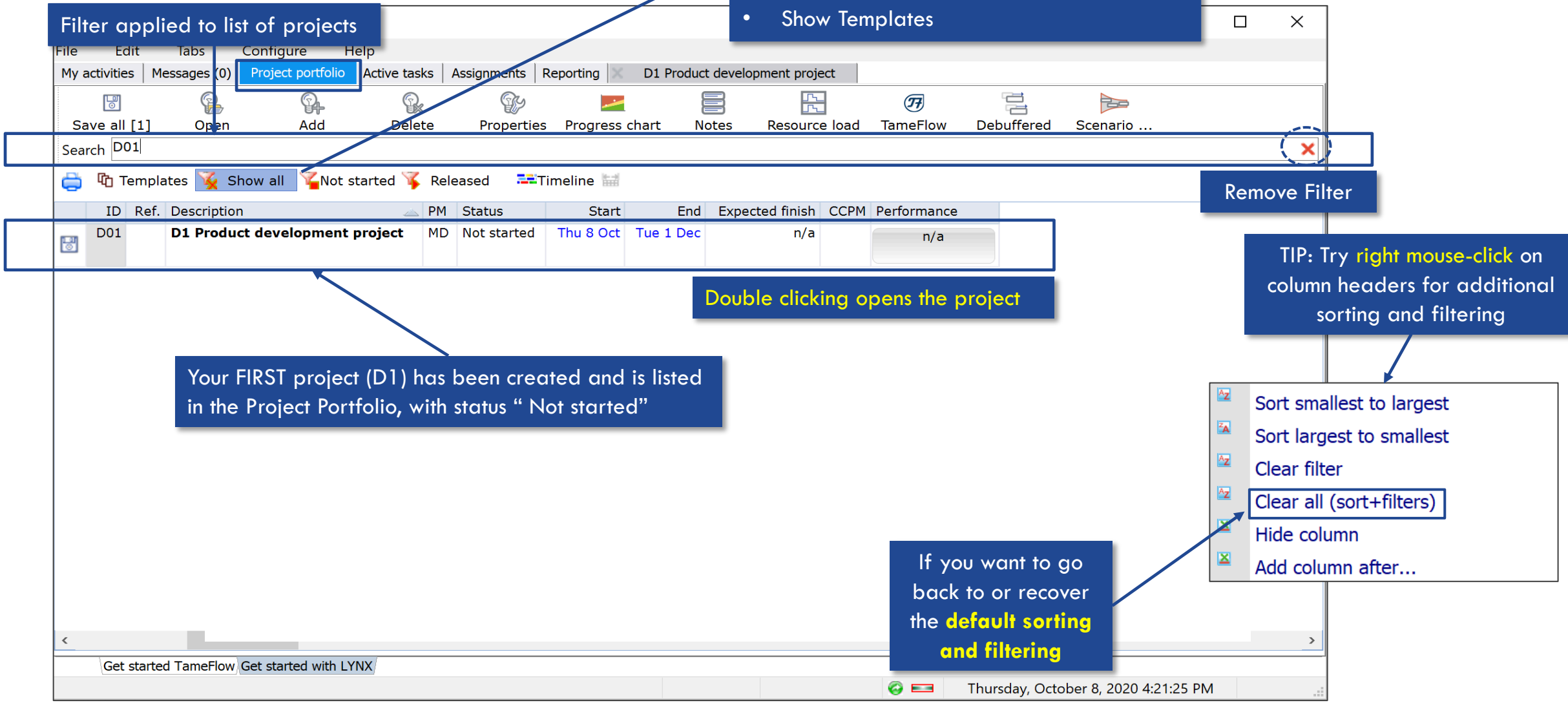
Select Add



Your first project is listed in the Project Portfolio / Not started

Default filters to apply to list of projects:
- Status " Not Started"
- Status "Released"
- Show all
- Show Templates

Filter applied to list of projects



Remove Filter

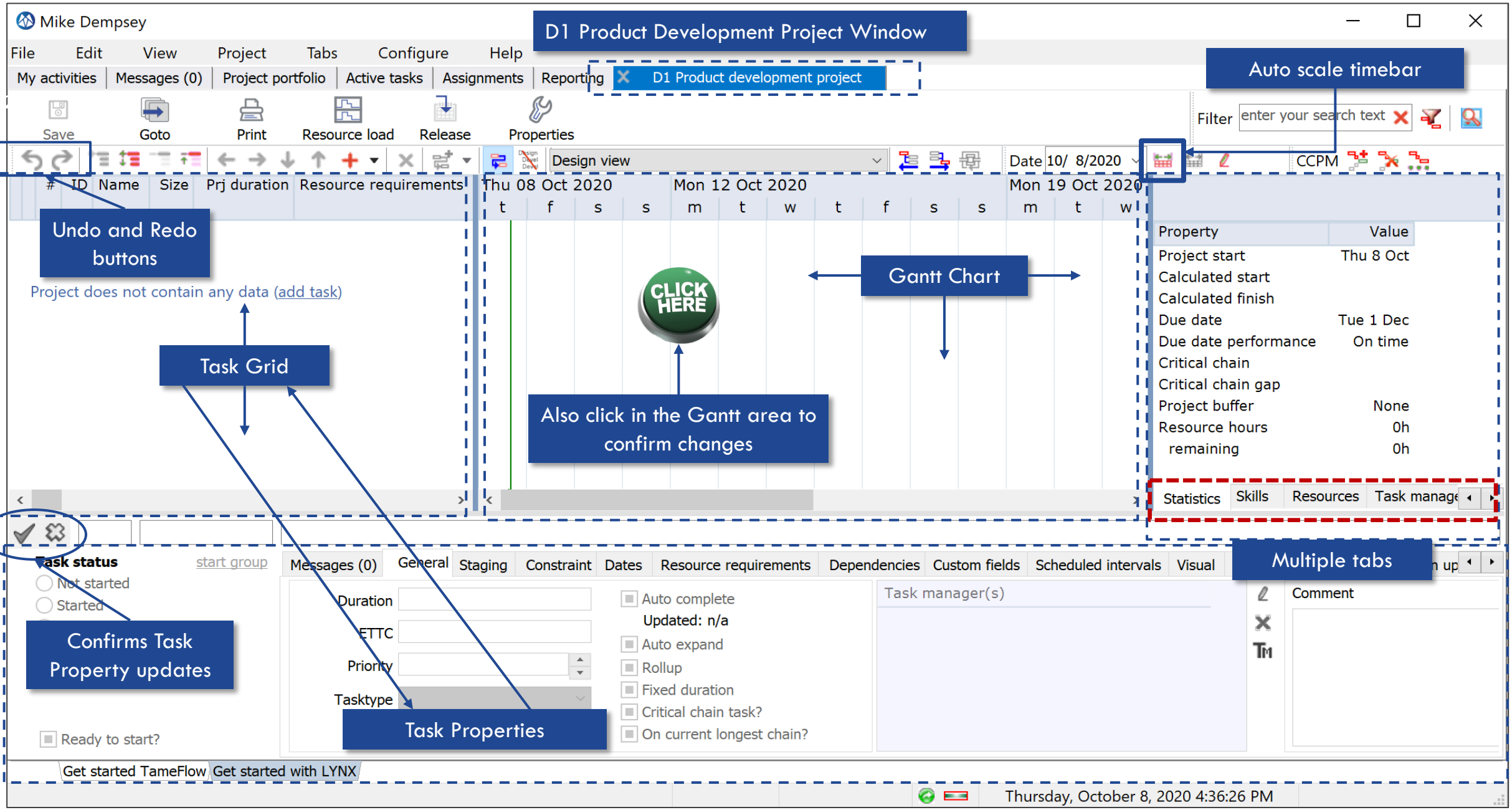
Double clicking opens the project

Your FIRST project (D1) has been created and is listed in the Project Portfolio, with status " Not started"

TIP: Try right mouse-click on column headers for additional sorting and filtering

If you want to go back to or recover the **default sorting and filtering**

The “Project Window” – Multiple Views and Windows

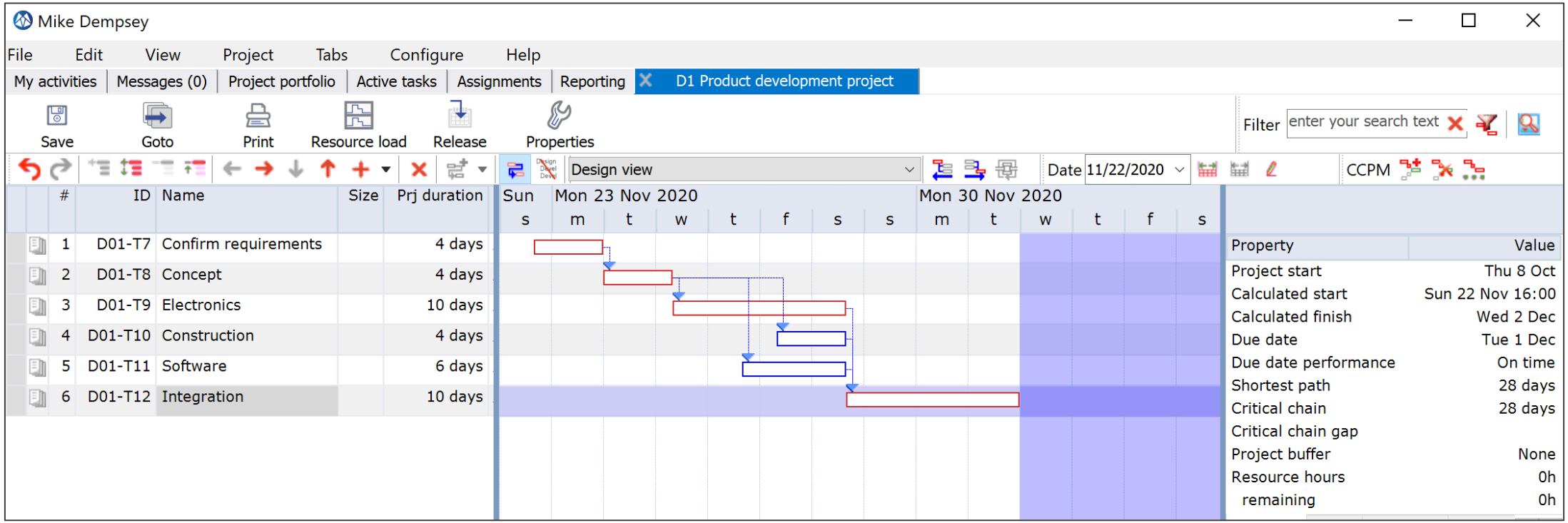


Create the Project Plan

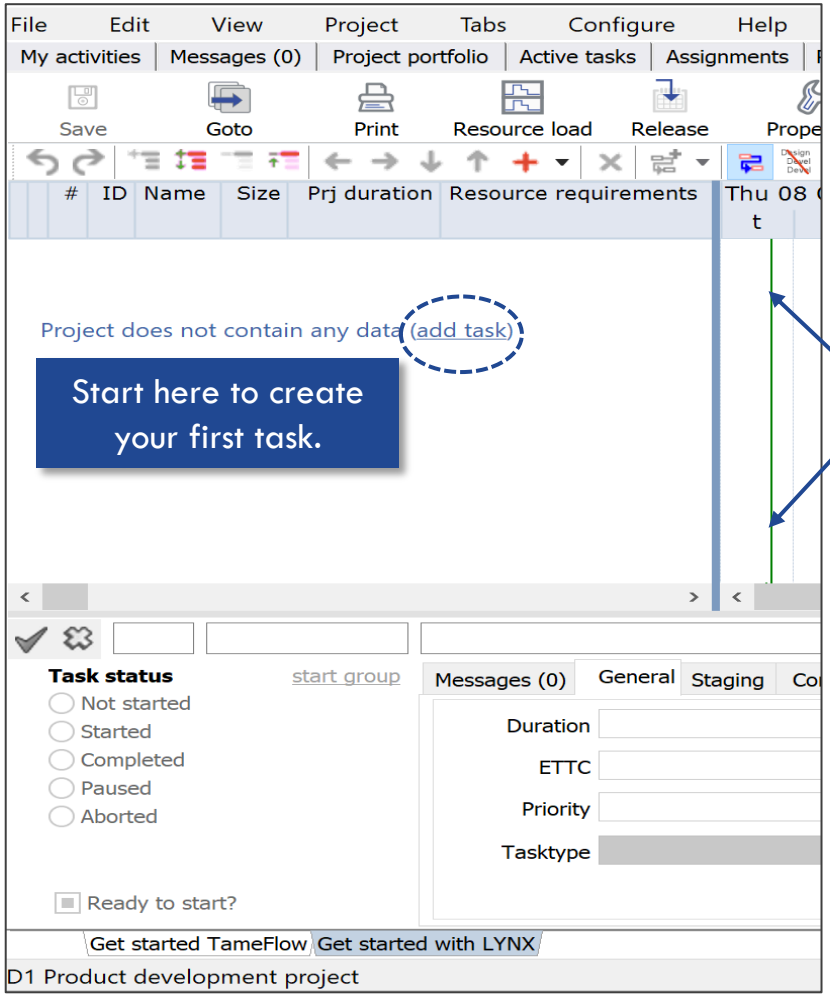
- Add Tasks
- Create the Project Network
  - Add task dependencies (predecessors / successors)
- Add (Virtual) Skills (and resources)
- Convert the plan into a Critical Chain Plan

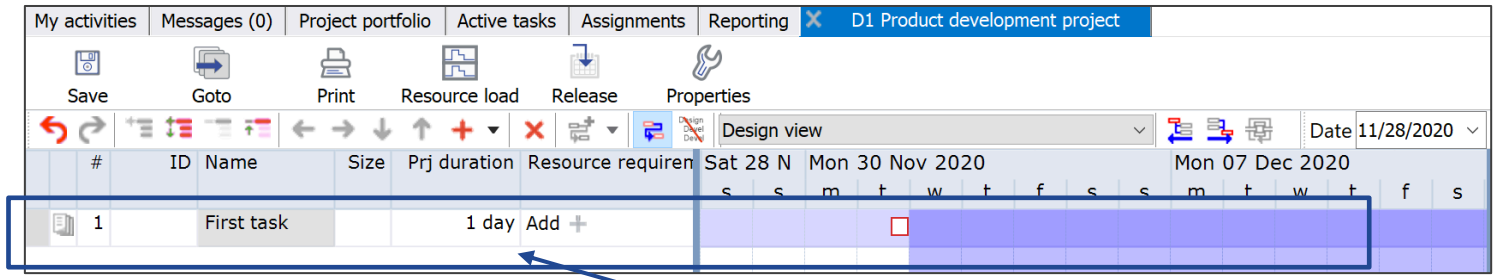
Add Tasks

Target Plan


Mike Dempsey
File Edit View Project Tabs Configure Help
My activities | Messages (0) | Project portfolio | Active tasks | Assignments | Reporting | D1 Product development project
Save Goto Print Resource load Release Properties
Filter enter your search text
Design view
Date 11/22/2020
CCPM
ID Name Size Prj duration
1 D01-T7 Confirm requirements 4 days
2 D01-T8 Concept 4 days
3 D01-T9 Electronics 10 days
4 D01-T10 Construction 4 days
5 D01-T11 Software 6 days
6 D01-T12 Integration 10 days
Sun Mon 23 Nov 2020 Mon 30 Nov 2020
s m t w t f s s m t w t f s
Property Value
Project start Thu 8 Oct
Calculated start Sun 22 Nov 16:00
Calculated finish Wed 2 Dec
Due date Tue 1 Dec
Due date performance On time
Shortest path 28 days
Critical chain 28 days
Critical chain gap
Project buffer None
Resource hours 0h
remaining 0h

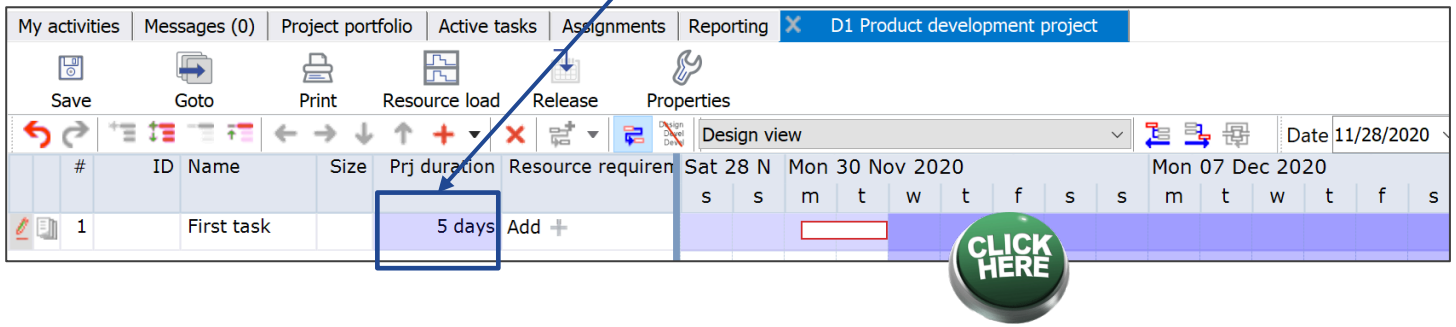
Add Tasks





Green Line = TODAY

Any new task gets a default duration of 1 day after giving the task a name. You can change the expected duration in the duration column.



Click in the Gantt Chart, to confirm your update! *

* Background of this process is the optimization of the performance and prevents that any (small) change triggers a re-calculation of the complete (large) project plan

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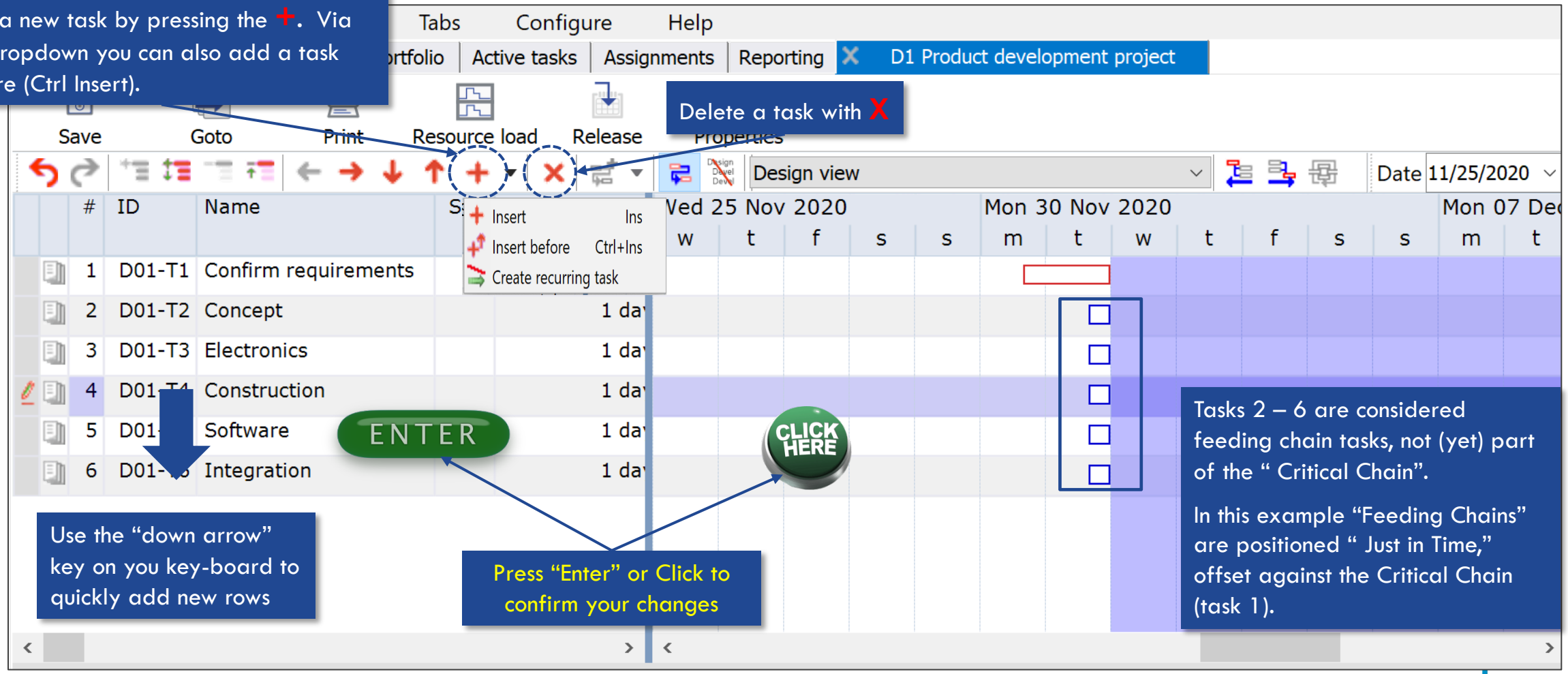
Add more tasks

Add a new task by pressing the +. Via the dropdown you can also add a task before (Ctrl Insert).



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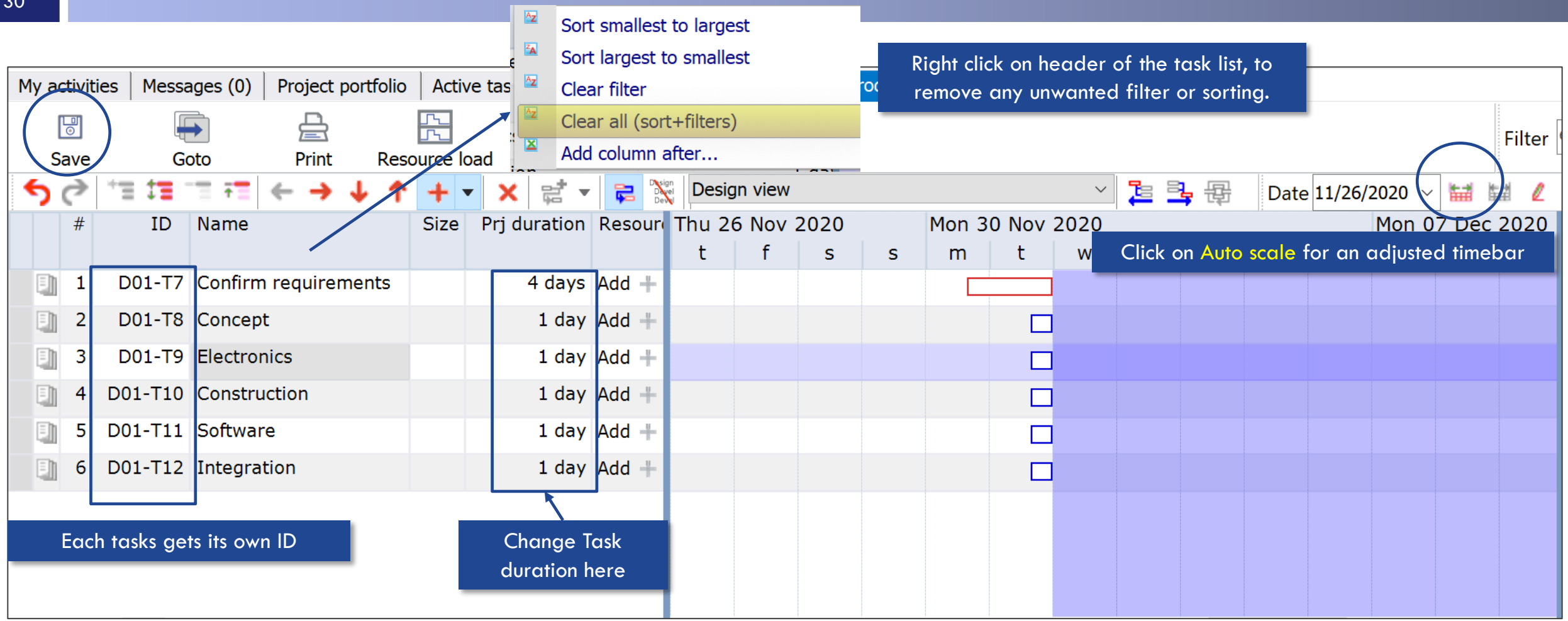
Save


Sort smallest to largest
Sort largest to smallest
Clear filter
Clear all (sort+filters)
Add column after...
Right click on header of the task list, to remove any unwanted filter or sorting.
My activities
Messages (0)
Project portfolio
Active tas
Save
Goto
Print
Resource load
Filter
Design view
Date 11/26/2020
Thu 26 Nov 2020
Mon 30 Nov 2020
Mon 07 Dec 2020
t f s s m t w
Click on Auto scale for an adjusted timebar
ID Name Size Prj duration Resour
1 D01-T7 Confirm requirements 4 days Add
2 D01-T8 Concept 1 day Add
3 D01-T9 Electronics 1 day Add
4 D01-T10 Construction 1 day Add
5 D01-T11 Software 1 day Add
6 D01-T12 Integration 1 day Add
Each tasks gets its own ID
Change Task duration here

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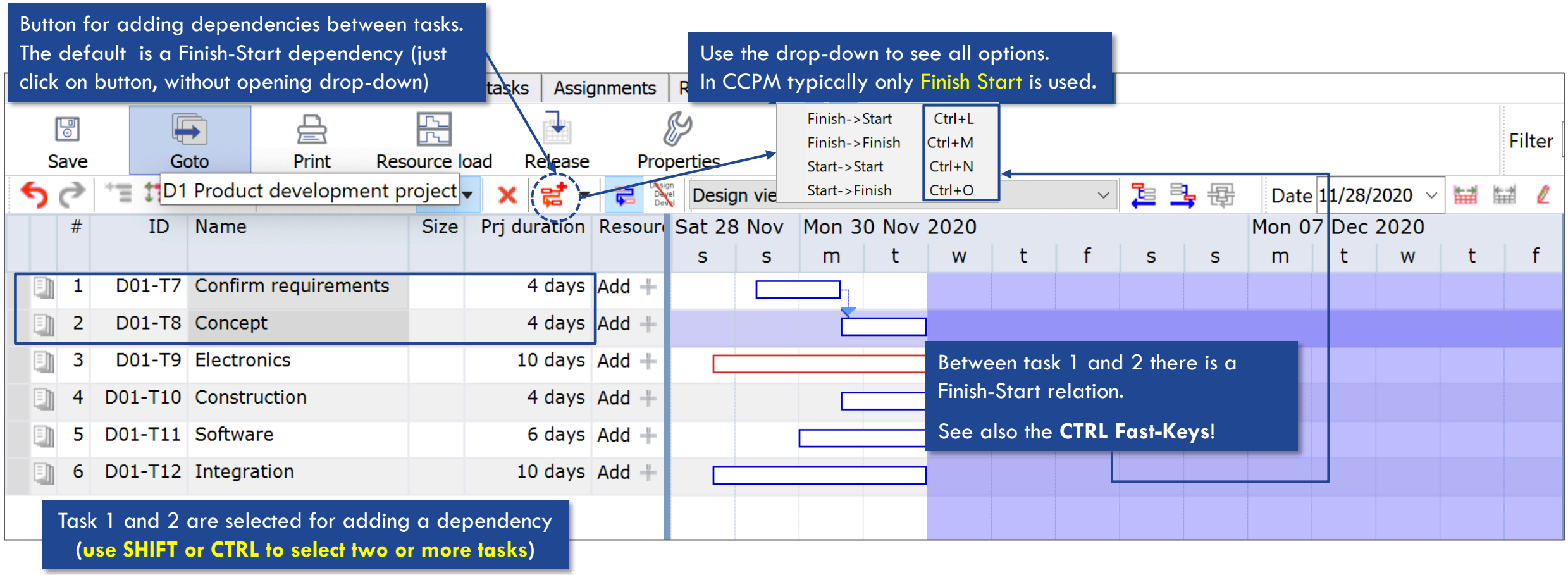
Add Dependencies

Add Dependencies between tasks



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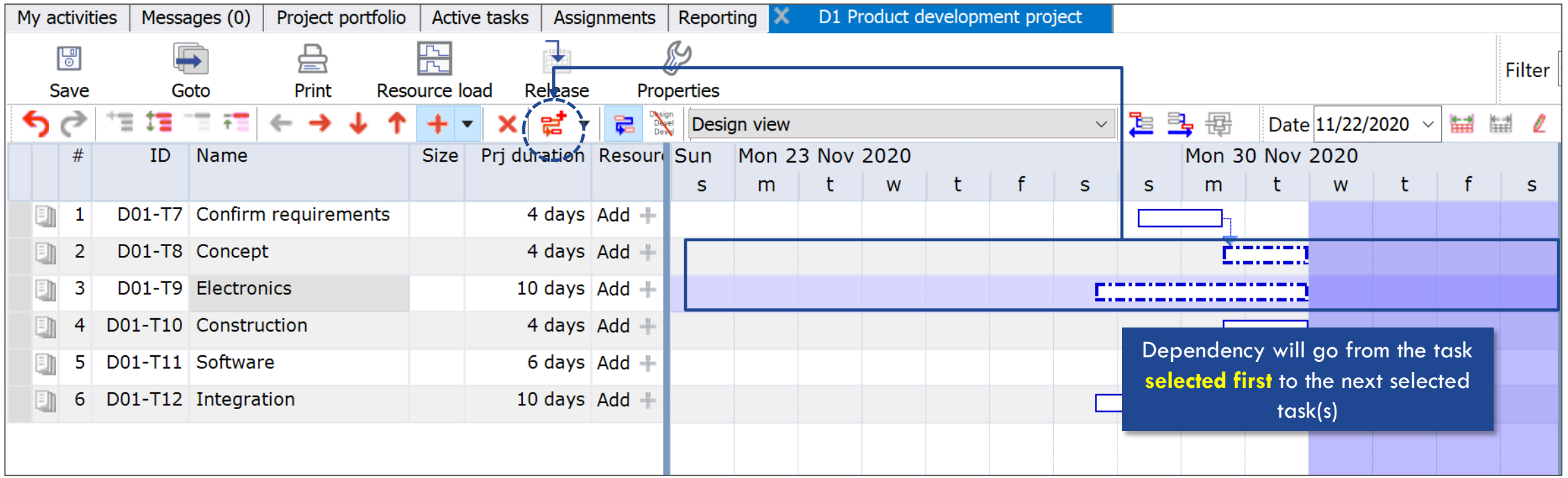
You can also select Tasks with your mouse in the Gantt Chart to add a dependency



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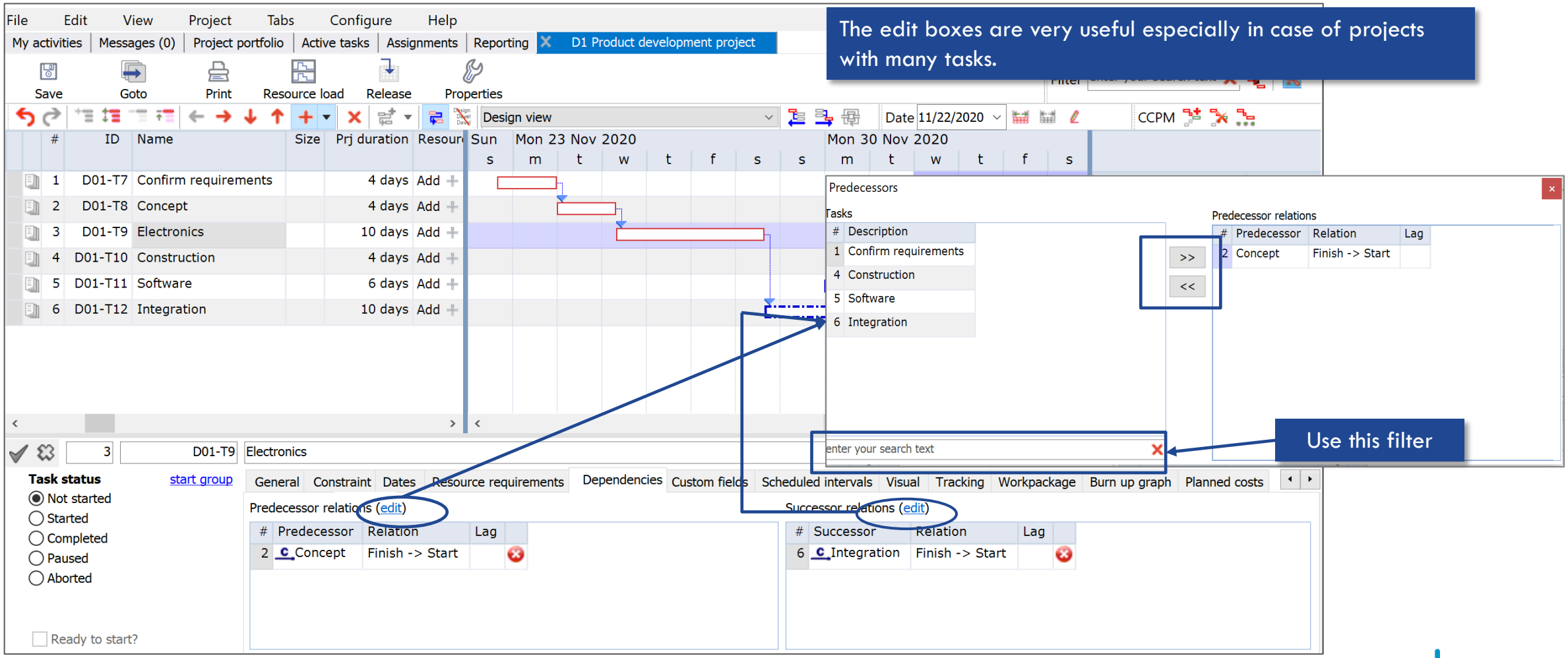
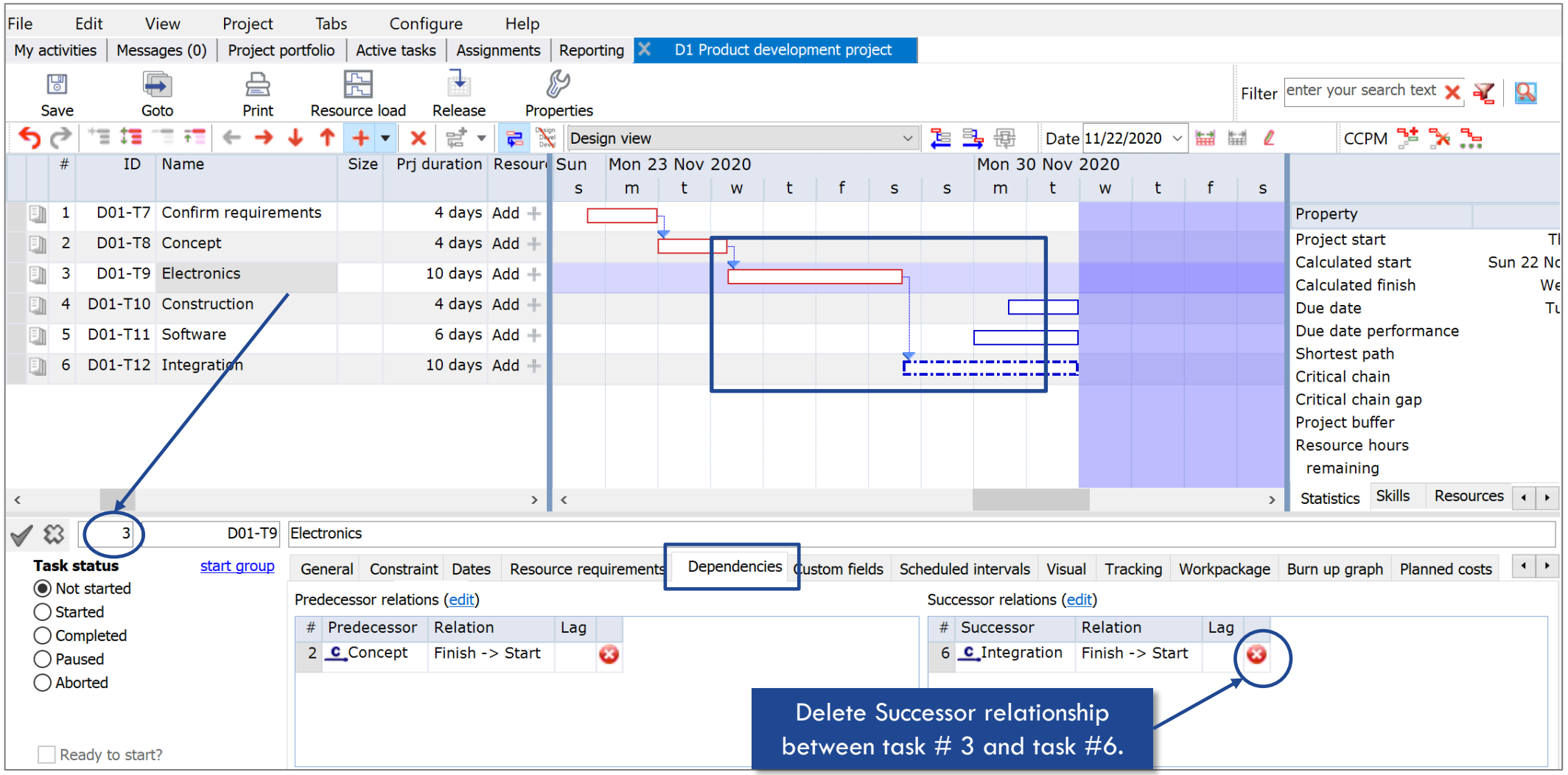
Add dependencies via the Edit Boxes

Predecessor box and Successor box



Deleting dependencies

Via Task properties → Tab "Dependencies"



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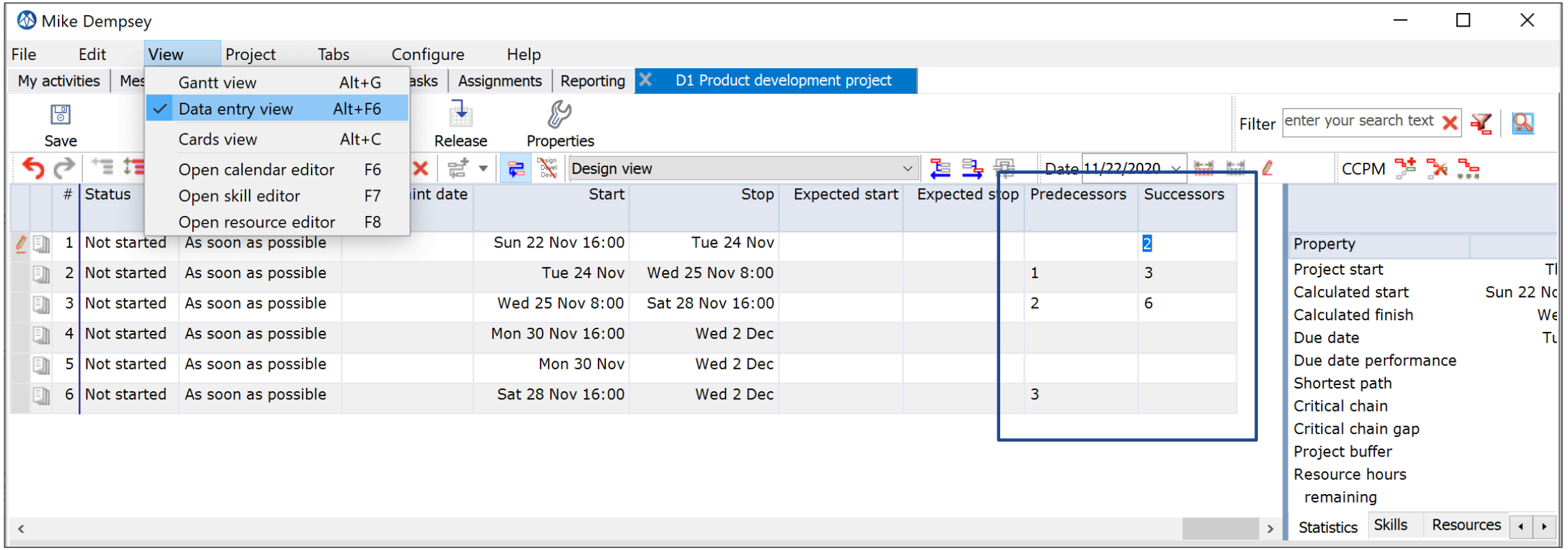
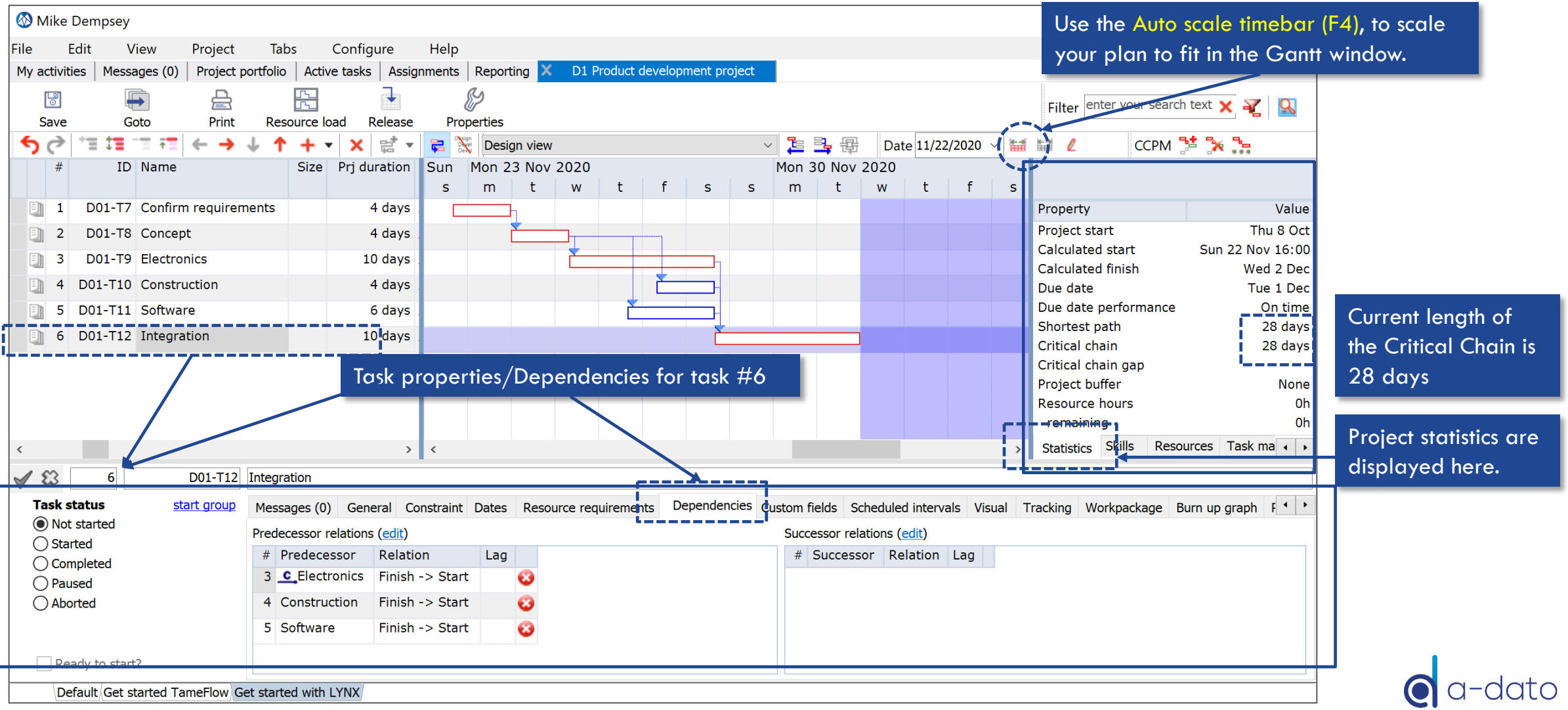
Add/update dependencies

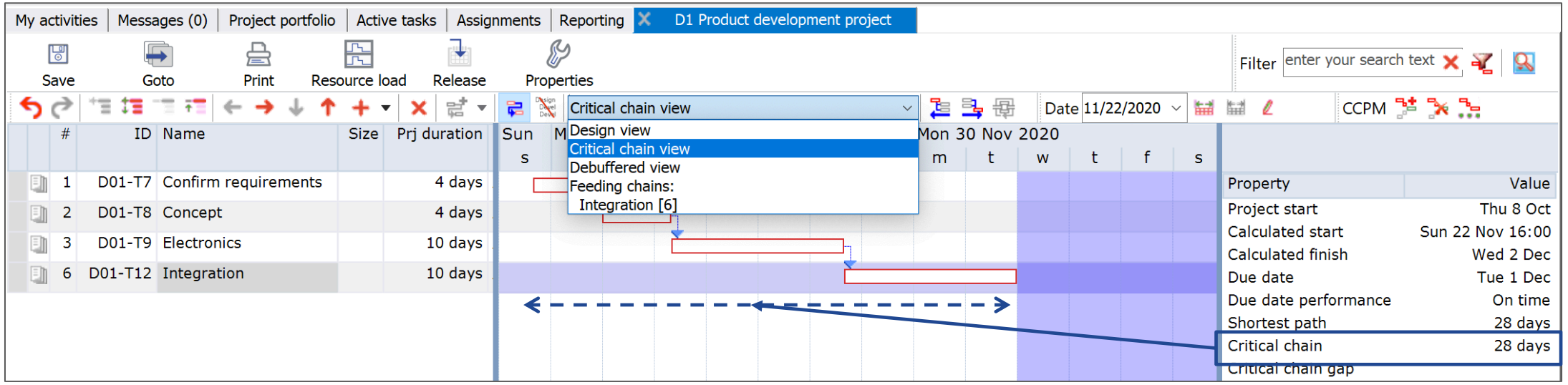
Select view → Data entry view



Review result and statistics



Select “Critical Chain View”



Only tasks on the Critical Chain are displayed

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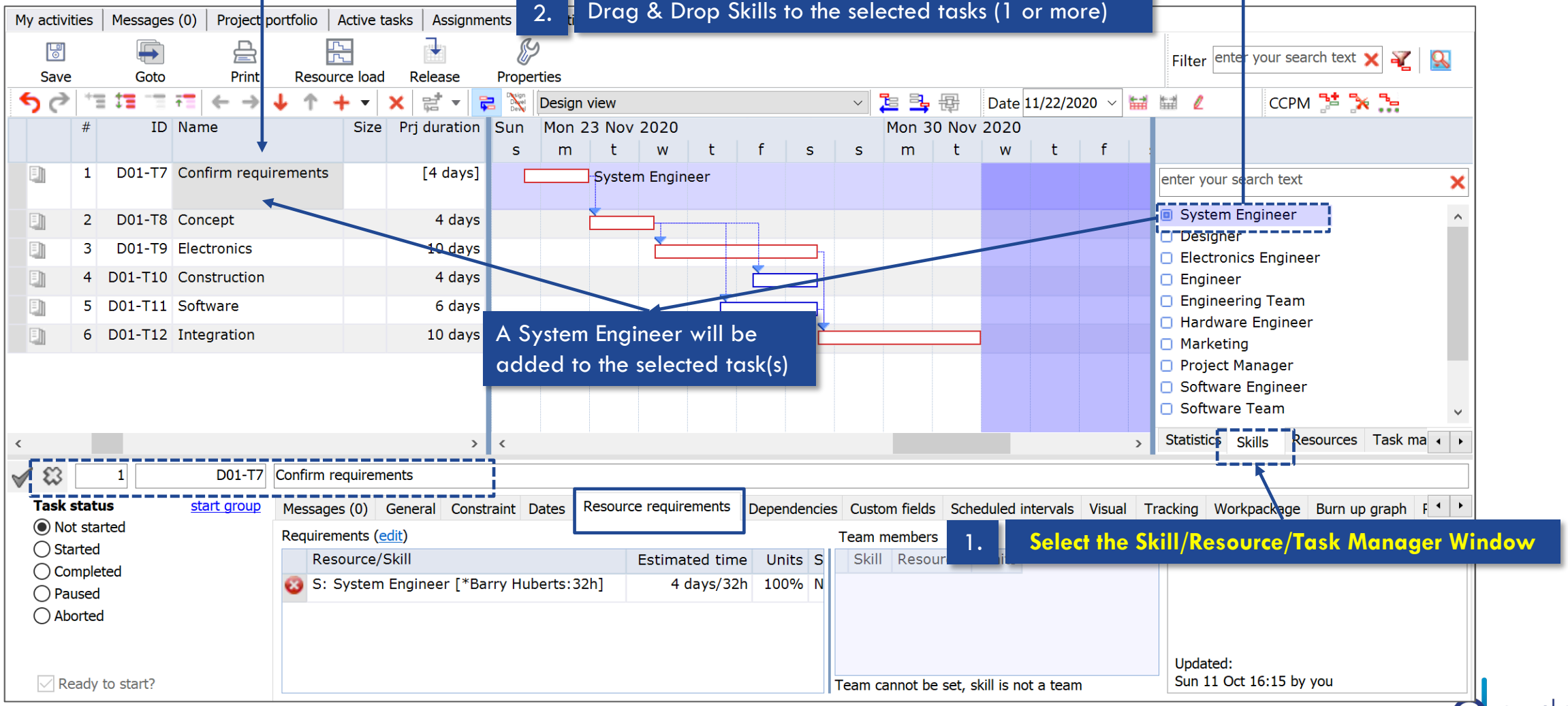
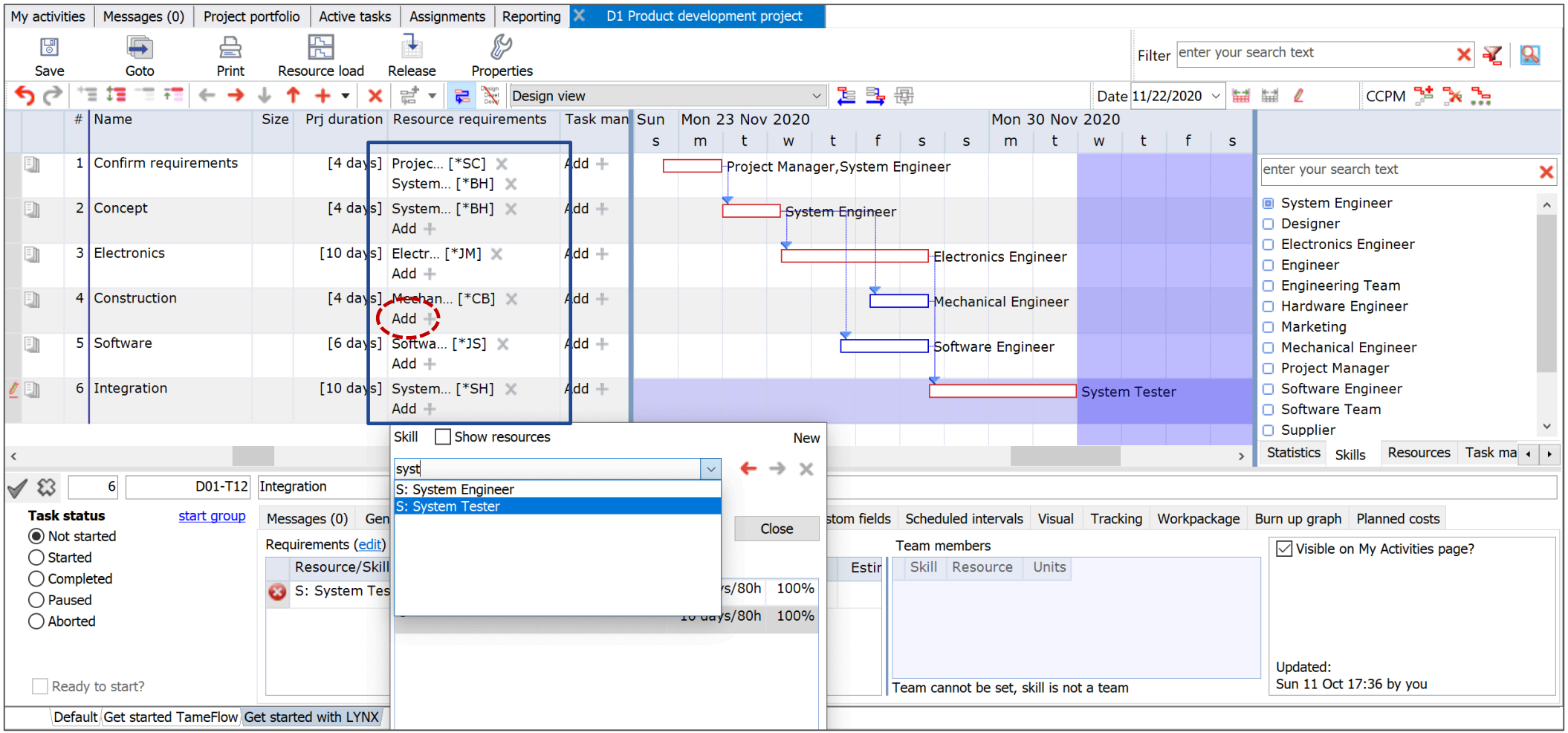
Add Skills & Resources

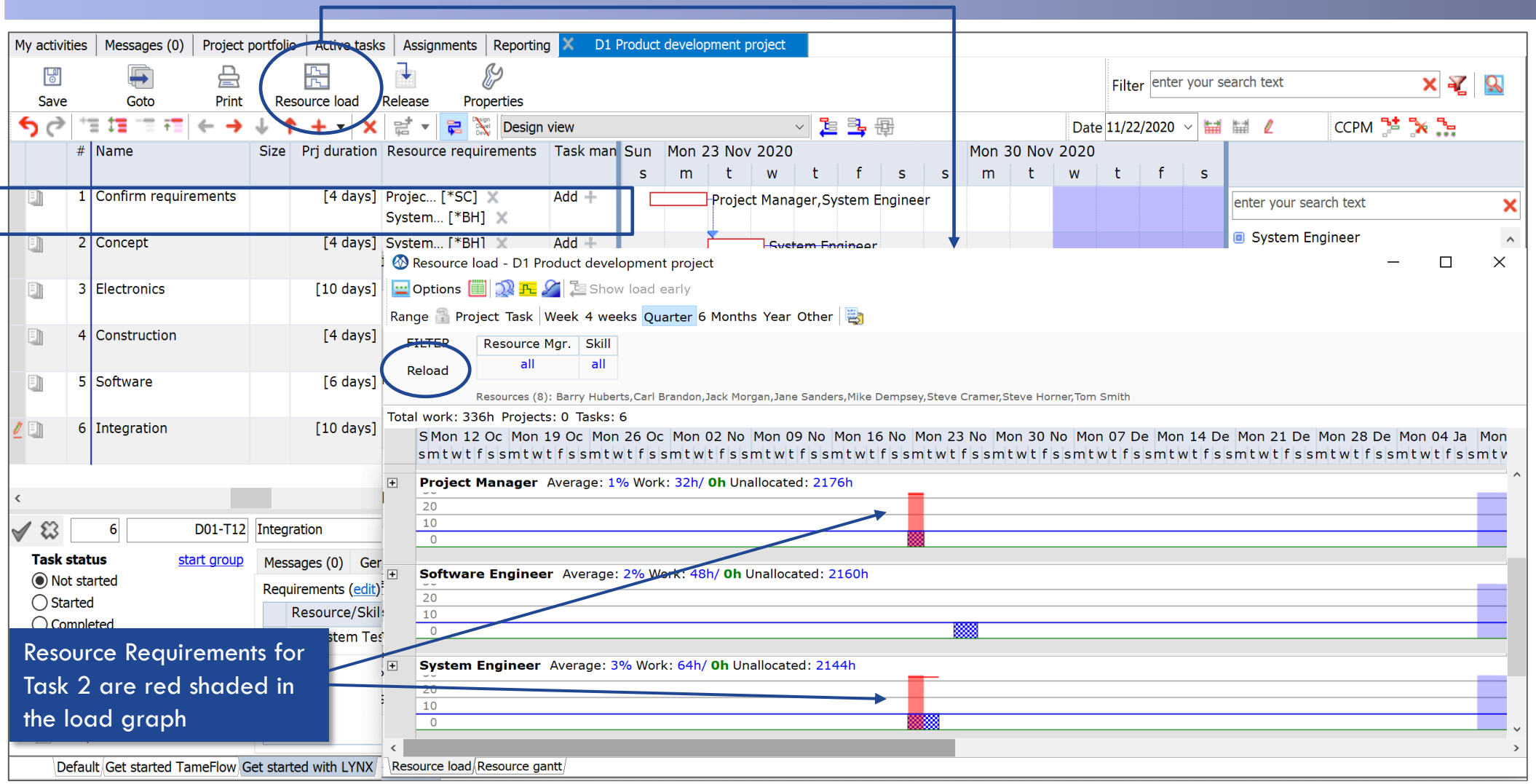
Add skills (and resources)



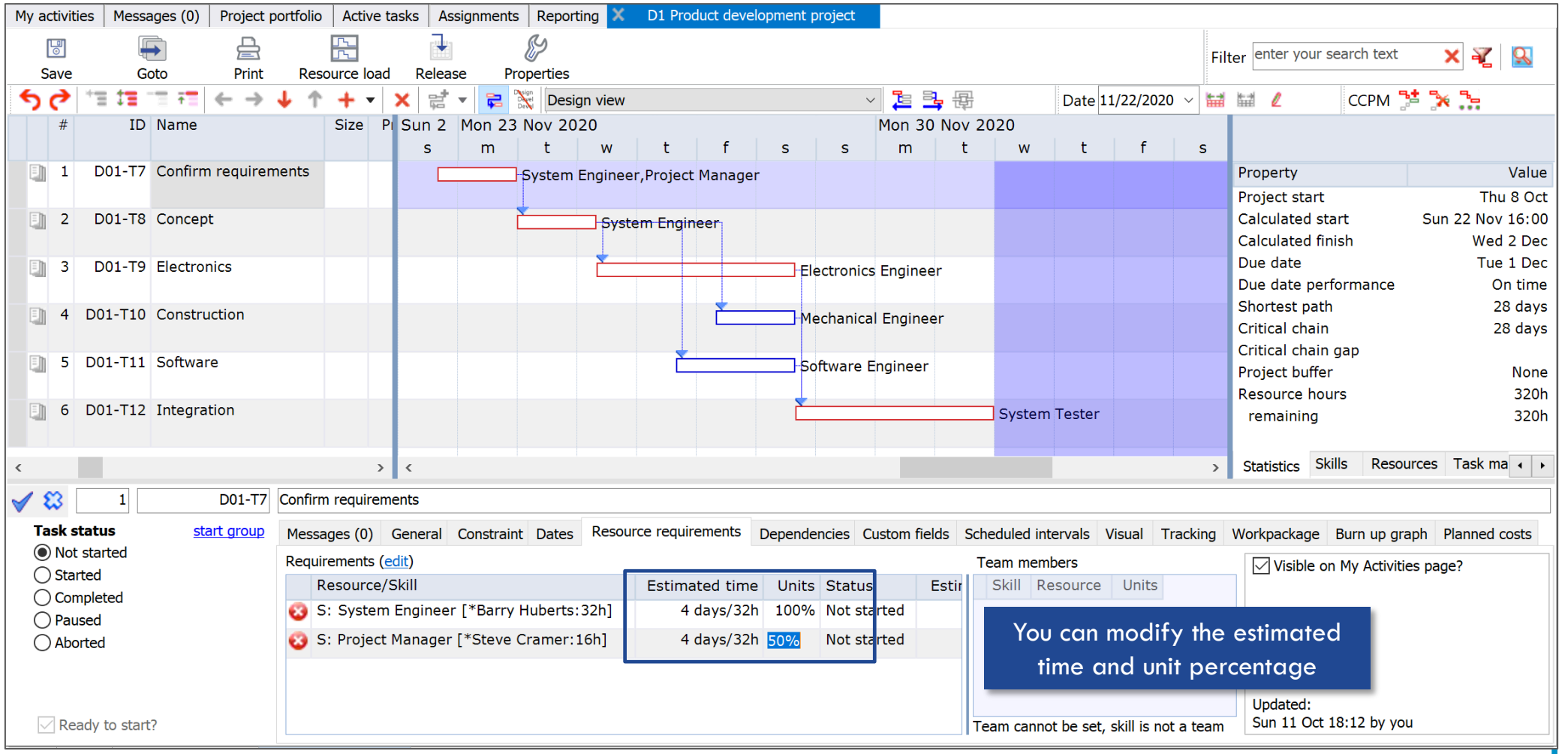
Adding Skills via the Resource requirements column



Review the resource load for your project



Modify Task Estimated Time and Units % (optional)



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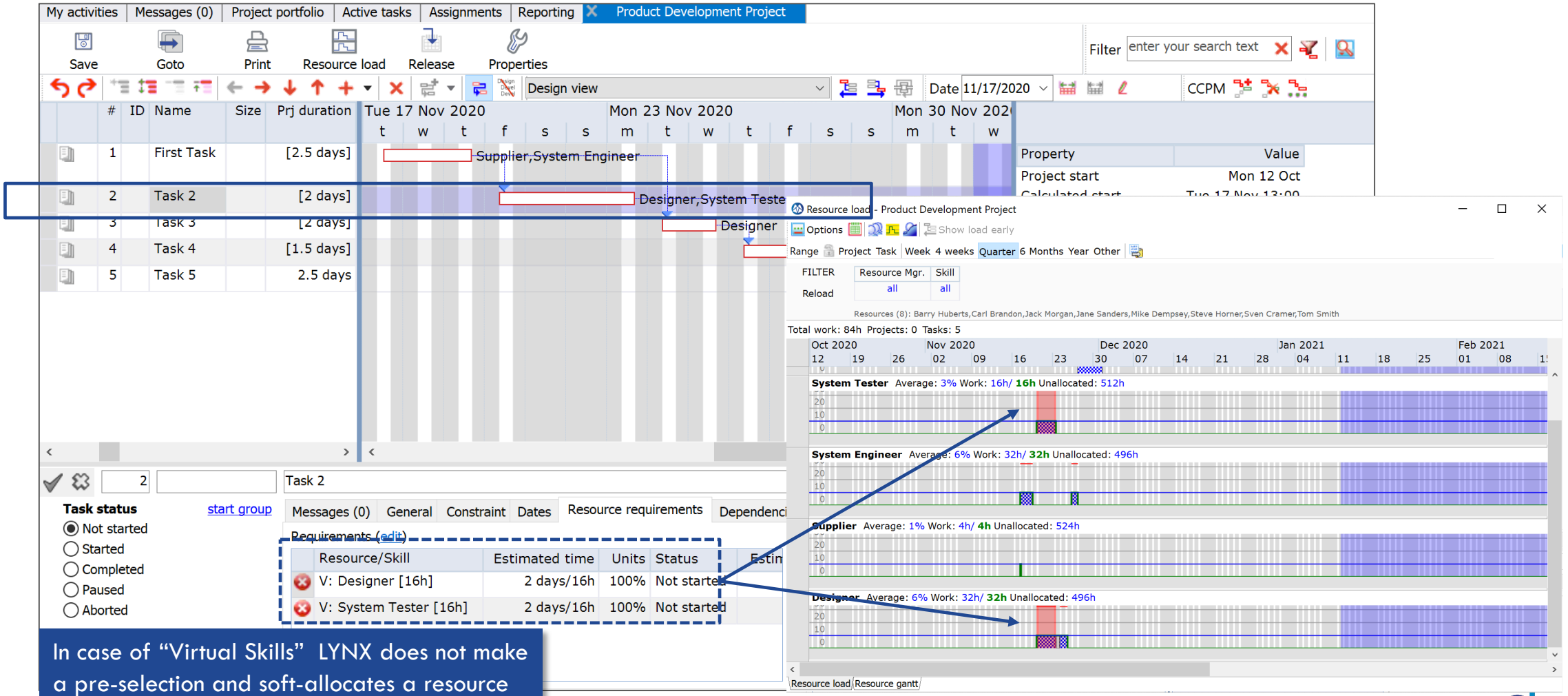
Review the resource load for your project (scenario Virtual Skills)

Skills are "Virtual skills"

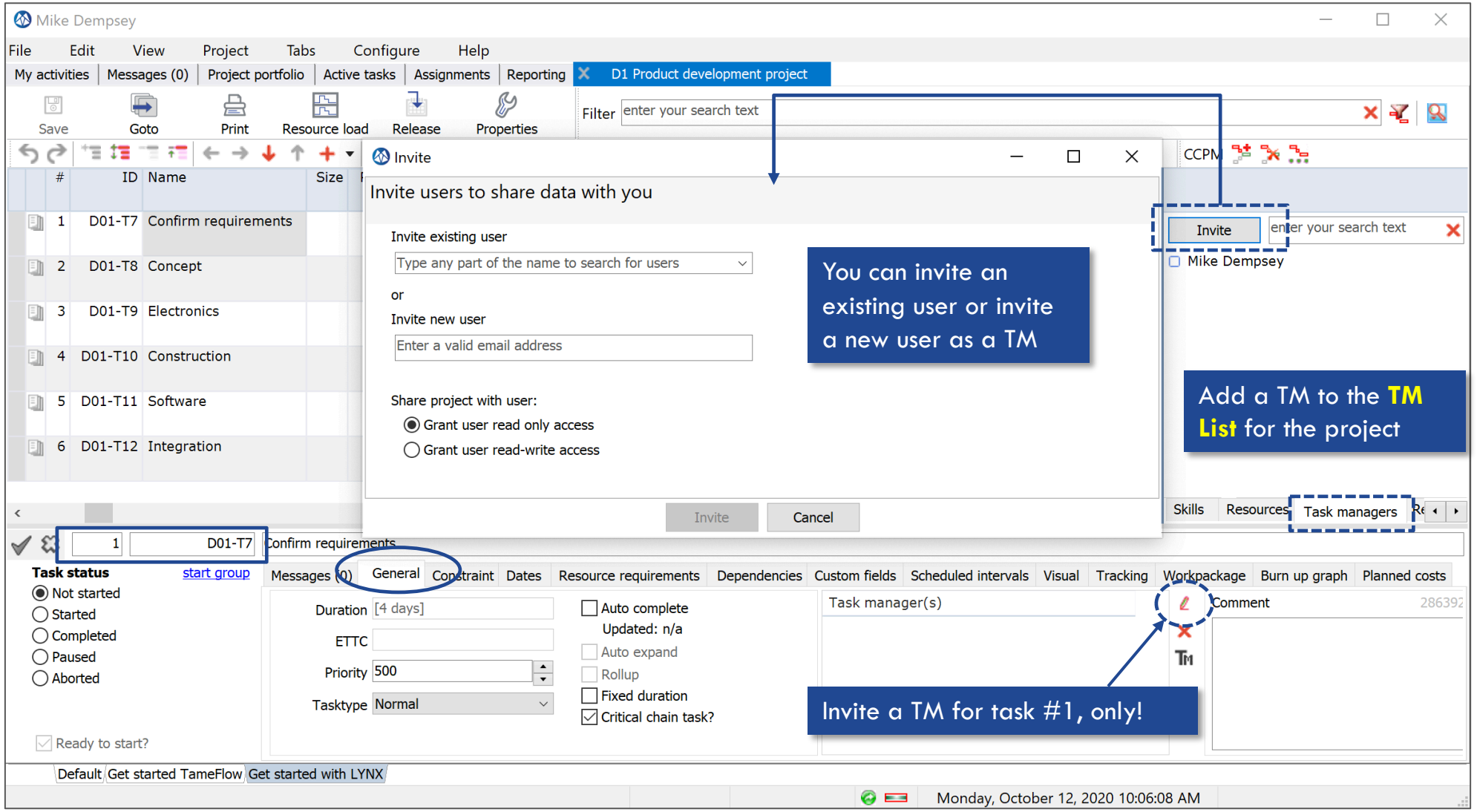


In case of "Virtual Skills" LYNX does not make a pre-selection and soft-allocates a resource name. Please refer to SLIDE 19

Add Task Managers

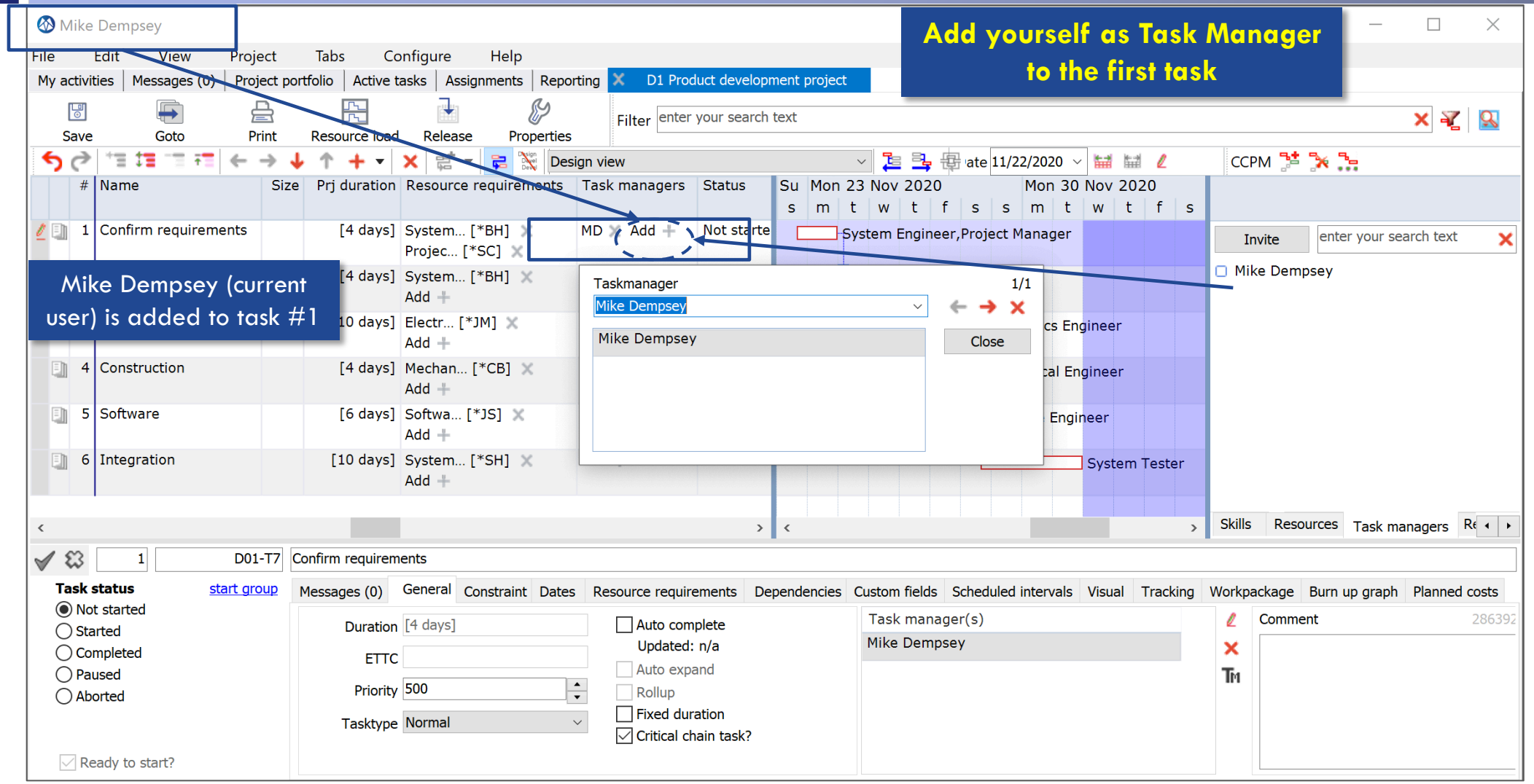
Invite multiple Task Managers involved to the TM List

In a CCPM implementation typically a Task Manager is responsible for (daily) task updates

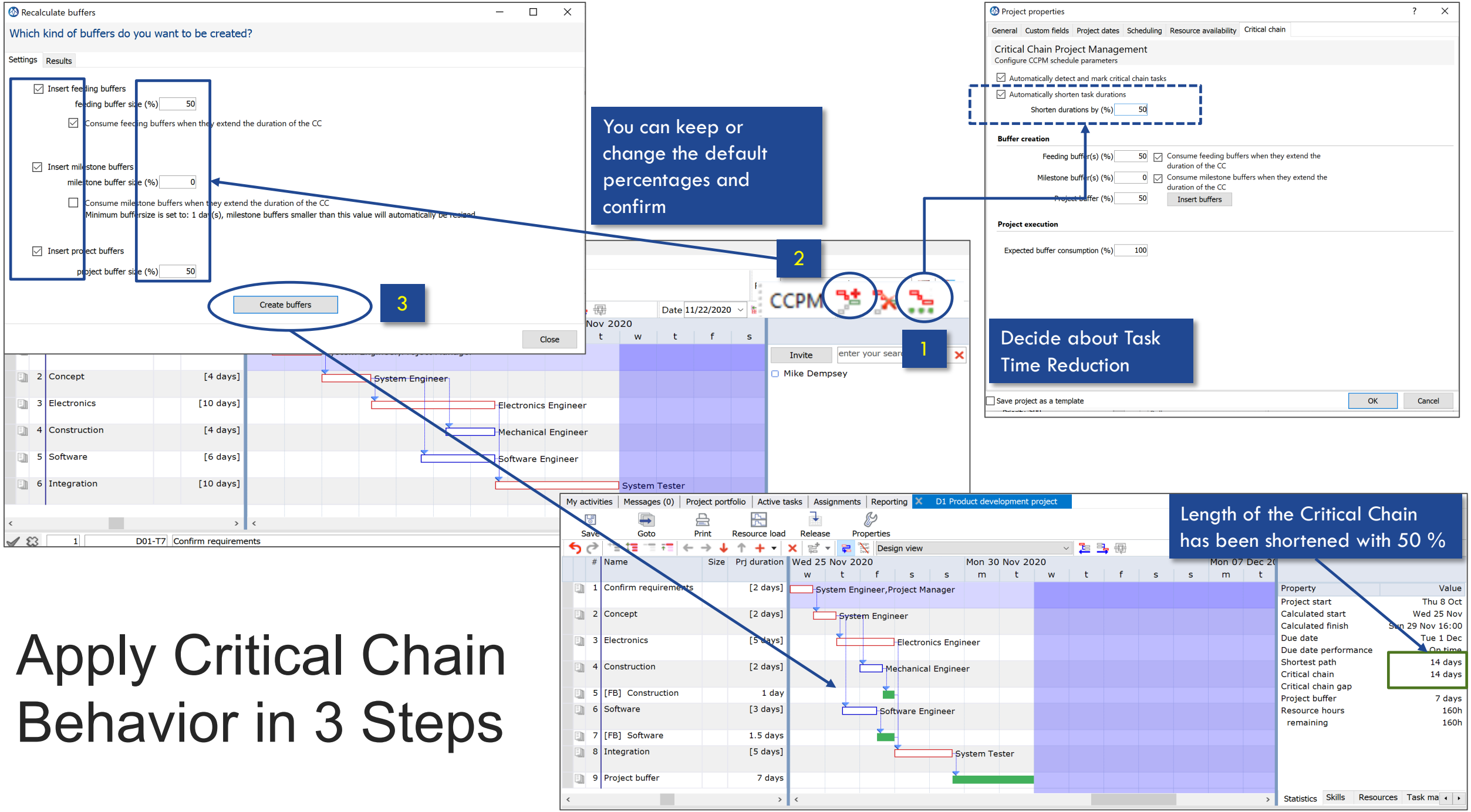


Add a Task Manager to task(s)

Via the Task Manager column or via "Drag & Drop"



Apply CCPM Behavior

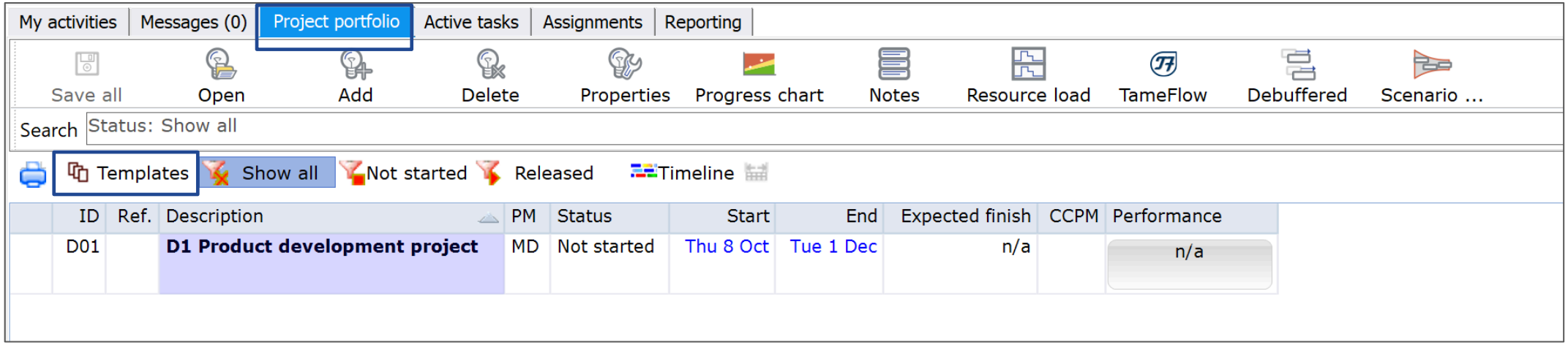


Apply Critical Chain Behavior in 3 Steps

Start a project from a template

Start a project from a template

Where to find available templates?



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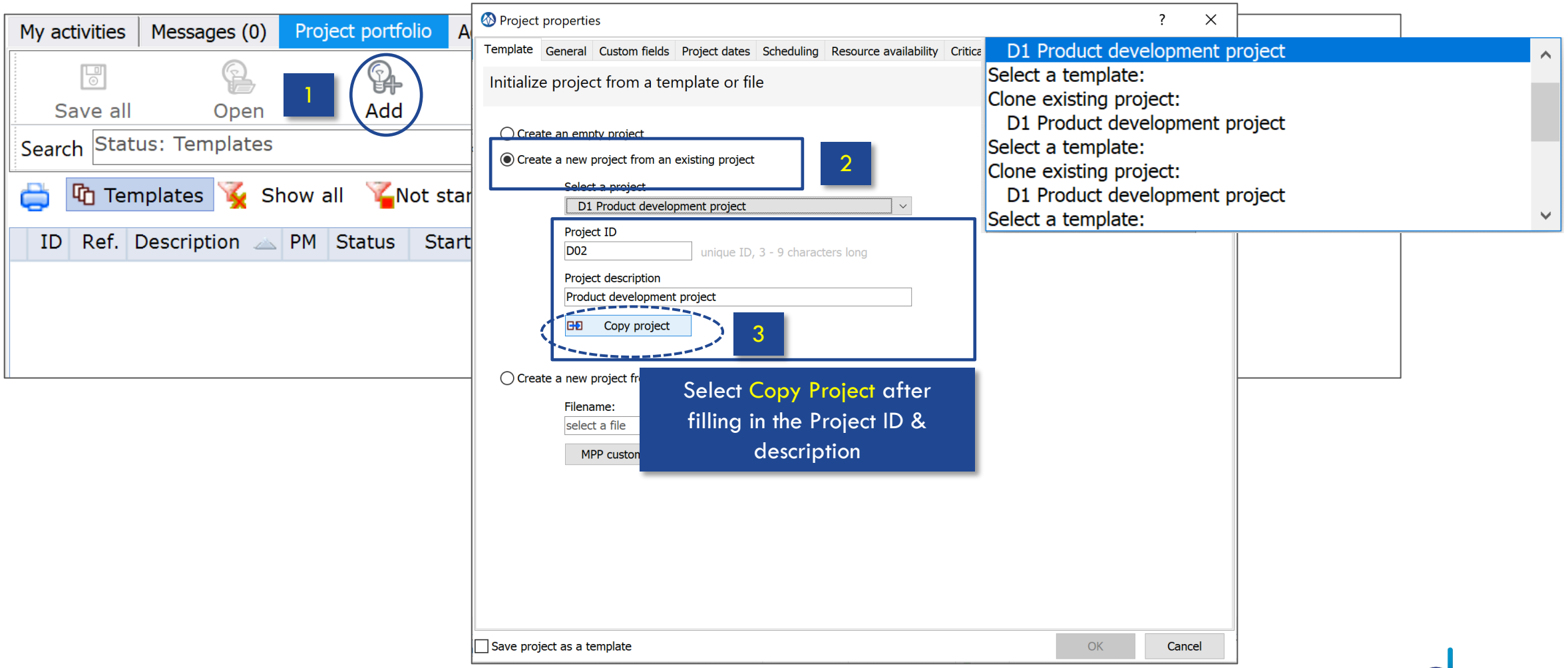
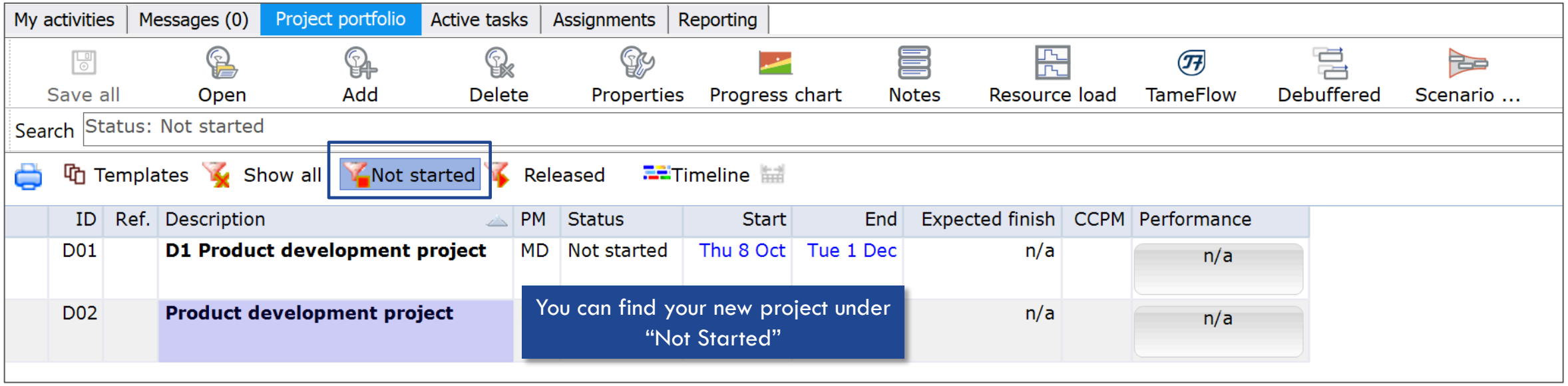
Start a project from a template



Start a new project from a template



Special Items

Summary Tasks

Milestone Buffers

Special Items

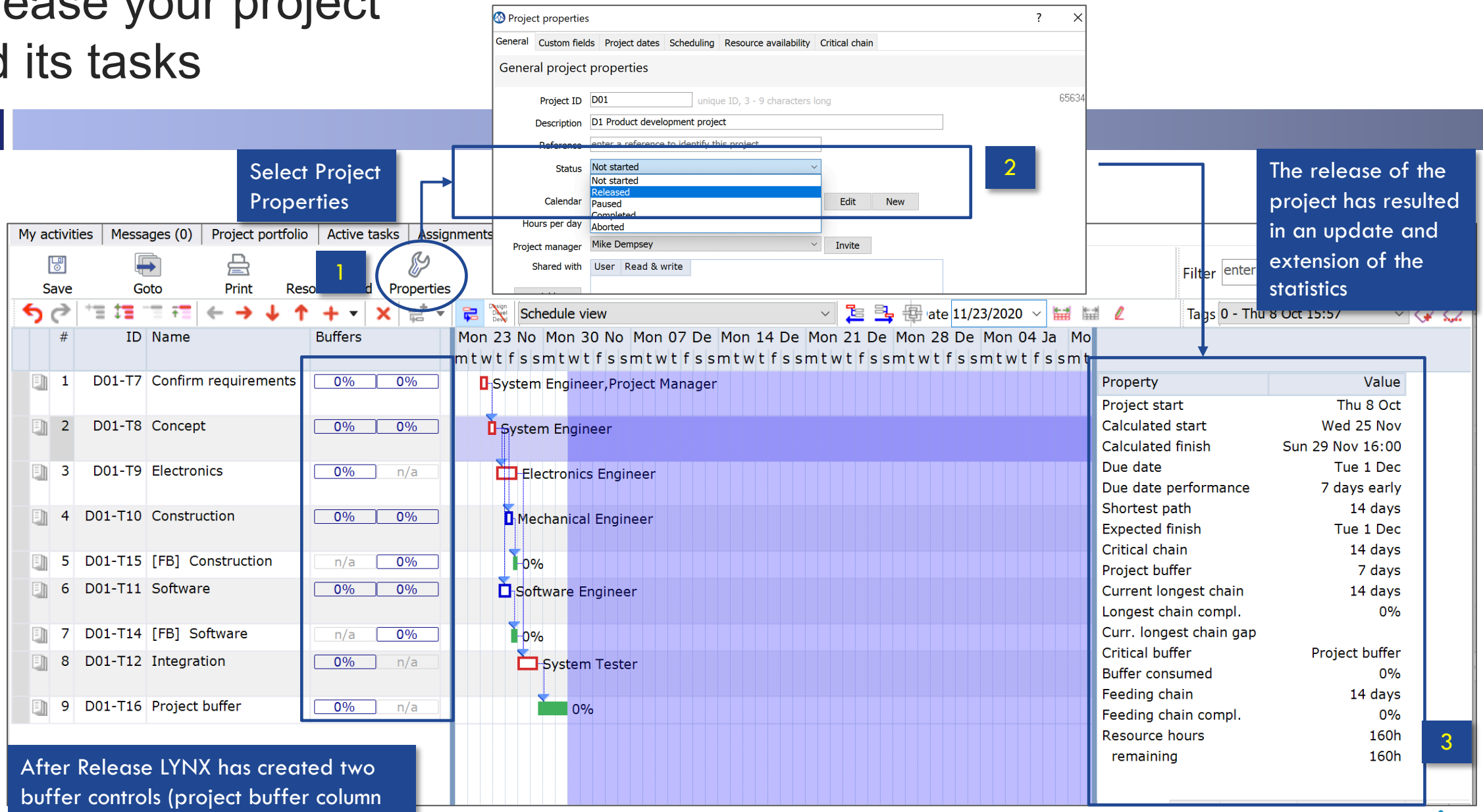
- Summary Tasks

- Projects with multiple end-points:
  - Milestone Buffer(s)
  - Project Buffer

Release your project

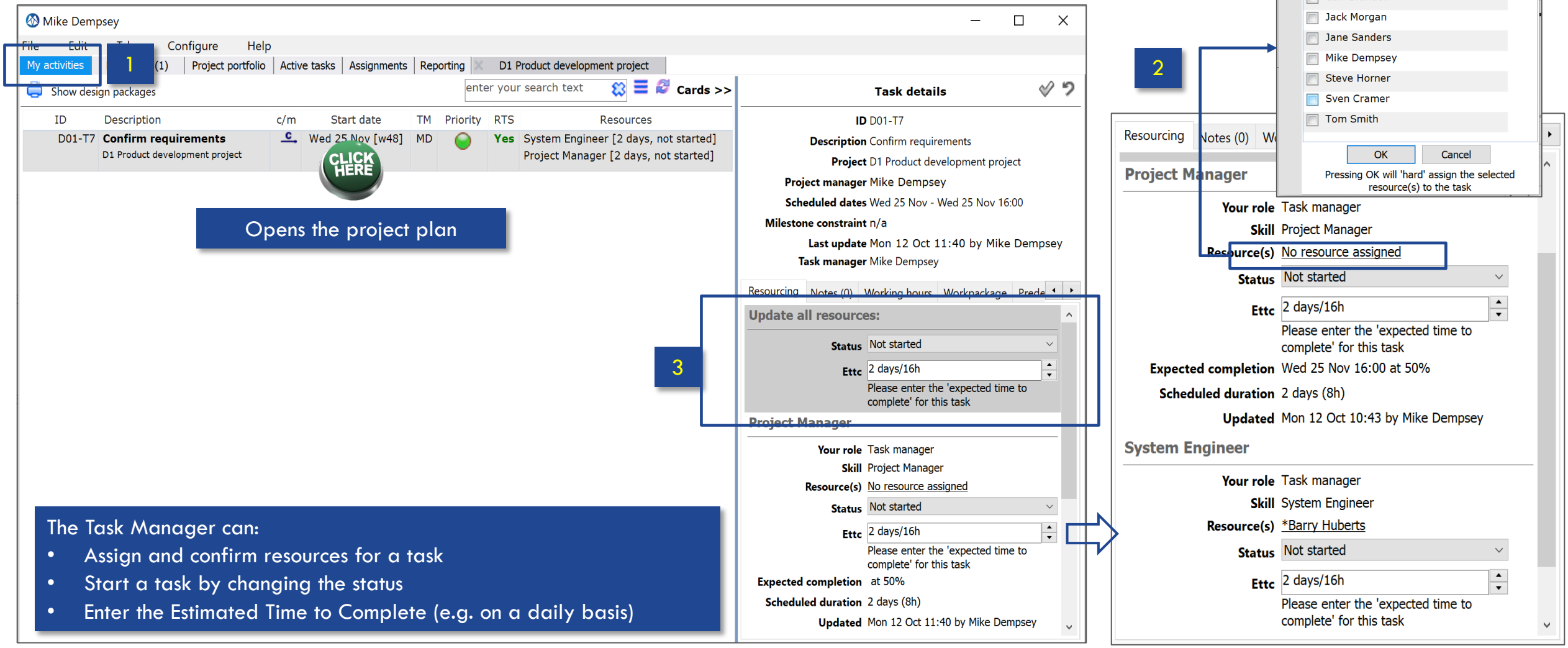
Create active tasks

Release your project and its tasks



Select My activities in the Desktop Window

Update Ettc for your first task

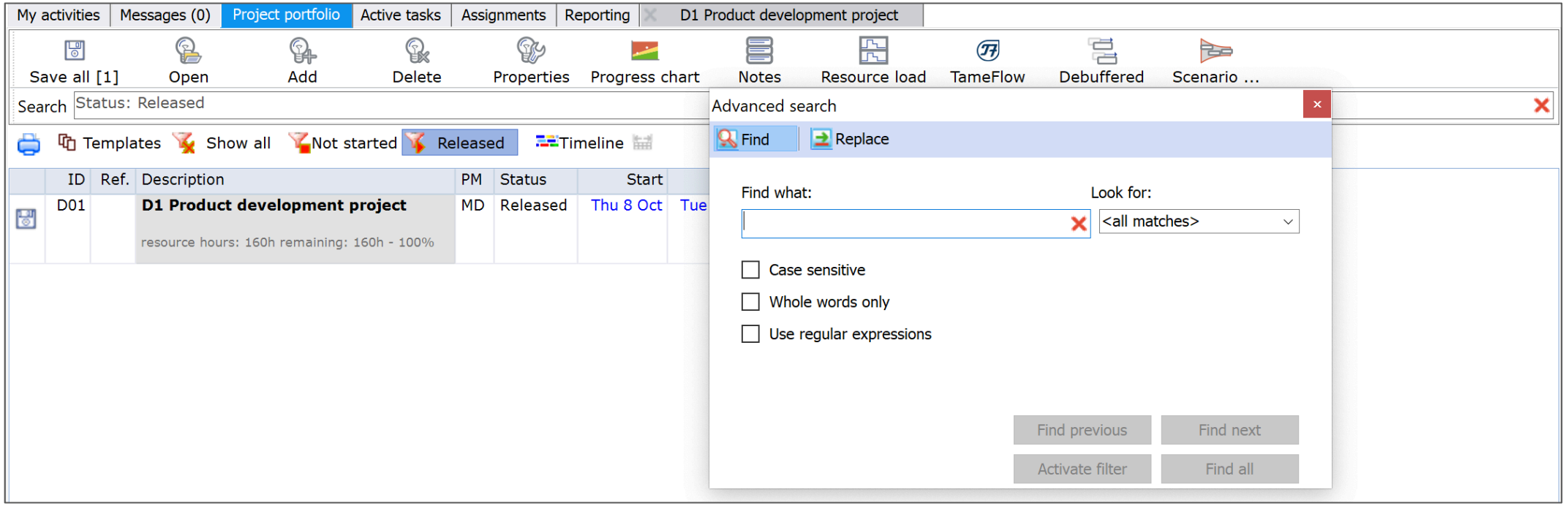


The Task Manager can:

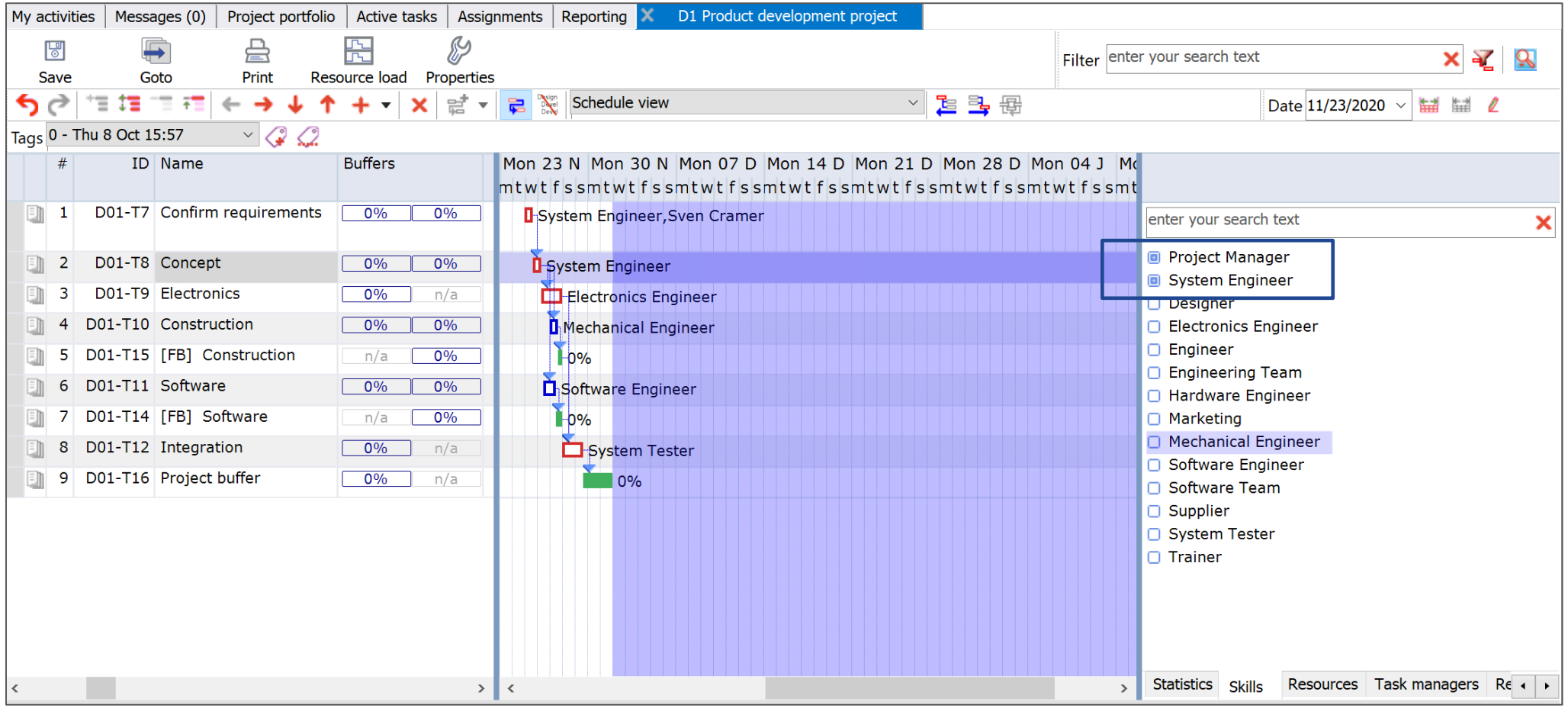
- Assign and confirm resources for a task
- Start a task by changing the status
- Enter the Estimated Time to Complete (e.g. on a daily basis)

A few tips and tricks

Search and Replace (CTRL F)



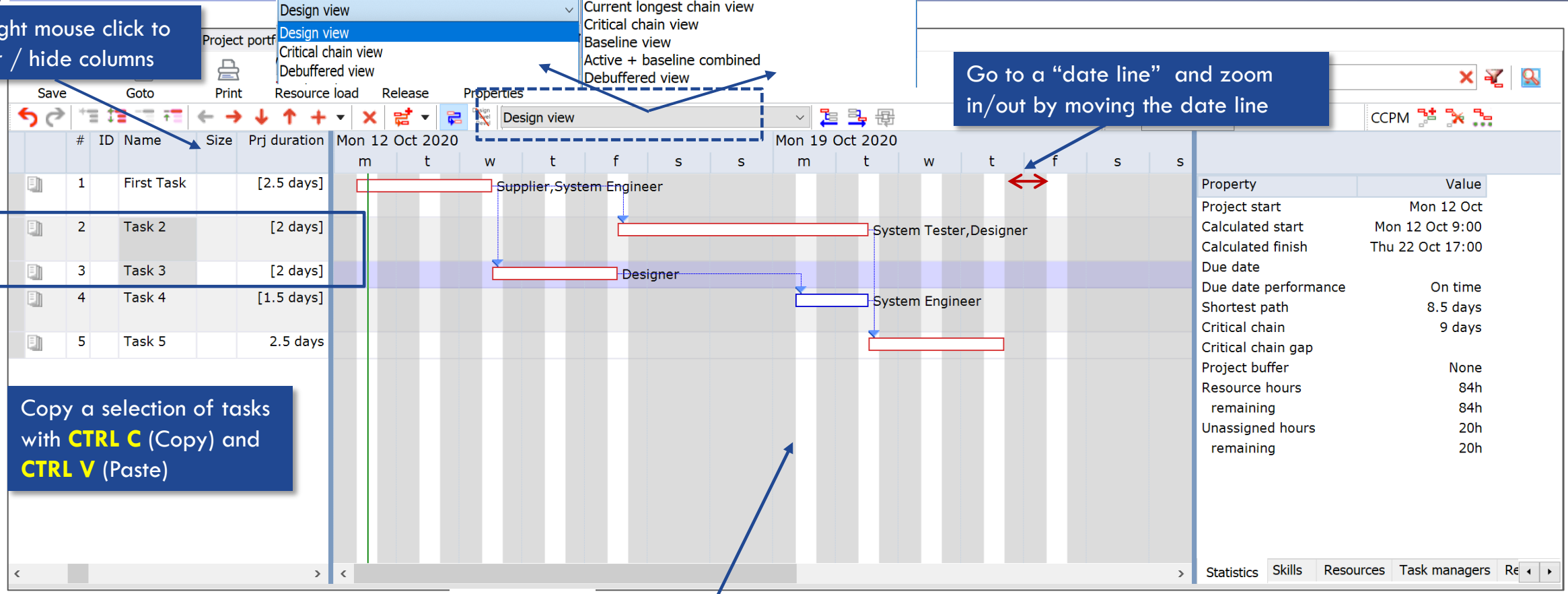
Mark Favorites



A few tips and tricks

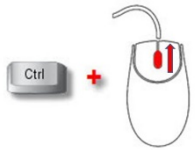
FIND MORE TIPS AND TRICKS:
https://support.a-dato.com/hc/en-us

Use right mouse click to filter / hide columns



Go to a "date line" and zoom in/out by moving the date line

Copy a selection of tasks with **CTRL C** (Copy) and **CTRL V** (Paste)



Click in the Gantt Chart and then Use CTRL + Scroll to **Zoom**

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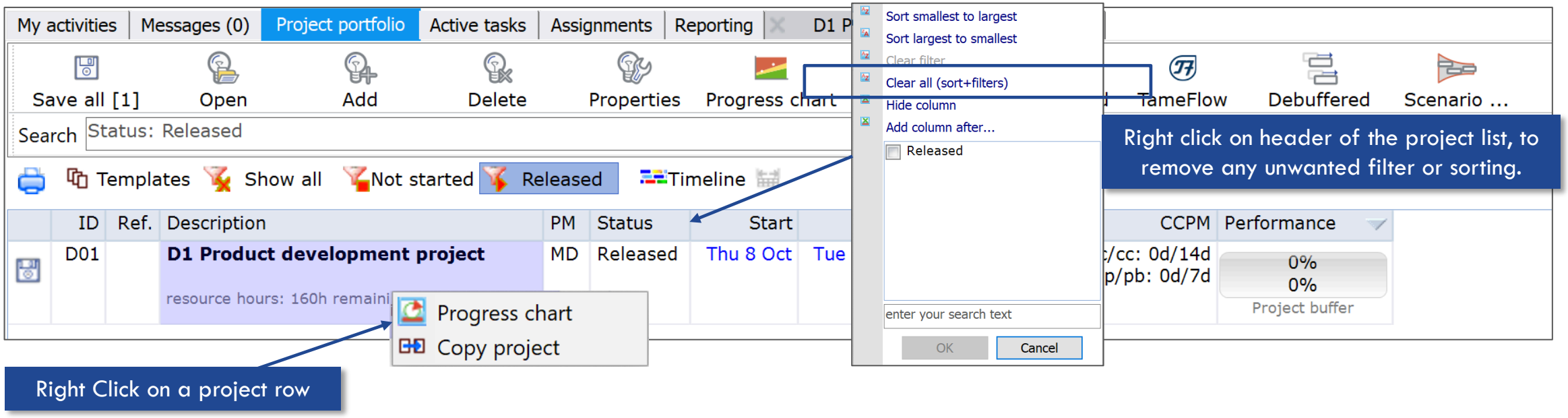
Continued



All windows can be individually moved.
You can use 2 screens side by side.

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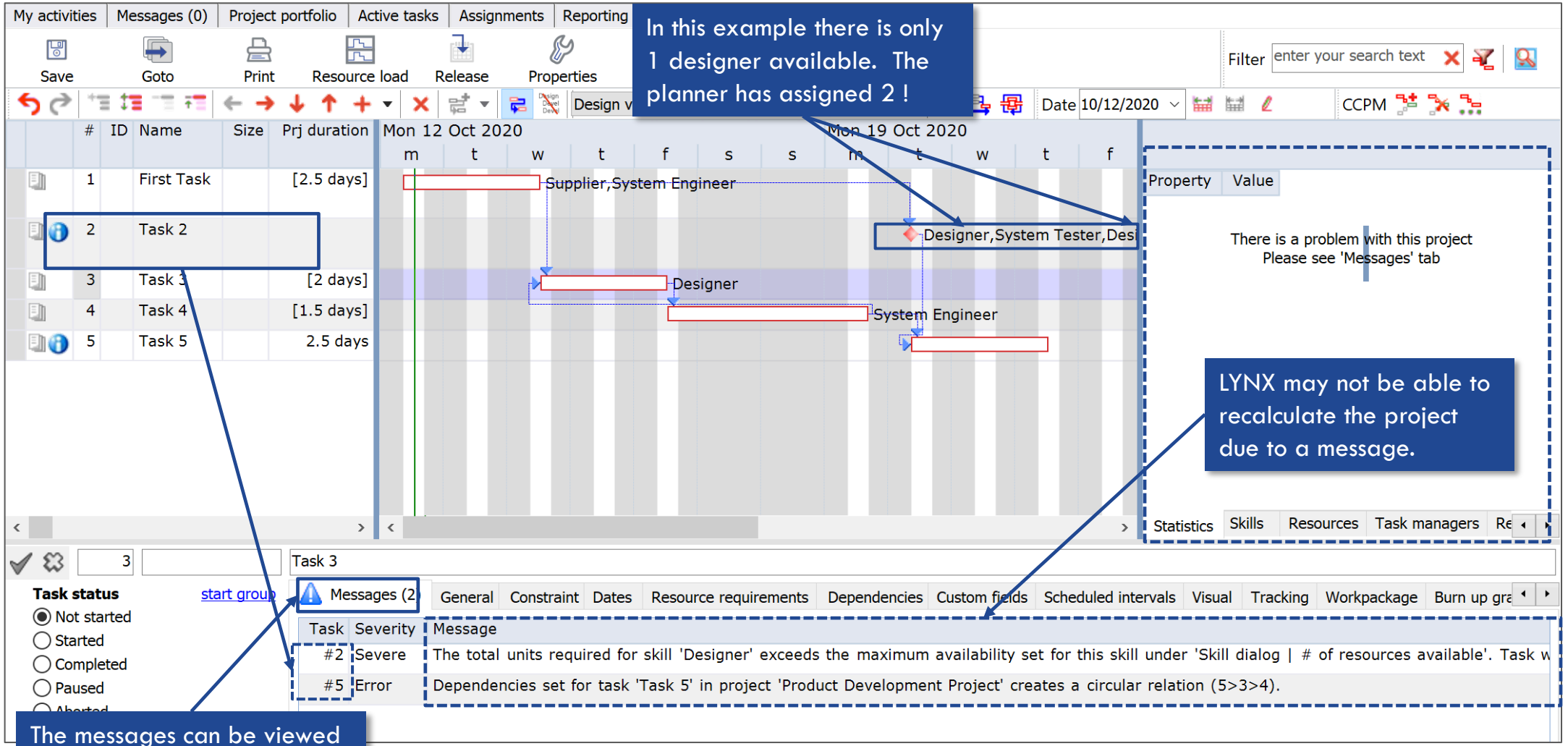
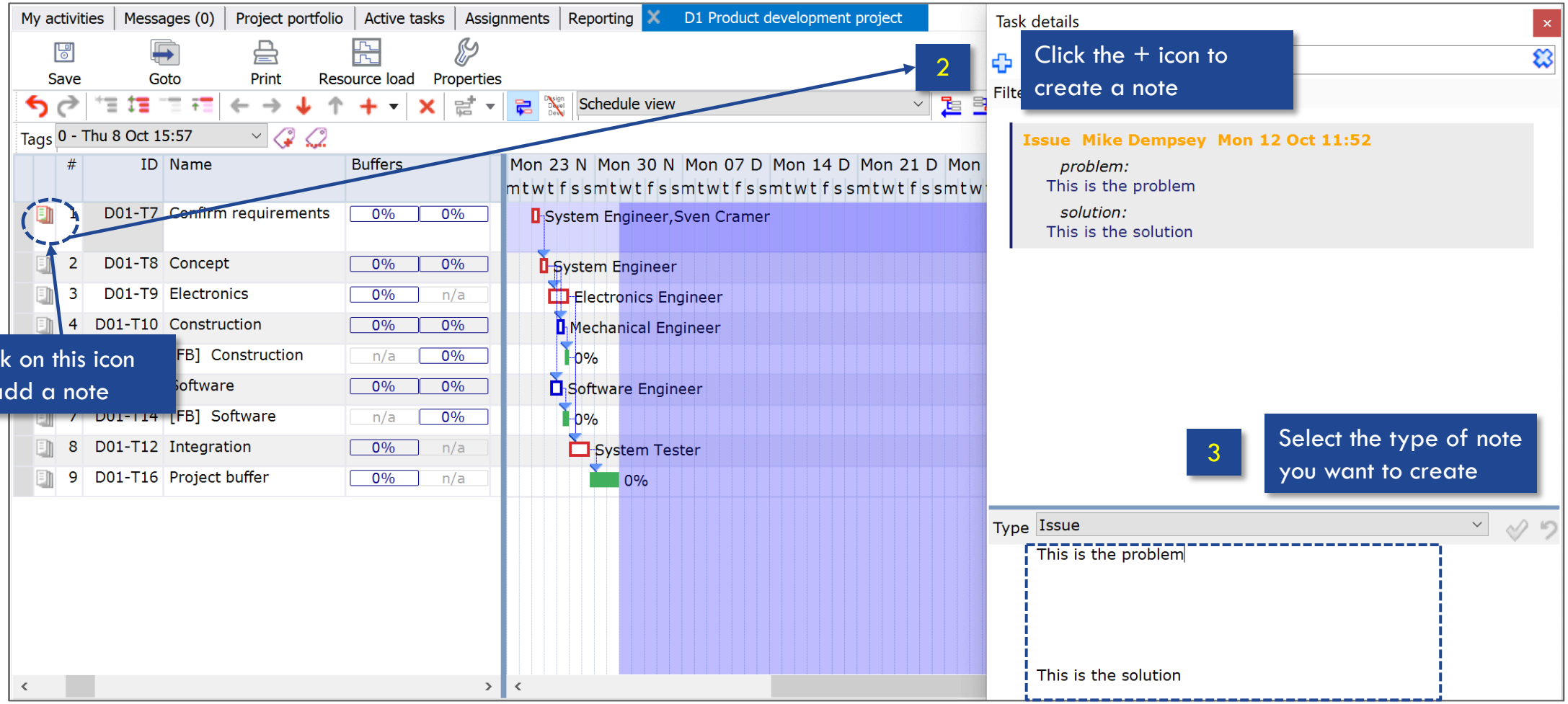
Resolve Warning Messages

Plan cannot be calculated due to planning logic violations



Start adding “Notes”



Special Items

- Buffer Recovery
- Level of Effort Tasks
- One Click “Click-through” from a task in the task-list, directly into the project
- Down-stream / Upstream chain views based on any selected task in the schedule
- Ability to share de-buffered plans with external parties or customers
- Possibility to exclude tasks from task time reduction
- Cross-skill Resource Management
- Split Critical Chain tasks in case of multiple resource with different workload

- *Auto Complete Option*
  - intended for tasks with long and or fixed lead times only (such as shipping or purchasing tasks)
- Display of “*Last Progress Update*”
  - for tasks that are started, which provides fast feedback when the last ETTC update has taken place