

MODELLING DELIVERY TASKS

Controlling process for efficient Progress Updates

A-dato

High Performance Delivered

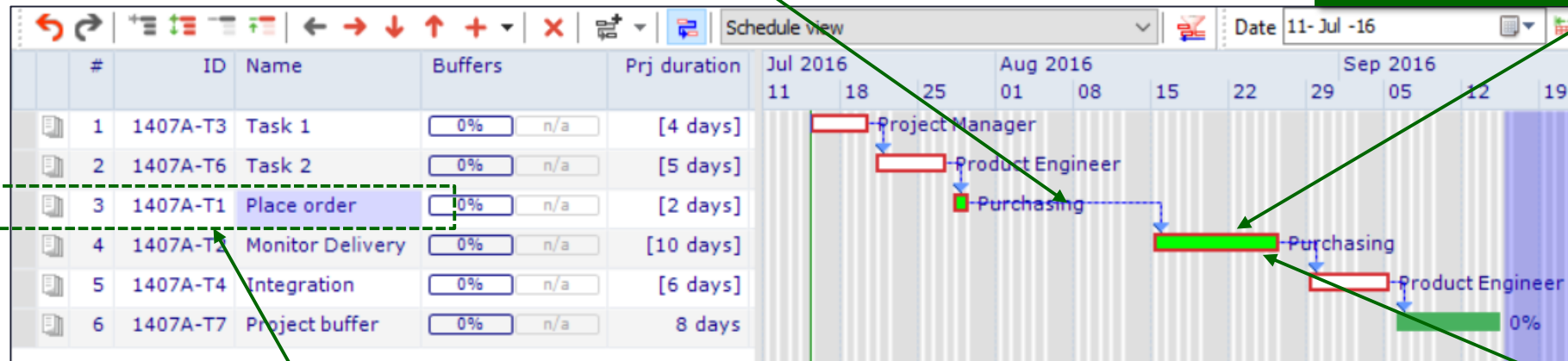
Example

After placing order 4 weeks delivery time is applicable

2

A "lag-time" of 2 weeks (10 days) is added between task 3 and task 4 to represent "waiting time".

To ensure the delivery takes place in time and is done correctly, a "Monitor Delivery" Task is created for e.g. the last 2 weeks.



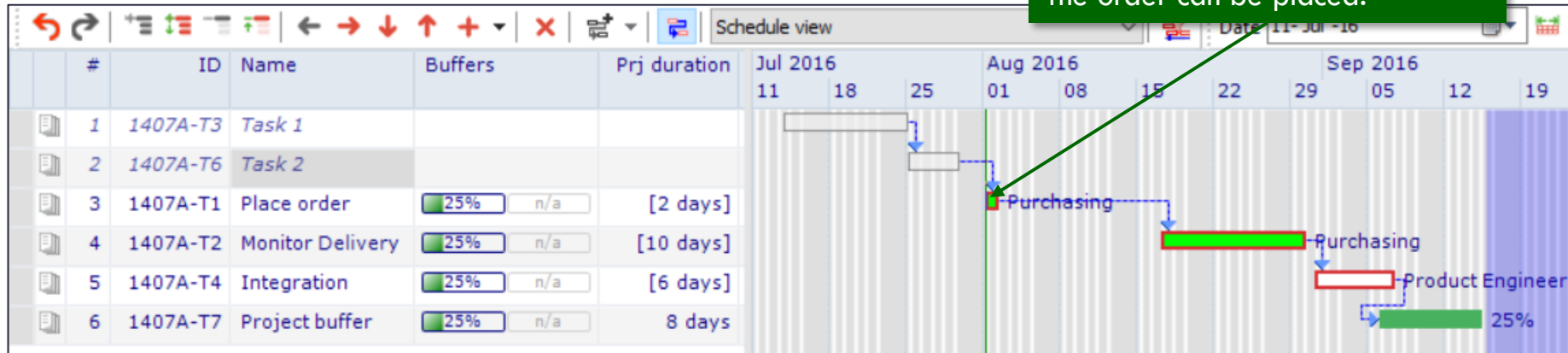
In case equipment need to be shipped to a customers a similar task would be "Organise / Order Transport"

The Monitor Delivery Task will trigger the monitoring process for the Task Manager and also requires ETTC progress reporting.

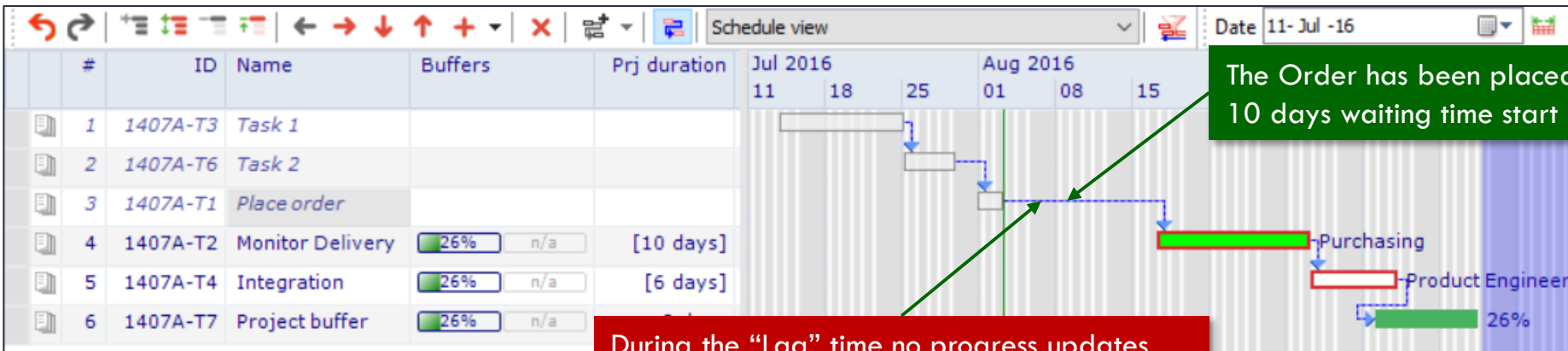
Progress

3

Task 1 and Task 2 are completed.
The order can be placed.

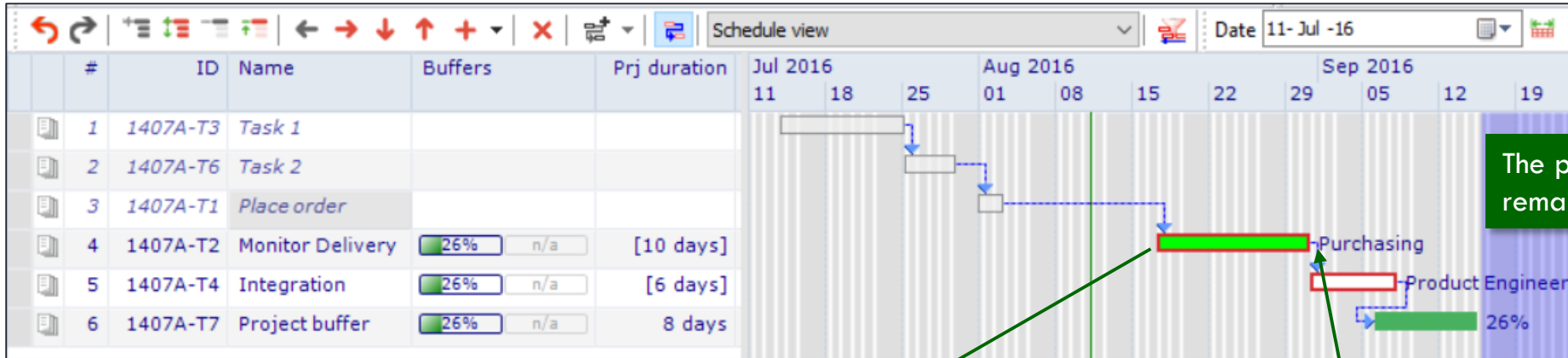


The Order has been placed. The 10 + 10 days waiting time start (4 weeks)



During the "Lag" time no progress updates are required. LYNX consumes the lag time day by day.

During "Lag-time" no progress updates are required



The screenshot shows the 'Task details' for ID 1407A-T2, 'Monitor Delivery'. The task is assigned to the resource 'Purchasing' and has a status of 'Not started'. The scheduled dates are from Wednesday, August 17, 9:56, to Wednesday, August 31, 9:56. The expected completion date is Wednesday, August 31, 9:56, at 100% completion. The scheduled duration is 10 days (80h).

A green callout box states: "The Task Manager can wait until 17 August to start checking and reporting progress regarding the delivery and monitoring if 31 August as delivery date will be achieved."

Progress Update

5

The screenshot shows the A-dato software interface. At the top, there are menu options: File, Edit, Window, Help. Below that, a navigation bar includes 'My activities', 'Messages (0)', 'Project portfolio', 'Active tasks', 'Calendar', 'Configure', and 'Reporting'. A search bar with the placeholder 'enter your search text' and a 'Cards >>' button is present. A table lists tasks, with '1407A-T2 Monitor Delivery' selected. The task details panel on the right shows: ID 1407A-T2, Description Monitor Delivery, Project Purchasing Project, Project manager Robin Porter, LYNX GmbH, Scheduled dates Wed 17 Aug 9:56 - Wed 31 Aug 9:56, Task manager A-dato Demo, A-dato.com. The 'Resourcing' tab is active, showing 'Your role Task manager', 'Skill Purchasing', 'Resource(s) No resource assigned', 'Status Started', and 'Etc [tomorrow] 8 days/64h'. A green dashed circle highlights the 'Expected completion Wed 31 Aug 17:00 at 100%' and 'Scheduled duration 10 days (80h)'.

ID	Description	Start date	TM	Priority	RTS	Resources
1407A-T2	Monitor Delivery Purchasing Project	Today 10:18 [w33]	AD		Started	Purchasing [tomorrow 8 days, started]

Task details

ID 1407A-T2
Description Monitor Delivery
Project Purchasing Project
Project manager Robin Porter, LYNX GmbH
Scheduled dates Wed 17 Aug 9:56 - Wed 31 Aug 9:56
Task manager A-dato Demo, A-dato.com

Resourcing Notes (0) Custom fields Working hours Workpackage

Purchasing

Your role Task manager
Skill Purchasing
Resource(s) No resource assigned
Status Started
Etc [tomorrow] 8 days/64h
Please enter the 'expected time to complete' for this task
Expected completion Wed 31 Aug 17:00 at 100%
Scheduled duration 10 days (80h)

The TM confirms that delivery can be expected in 8 days, and 31 August will be maintained.

The screenshot shows the Gantt chart view in A-dato. The menu bar includes File, Edit, View, Project, Window, Help. Below it are icons for Save, Cards view, Print, Resource load, and Properties. A search bar with 'Filter enter your search text' is present. The Gantt chart shows tasks from July 11 to September 12, 2016. Task 4, '1407A-T2 Monitor Delivery', is highlighted with a green dashed box. The chart shows a green bar for 'Purchasing' and a red bar for 'Product Engineer'.

#	ID	Name	Buffers	Prj duration	Jul 2016	Aug 2016	Sep 2016
1	1407A-T3	Task 1			11	18	25
2	1407A-T6	Task 2				01	08
3	1407A-T1	Place order				15	22
4	1407A-T2	Monitor Delivery	8%	[6 days]		22	29
5	1407A-T4	Integration	8%	[6 days]		29	05
6	1407A-T7	Project buffer	8%	8 days		05	12

Communication

6

The screenshot displays the A-dato Task Manager interface. On the left, a table lists tasks with columns for ID, Description, Start date, TM, Priority, RTS, and Resources. The task '1407A-T2 Monitor Delivery' is highlighted. On the right, the 'Task details' panel shows information for ID 1407A-T2, including description, project name, project manager, and scheduled dates. Below this, there are tabs for Resourcing, Notes (1), Custom fields, Working hours, and Workpackage. A search bar is present, and a comment is displayed, which is highlighted with a green dashed box.

ID	Description	Start date	TM	Priority	RTS	Resources
1407A-T2	Monitor Delivery Purchasing Project	Today 10:18 [w33]	AD		Started	Purchasing [tomorrow 8 days, started]

Task details

ID 1407A-T2
Description Monitor Delivery
Project Purchasing Project
Project manager Robin Porter, LYNX GmbH
Scheduled dates Wed 17 Aug 9:56 - Wed 31 Aug 9:56
Task manager A-dato Demo, A-dato.com

Resourcing Notes (1) Custom fields Working hours Workpackage F

Filter: [show all](#)

Comment A-dato Demo, A-dato.com Fri 15 Jul 10:27
Delivery on track. Progress and forecast of delivery will be monitored daily for the remaining duration of 10 days.

The Task Manager has the possibility to enter comments / issues, to communicate delivery related information within the whole project team.