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

LYNX Task Management Training

Taskmanager Training - Topics

- Introduction
- LYNX Overview

- Task Management:
  - My Activity View
    - Before starting a task
    - Starting a task
    - Progress reporting (Ettc)

  - Communication (Notes)

  - Add (delegate) Task Managers

  - Impersonation("Vertreterregelung")

- Resource management tools
  - Resource Load Diagram
  - My Resources
  - Debuffered View

  - Reporting

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Visit the LYNX Help Center

Visit the
LYNX HELP CENTER

https://support.a-dato.com/hc/en-us

Search (CTRL F)
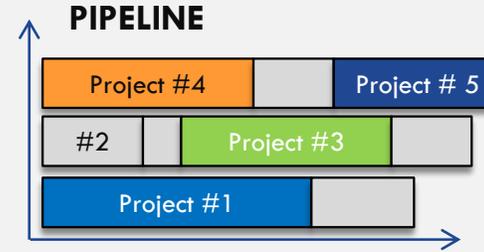
LYNX Overview

LYNX Workflow Optimization – The Project "Factory"

Layer 1 Multi-Project
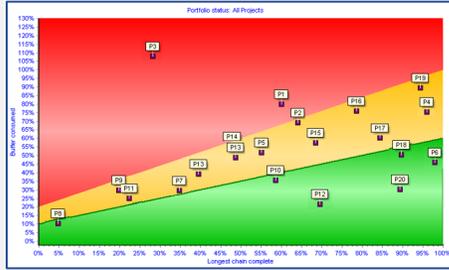
New projects

Stakeholder „Priority board"

PIPELINE

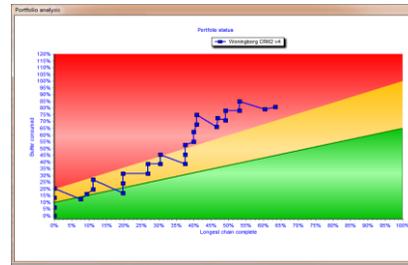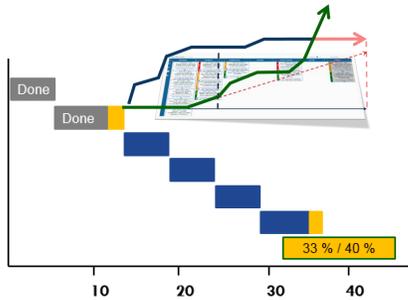Project #4 | Project # 5
#2 | Project #3
Project #1

Pipeline & Scenario Planning
Release Wizard
Scenario Wizard

"Strategic Priorities"

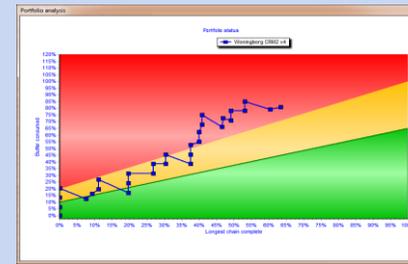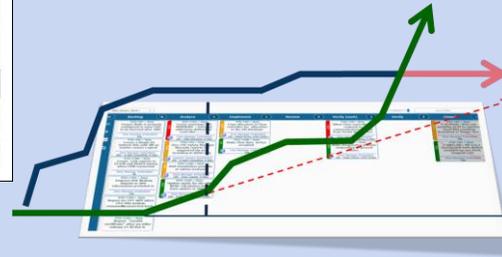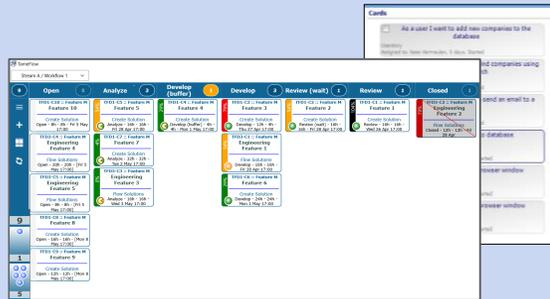**Layer 2 Single Project**

33 % / 40 %

teams

Projects
CCPM or LFPM
Buffer Management

"Operational Priorities"

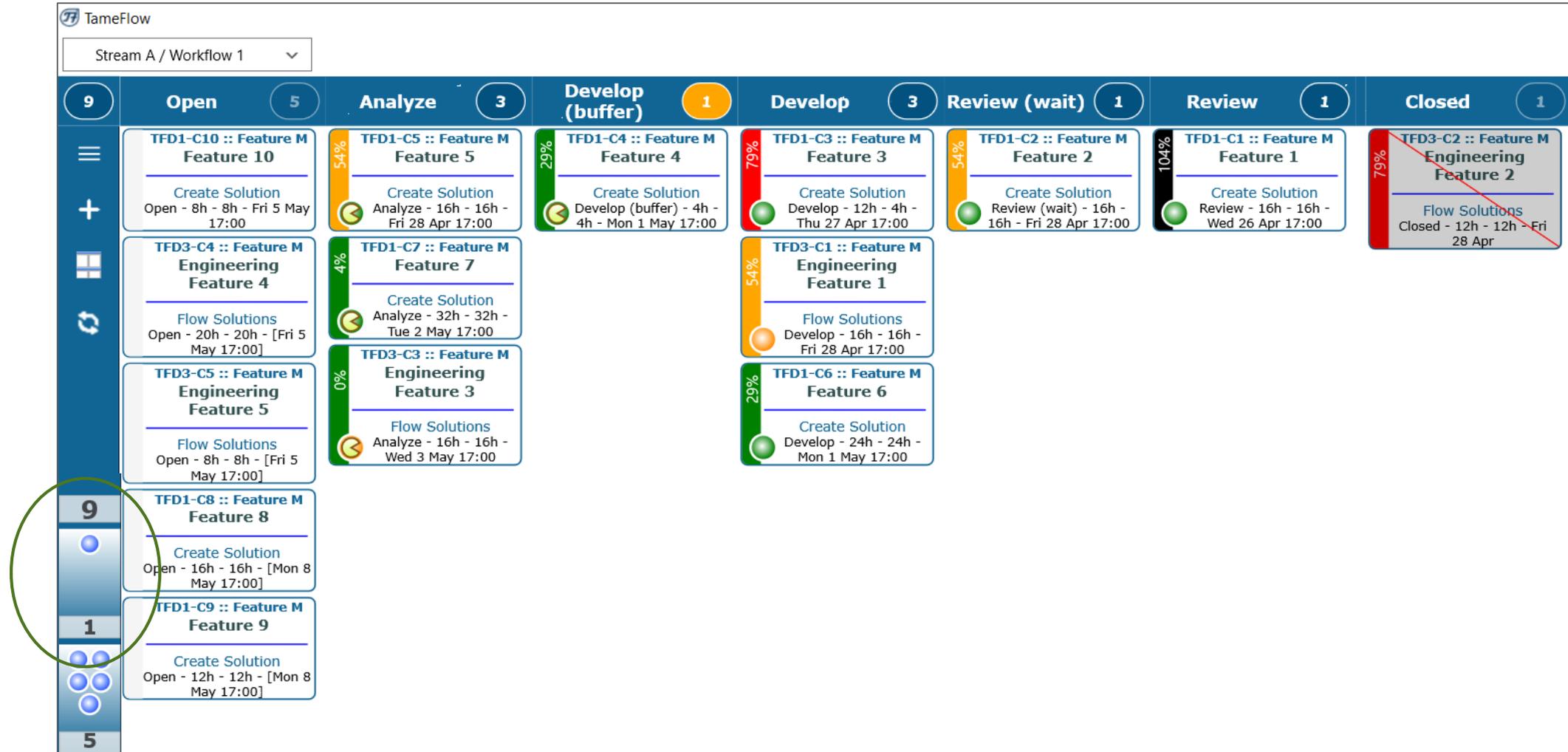**Layer 3 Workpackages Agile & Kanban**

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

LYNX TameFlow

LYNX *TameFlow Task Board*
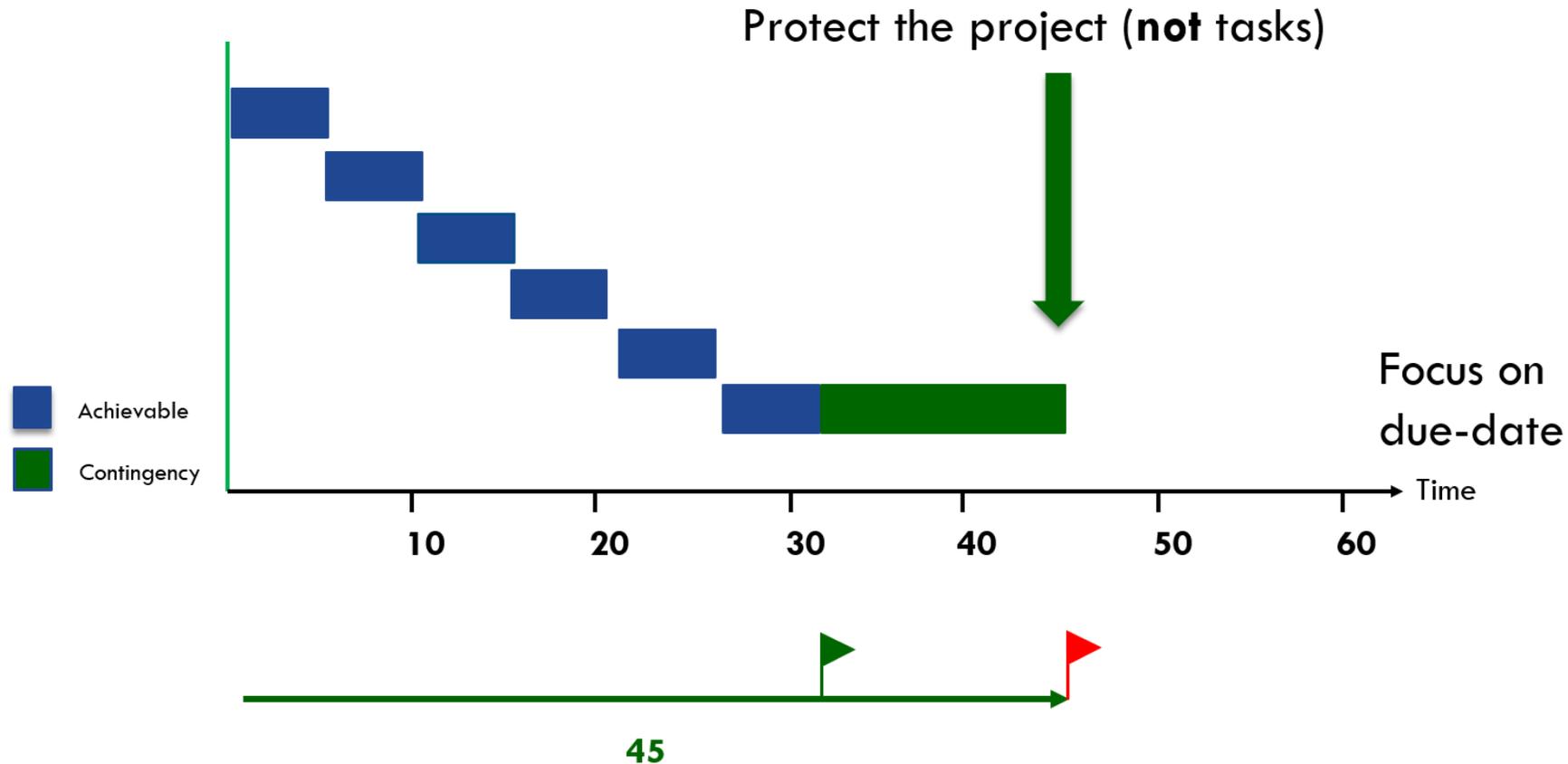## *Layer 3 Integration Example – including Flow Buffer Management*

Pooling of Contingency – Insurance Model
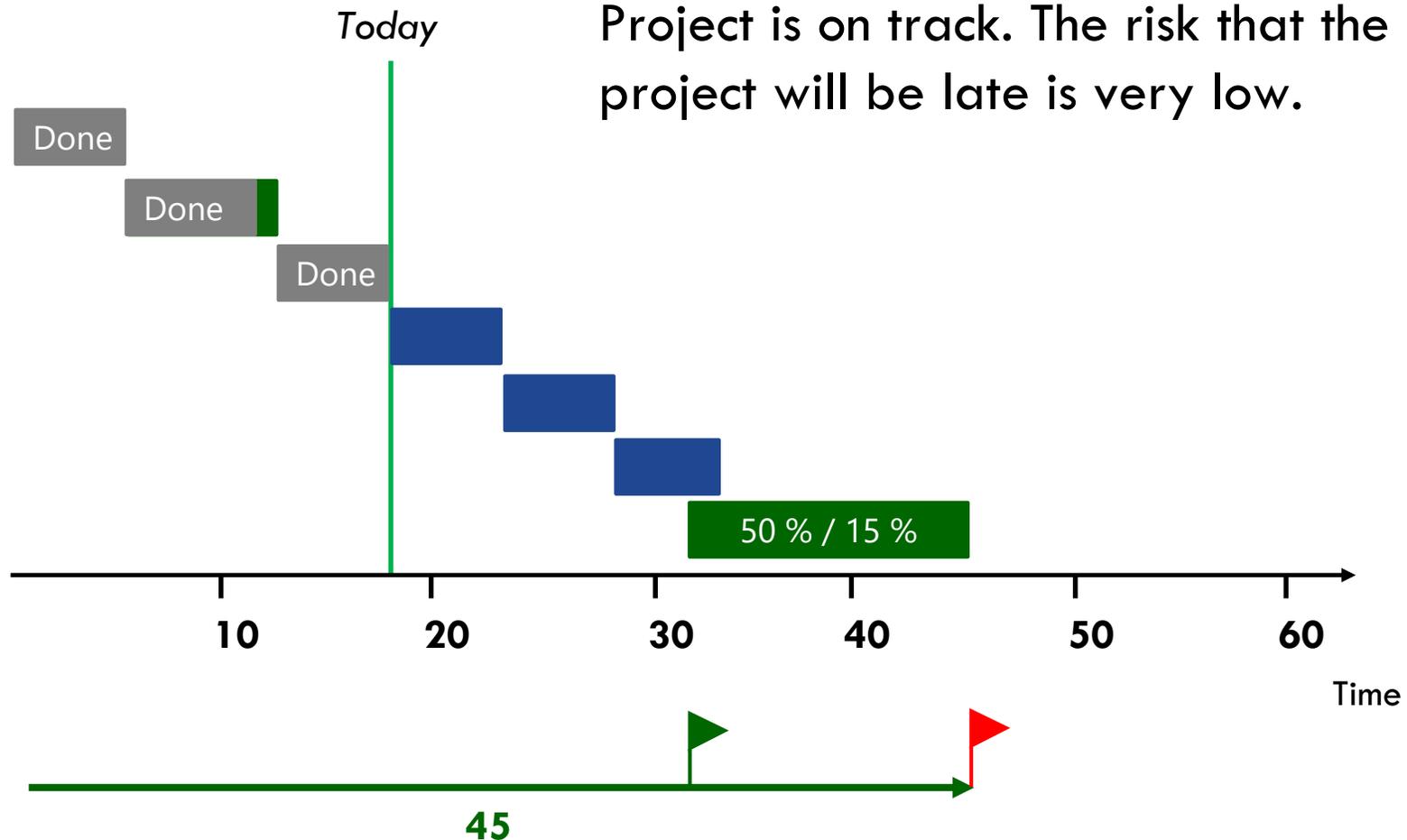## *Buffer Management*

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

Protect the project (**not** tasks)

Focus on due-date

Achievable
Contingency

Time

45

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Green

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

Today

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

Done

Done

Done

50 % / 15 %

10   20   30   40   50   60

Time

45

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

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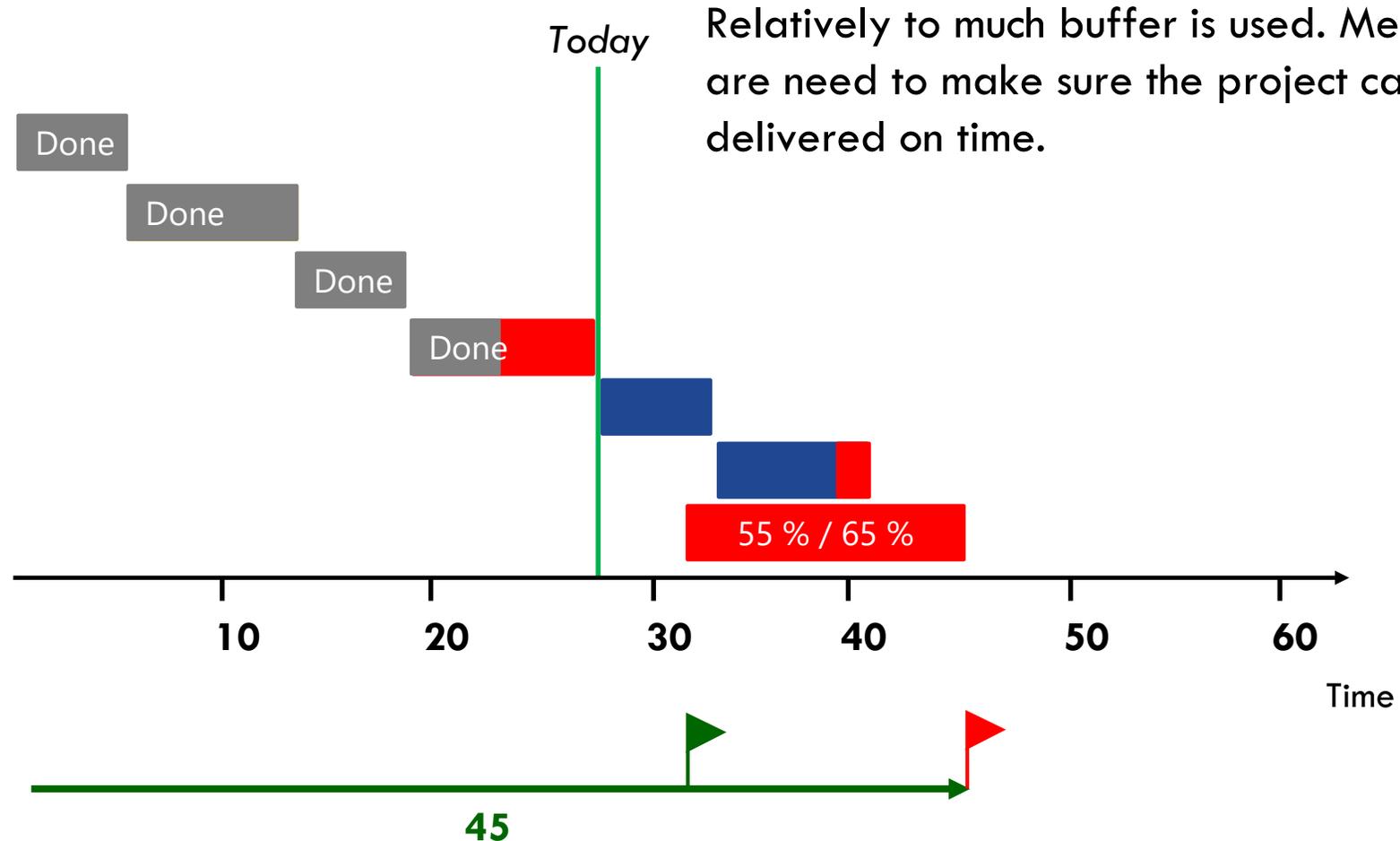
Today

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

Done

Done

Done

Done

55 % / 65 %

10   20   30   40   50   60

Time

45

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

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Buffer Management addresses _**day-to-day**_ resource conflicts
(and prevents (bad) multi-tasking)

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

How to solve the "resource conflict" for Mike?

Manage the Queue !

Execution sequence of the queue for Mike

Today

Today
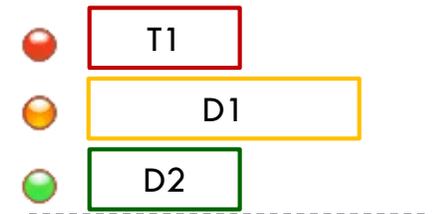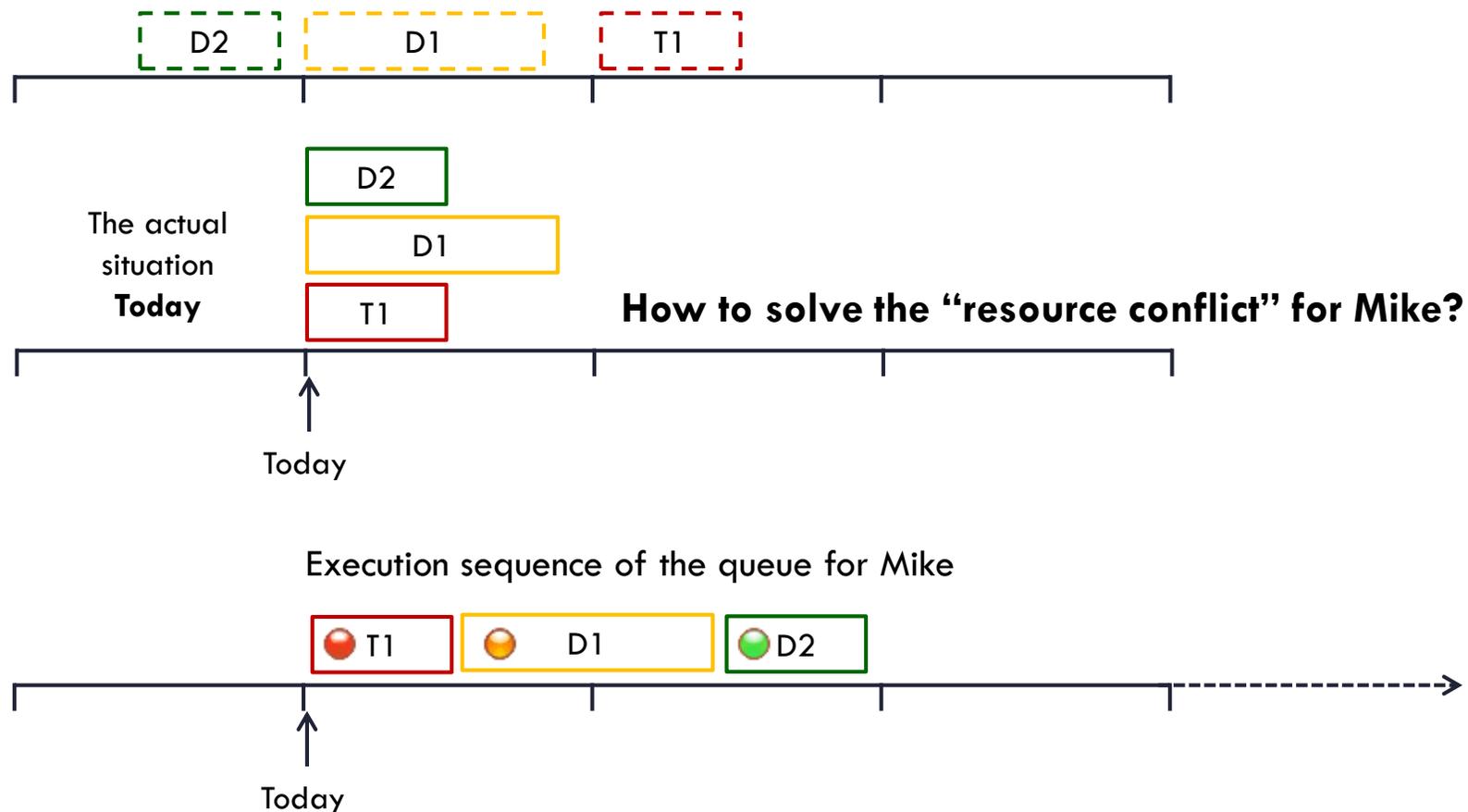
„In **the Autopilot-Modus,** _Resource Managers , Task- and Project managers are supported by_ **Operational Priorities** _for the_ **synchronized execution of their projects**"

What is needed?
Fast-Feedback Loop (ETTC)
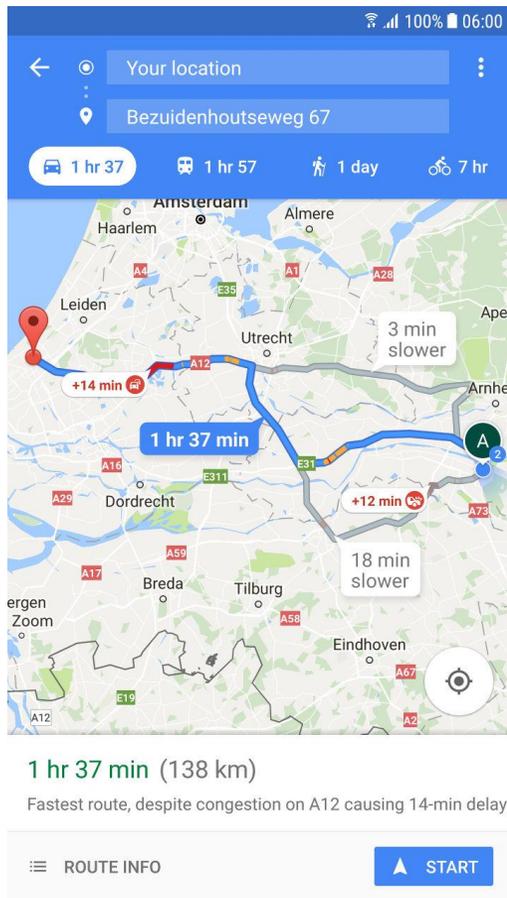
Continuous (frequent) update of the
"**Expected Time to Complete**" for
each **active** task (ETTC)

Flawless handovers:
- Ensure Delivery is complete
- Be Ready-to-Start
  - Good preparation

"To do" List
Sequence from red to green

| My activities | Messages (0) | Project portfolio | Active tasks | Calendar | Configure | Reporting |

Show design packages

Cards >>

ID	Description	Start date	TM	Priority	RTS	Resources
T01-T7	**Review** T1 Notification Project	Today 9:00 [w20]	AC	🔴	Yes	Designer [1 day, not started]
P01-T3	**Review** D1 Product Development	Today 9:00 [w20]	AC	🟠	Yes	System Tester [4 days, not started] Designer [4 days, not started]
P05-T5	**Design Stream 1** D2 Product Development	Fri 12 May 9:00 [w19]	AC	🟢	Yes	Designer [6 days, not started]

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All projects together
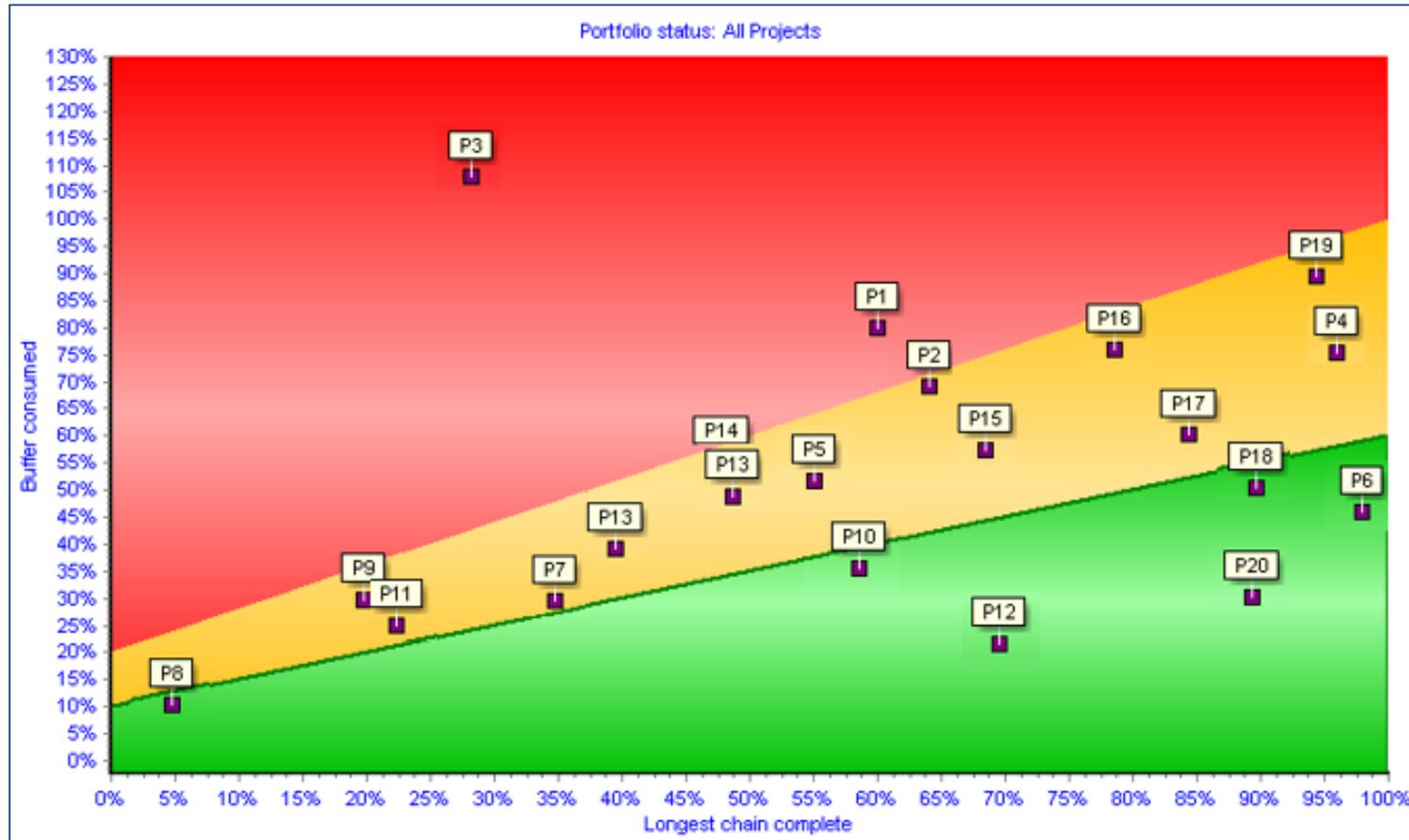
Login and start LYNX

- Update „My Profile"

Login
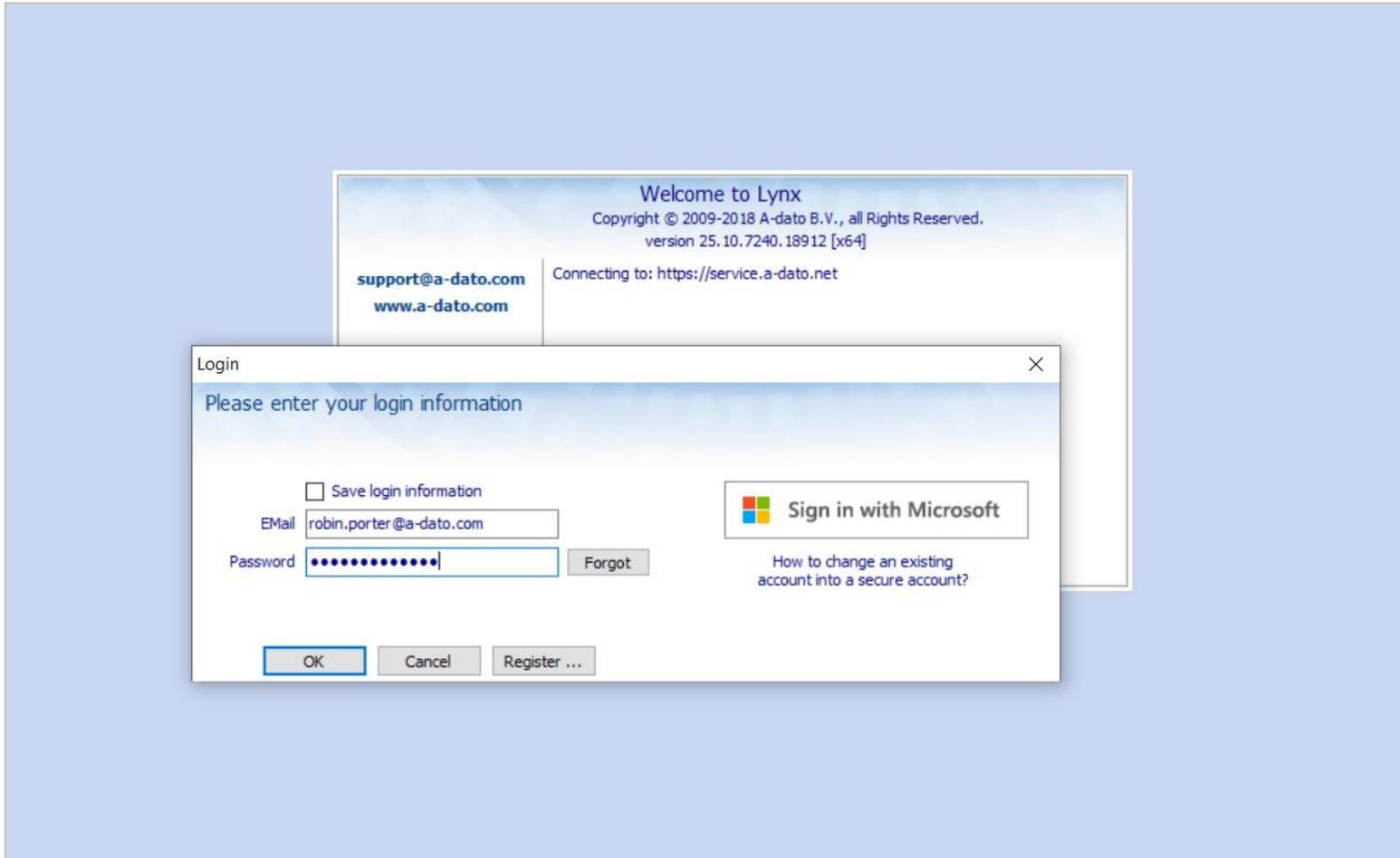
Your first screen is always "My activities"

Before you take of…
Check or Update Your Profile

You can change your password here.

Make sure you have entered your **initials**!

Impersonation settings
Who can represent you? (if Holidays, Training)

Get started with Task Management

"To do" List
Sequence from red to green

Select "My activities"
Manage the task

Refresh

4

My activities | Messages (0) | Project portfolio | Active tasks | Calendar | Configure | Reporting

0

Save!

0

Show design packages

enter your search text   Cards >>

Task details

ID	Description	c/m	TM	Priority	RTS	Resources
D01-T3	**Review** D1 Product Development	c.	AC RP	🔴	**Yes**	System Tester [4 days, not started] Design [4 days, not started]

ID D01-T3

Description Review

Project D1 Product Development

Project manager A-dato Consulting

Scheduled dates Tue 29 Oct 9:00 - Fri 1 Nov 17:00

Milestone constraint n/a

Last update Wed 23 Oct 23:38 by A-dato Consulting

Task manager A-dato Consulting
Robin Porter, LYNX GmbH

Resourcing | Notes (7) | Documents (1) | Custom fields | Working hours
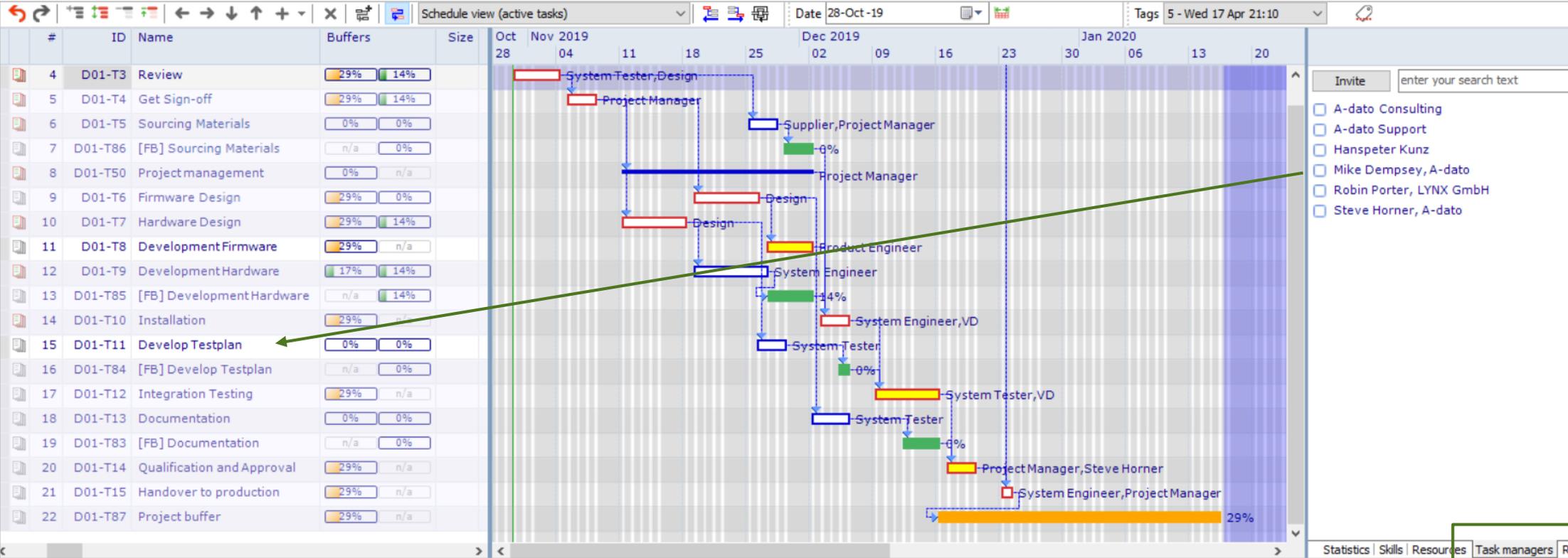
Update all resources:

2 + 3

Status Not started

Ettc 4 days/32h

Please enter the 'expected time to complete' for this task

filter resources

matching resources:

☐ Mike Dempsey

other resources:

☐ A-dato Consulting

☐ Barry Huberts

☐ Carl Brandon

☐ Fabian Cancellara

☐ Jack Morgan

☐ Jane Cole

☐ John Degenkolb

OK   Cancel

Pressing OK will 'hard' assign the selected resource(s) to the task

Design

1

Your role Task manager

Skill Design

Resource(s) No resource assigned

Status Not started

Ettc 4 days/32h

Please enter the 'expected time to complete' for this task

Expected completion Fri 1 Nov 17:00 at 100%

Scheduled duration 4 days (32h)

Updated Wed 23 Oct 23:38 by A-dato Consulting

System Tester

You can control the following:
1. Confirm a resource name
2. Start a task
3. Update progress (Ettc=Estimated time to complete)

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Upcoming tasks

Have a look into the plan

Have a look in the plan

Your Task Manager Assignments
Access to your tasks

Review skill assignments

As TM you can update these values

Add other Task Managers

Delegate Task Management

Open the plan and the Task manager box

Change to "Leading" Task Manager
Move Mike up in the list

Result

Other TM Assignment options
Drag & Drop

Impersonation Mode
Mike Dempsey is taking over tasks of Robin Porter (Temporarily)

Communication

More information

LYNX Notes & Document System

Resource Management Tools

Resource Load Diagram

The All Graph

Shows Resource Load across your resources

Other

- ◘ Debuffered View

- ◘ Reports

- ◘ …

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