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



Visit the LYNX Help Center



Visit the

LYNX HELP CENTER

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



Search (CTRL F)

👪 Mil	e Demps	sey, A-da	to - [Desktop]										_	\Box \times
👪 E	le <u>E</u> dit	<u>W</u> indo	w <u>L</u> anguage <u>H</u> elp											- 8 ×
:	Qh		Q. Q. Q.		85						Advanced sea	arch	×	
	Save all		Open Add Delete	Pr	operties P	rogress chart	Notes Re:	source load			🔍 Find	主 Replace	e	
Sea	ch Stat	us: Rele	ased											×
Mv	activities	Messa	ges (0) Project portfolio Active tasks (Calenc	dar Configu	re Reporting					Find what:		Look for:	
A	lîb Ten	oplates	Show all V Not started V Bologo	ad	Timelin								<all matches=""></all>	
	-0 101	npiaces		eu	I meine		5 -1	The state of College		De la companya de la	Look in:			
	ID	Ref.	Description	РМ	Status	Start	End	Expected finish	ССРМ	Performance 🤝	Entire app	lication	~	
	T-1	Cards	Solution Eng. with subtask cards	AC	Released	Wed 14 Aug	Fri 13 Sep	Mon 16 Sep	clc/cc: 8d/16d pbp/pb: 5d/8d	53% 62%	Case s	ensitive		
			resource hours: 96h remaining: 56h - 58%							Project buffer	U Whole	words only		
	NP01	CC1	NP01 New product development pr	AC	Released	Wed 14 Aug	Fri 17 Jan 2020	Fri 24 Jan 2020	clc/cc: 10d/81d	13%	Use re	gular expres	ssions	
			resource hours: 1072h remaining: 912h - 85%						ppp/pp. 100/400	25% Project buffer				
	D01		D1 Product development project	MD	Released	Sun 1 Sep	Fri 1 Nov	Fri 1 Nov	clc/cc: 0d/15d	0%				
			resource hours: 208h remaining: 208h - 100%						pbp/pb: 0d/7d	0%			Find previous Find next	
										Project buller			Activate filter Find all	





LYNX Workflow Optimization – The Project "Factory"



LYNX TameFlow Task Board

Layer 3 Integration Example – including Flow Buffer Management



<u>Pooling</u> of Contingency – Insurance Model Buffer Management

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





Green

9

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





Red

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



Buffer Management addresses <u>day-to-day</u> resource conflicts (and prevents (bad) multi-tasking)



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



What is needed? Fast-Feedback Loop (ETTC)



▲ START

I ROUTE INFO

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

Mya	activities	Messag	jes (0)	Project p	ortfolio	Active tas	sks (Calendar	Configure	Reporting			
ê	Show d	esign p	ackage	s									😫 🔳 💋 Cards >>
	ID			Descri	ption			Start	date	тм	Priority	RTS	Resources
	т	01-T7	c, Rev T1 Noti	view ification Pr	oject		T	oday 9:	00 [w20]	AC	9	Yes	Designer [1 day, not started]
	P)1-T3	c, Rev D1 Prod	view duct Devel	opment		Т	oday 9:	00 [w20]	AC	0	Yes	System Tester [4 days, not started] Designer [4 days, not started]
	P)5-T5	c , Des D2 Pro	sign Str duct Deve	eam 1	:	Fri 1	2 May	9:00 [w19]] AC	\bigcirc	Yes	Designer [6 days, not started]



All projects together







Login and start LYNX

Update "My Profile"

Login

		Welcome to Lynx Copyright © 2009-2018 A-dato B.V., all Rights Reserv version 25.10.7240.18912 [x64]	ed.
	support@a-dato.com www.a-dato.com	Connecting to: https://service.a-dato.net	
.ogin			×
.ogin Please en	er your login information	Sign in with Micro	×



Your first screen is always "My activities"





Before you take of... Check or Update Your Profile

earch Status: Show all		1					
y activities Messages (0) Project por	tfolio Active tasks Calendar Configure ◇ Objects Calendars Calendars Calendars Calendars Calendars Configure Calendars Calendars Calendars Calendars	S Introduction This is the first t First name Last name Initials	me you run Lynx, please spe Mike Dempsey MD ✓ Please keep me informed i <i>A-Dato occasionally sends</i>	Welcome to Lynx cify the following information Company name A-d Email address mike about new developments with Lynx out a newsletter with the latest up to the informed With will news open	ato e.dempsey@kaikes.com Change password	You can ch password	nange your here.
Ma hav you	ke sure you re entered pr initials !	Your roles You can ha Role	3rd parties. ve different roles, this list sh	ows all roles assigned to you. Space owner			



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

/elcome to Lynx	
ntroduction	
his is the first time you run Lynx, please spec	y the following information
First and Robin	Company (VAIV Config
First name Robin	
Last name Porter	Email address robin.porter@kaikes.com
Initials RP	Change password Secure login
Please keep me informed about	t new developments with Lynx
A-Dato occasionally sends out	a newsletter with the latest updates about our products. This
3rd parties.	ay informed, we will never share any or your personal information with
Impersonations Roles Jira integration	
Impersonations	
Users	Users allowed to impersonate this user
A-dato Support	
Barry Huberts	>>
carl.brandon@a-dato.net	<<
Hanspeter Kunz	Mike Dempsey, A-dato
Steve Horner, A-dato	
Sven Cramer, A-dato	
Ulrike Müller, Medicon	





"To do" List Sequence from red to green

My a	ctivities	Messages	; (0) Project p	ortfolio	Active tasks	Calendar	Configure	Reporting			
è	Show de	esign pac	kages								😂 🔳 🖉 Cards >
	ID		Descri	ption		Start	date	ТМ	Priority	RTS	Resources
	то	1-T7 <u>c</u>	, Review L Notification Pr	oject		Today 9:	00 [w20]	AC	9	Yes	Designer [1 day, not started]
	PO	1-T3 <u>c</u> D:	, Review 1 Product Devel	opment		Today 9:	00 [w20]	AC	0	Yes	System Tester [4 days, not started] Designer [4 days, not started]
	PO	5-T5 <u>c</u>	Design Stro Product Deve	eam 1 lopment	Fr	i 12 May 9	9:00 [w19]	AC	0	Yes	Designer [6 days, not started]



Select "My activities" Manage the task



- 2. Start a task
- 3. Update progress (Ettc=Estimated time to complete)



Upcoming tasks

😹 Robin Porter,	LYNX GmbH - [Desktop] Window Language Help	10.0					Status filter:
My activities	Messages (0) Project portfolio	Active tasks Cale	ndar	Configu	ure Repo	orting	Show all Show active tasks Show started tasks
Show desi	gn packages				ente	er your	r search text 😫 🗃 🧭 🤇 😂 Restore default view
ID	Description	Scheduled start	c/m	TM	Priority	RTS	Resources
D01-T	8 Review D1 Product Development	Tue 29 Oct 9:00	<u>c</u>	AC RP	0	Yes	System Tester [4 days, not started] Design [4 days, not started]
D01-T	B Development Firmware D1 Product Development	Tue 26 Nov 9:00	<u>c</u> ,	RP	0	No	Product Engineer [4 days, not started]
D01-T1	Develop Testplan	Mon 25 Nov 9:00		RP	0	No	System Tester [4 days, not started]
T01-T1	5 Handover T1 Notification Project	Mon 18 Nov 9:00	сщ	RP	0	No	System Engineer [8 days, not started] VD [8 days, not started]





Have a look in the plan

Show	design package	s				en	ter your search text 🛛 🗱 🖉 🏭 Cards >>	Task details	~ '
	ID	Description	c/m	тм	Priority	RTS	Resources	ID D01-T3	
	D01-T3	Review	<u>_</u>	AC	0	Yes	System Tester [4 days, not started]	Description Review	
		D1 Product Development		RP	-		Design [4 days, not started]	Project D1 Product Development	
		CLICK						Project manager A-dato Consulting	
		HERE						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 C	Consultin
								Robin Porter, LYNX GmbH	
								Resourcing Notes (7) Documents (1) Custom fields Workin	ng hours
								Update all resources:	
								Status Not started	~
								Please enter the 'expected time to	-
								complete' for this task	
								Design	
								Your role Task manager	
								Skill Design	
								Resource(s) No resource assigned	
								Status Not started	\sim
								Ettc 4 days/32h	▲ ▼
								Please enter the 'expected time to complete' for this tack	
								Expected completion Fri 1 Nov 17:00 at 100%	
								Scheduled duration 4 days (32h)	
								Undated, Wed 23 Oct 23:38 by A-data Consu	lting



Your Task Manager Assignments Access to your tasks

26



👩 a-dato

Review skill assignments

27

👪 Fi	le E	Edit View	Project Wir	ndow Language	Help						1	_ 5 >
Car	la vier	w Prin	t Resource	e load Properties							Filter enter your	search text 🗙 🏹 🔛
5	3	*= 1= -=	;= ← →	• ↓ ↑ + -	× 😫 😝 Sd	nedule view		✓ 2 → 母 Date 04-Nov-19	9 🔲 🕶		Tags 5 - Wed 17 Apr	21:10 ~ 🧷
	#	ID	Name		Buffers	Size Prj duration	Nov 2019 04 11 1	Dec 2019 18 25 02 09 16 2	Jan 2020 23 30 06 13	20 27		
D	4	D01-T3	Review		25% 14%	[4 days]	stem Tester, Dr	esign		^	Property	Value
	5	D01-T4	Get Sign-off		25% 14%	[4 days]	📛 Project Mar	nager			Project start	Mon 28 Oct
	6	D01-T5	Sourcing Ma	terials	0% 0%	[4 days]		Supplier, Project Manager			Calculated start	Tue 29 Oct 9:00
	7	D01-T86	[FB] Sourcir	ng Materials	n/a 0%	[2 days]		-0%			Calculated finish	Mon 23 Dec 17:00
D	8	D01-T50	Projectman	agement	0% n/a	[16 davs]	*	Project Manager			Due date	Thu 16 Jan 2020
	9	D01-T6	Firmware D	esian	25% 0%	[6 days]	4	Design			Due date performan	ce 18 days early
	10	D01-T7	Hardware D	asign	25%) 14%	[6 days]					Shortest path	37 days
	10	D01-17	Davalare D	esign		[0 days]		sign			Critical chain	48 days
	11	D01-18	Developmen	htFirmware	23% n/a	[4 days]					Project buffer	24 days
61	12	D01-T9	Developmen	ntHardware	12% 14%	[7 days]	C	-System Engineer			Current longest cha	in 40 days
	13	D01-T85	[FB] Develo	pment Hardware	n/a 14%	[3,5 days]		14%			Longest chain comp	1. 7%
	14	D01-T10	Installation		25% n/a	[4 days]		📥 🛱 System Engineer,	VD		Curr. longest chain	gap
	15	D01-T11	Develop Tes	tplan	0% 0%	[4 days]		System Tester			Critical buffer	Project buffer
	16	D01-T84	[FB] Develo	p Testplan	n/a 0%	[2 days]		≧ - \$%			Buffer consumed	25%
	17	D01-T12	Integration	Testing	25% n/a	[6 days]		-System To	ester,VD	~	Feeding chain	40 days
¢.						>	۲.			>	Statistics Skills Reso	ources Task managers Resource 🔳
1 83		4	D01-T3	Review				1				
Tas	k sta	tus	start group	Messages (0) Ge	neral Staging Const	raint Dates Resource r	quirements Der	endencies Custom fields Visual Trac	king Workpackage Burn u	in graph		
۲	Not st	tarted		Requirements (edit			, Dep	Add column to taskist Team m	embers	P gidpit		
0	Starte	ed		Resource/S	, Skill	Estimated t	me Units S	tatus Estimated tin Skill	Resource Units		Visib	le on My Activities page?
Õ	Compl	leted		S: System	Tester [*Steve Horn	er:16hl 4 days	32h 50% N	lot started	21110			
0	Pause	ed		C Desire [Mile Democry 201	al days/	20 100% N	lat started				
0	Abort	ed		S: Design[mike Dempsey:32	1] 4 days/	20 100% N	iou started				
											Update	d:
\checkmark	Ready	v to start?						Team car	nnot he set, skill is not a team	n	Tue 25	Sep 2018 17:31 by A-dato Consulting

these values





Add other Task Managers

Delegate Task Management

Open the plan and the Task manager box

👪 File	Edit Vi	/iew Project W	indow Language	e Help										- 8 ×
Sa	e Ca	Cards view Pr	int Resource la	ad Properties							Filter ent	er your searc	h text	× 🛛 🔛
50	- TE 1		→ ↓ ↑ + -	× 📽 尾 s	hedule view	w (active tasks)	~ 🔁 📑 🖶	Date 28-Oct -19		Tag	s 5 - Wed 17	Apr 21:10	~ <i>Q</i>	
	#	ID Name		Buffers	Size	Oct Nov 2019	14.0	Dec 2019		Jan 2020		122		
D	4 D01	1-T3 Review		29% 14%		28 04 11	.Design	02 09 1	16 23	30 06	13	20	Turte anter your conrect toyt	~
D	5 D01	1-T4 Get Sign-o	ff	29% 14%		Project N	lanager						Invite enter your search text	~
	6 D01	1-T5 Sourcing N	laterials	0% 0%			-	Supplier, Project Manager			1991111		A-dato Consulting	
	7 D01-	T86 [FB] Source	ing Materials	n/a 0%				-q%					Hanspeter Kunz	
	8 D01-	T50 Project ma	nagement	0% n/a		<u>+</u>		- Froject Manager					Mike Dempsey, A-dato	
	9 D01	1-T6 Firmware I	Design	29% 0%				sign					Robin Porter, LYNX GmbH	
	0 D01	1-T7 Hardware	Design	29% 14%		Č==							U Steve Horner, A-dato	
	1 D01	1-T8 Developm	ent Firmware	29% n/a			Ľ.	Froduct Engineer	Talanaa					
	2 D01	1-T9 Developm	ent Hardware	17% 14%			È p	ystem Engineer	laskmanage	er editor			×	
	3 D01-	T85 [FB] Deve	opment Hardware	n/a 14%				14%	Project use	rs	Invite	A	ssigned taskmanagers	
	4 D01-	T10 Installation	1	29% n/a				- Sys tem Engine	eer,VD A-dato (Consulting			Robin Porter, LYNX GmbH	
	5 D01-	T11 DevelopT	estplan	0% 0%			<u> </u>	System Tester	A-dato S	Support				
	6 D01-	T84 [FB] Devel	op Testplan	n/a 0%				0% -	Hanspet	er Kunz				
	7 D01-	T12 Integration	Testing	29% n/a					Syster Mike De	mpsey, A-dato				
	8 D01-	-T13 Document	ation	0% 0%				-System-Tester	Steve H	orner, A-dato				
	9 D01-	T83 [FB] Docur	nentation	n/a 0%					-9%					
	0 D01-	T14 Qualificatio	on and Approval	29% n/a										
	1 D01-	TR7 Designt but	to production	29% n/a										
- LL -	2 001-	-167 Project bu	rer	2378 N/a				/ *						
<					>	<							Close	rs Resource
√ 🕄	4	D01-T3	Review			r				_				
Task	status	start group	Messages (0)	General Staging Cons	traint Dat	es Resource requirements D	Dependencies Custom fi	elds Visual Tracking Work	package Burn up gra	ph				
	t started		Duration	[4 days]	[Auto complete	Task manage	r(s)	Commer	nt				2206685
Oc	moleted		ETTC			Updated: n/a	Robin Porter,	LYNX GmbH	¥				<i>in</i> .	
OPa	used		Priority	500	*	Rollup			TM					
OAL	orted		Tasktype	Normal	~	Fixed duration								
	adv to star	rt2	() () () () () () () () () ()			✓ Critical chain task? ✓ On current longest chain?	Add column to th	sklist					~	
K	auy to star	1.61					Mud column to ta	<u>ania t</u>						



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

Priority 500

Tasktype Normal

Paused

Aborted

Ready to start?

1	8	D01-T13	Documentat	tion	0%	196						System-T	ester						
a -	20	D01-T14	Qualification	and Approval	29% r	1/a							Pro	ect Manager,S	Steve Ho	rner			
2	1	D01-T15	Handover to	production	29% r	i/a								System Eng	ineer,Pr	oject Mana	ager		
2	2	D01-T87	Project buff	er	29% r	ı/a							G <mark>.</mark>				29%	~	
							> <											>	Statisti
18		4	D01-T3	Review															
Task	stat	tus	<u>start group</u>	Messages (0)	General Staging	Constraint	Dates Resource	e requirem	ents De	ependencies	Custom f	elds Visual Tracking	Workpackage E	urn up graph					
No	t sta	arted 4		Duration	[4 days]		Auto comp	ete		Tasl	c manage	er(s)	L	Comment					
000	mole	ted		ETTC			Updated: r	1/a ad		Robi	n Porter,	LYNX GmbH	X						
OPa	used	1		Priority	500	* *	Rollup			Mike	Dempse	y, A-dato	IM	ノ г	٦				
⊖ Ab	orte	d		Tasktype	Normal	\sim	Fixed dura	tion											
Re	ady	to start?					On current	longest ch	ain?	Add co	olumn to ta	<u>sklist</u>							
											_				5				
				🖌 🕄	4	D01-T3	Review												
				Task st	tatus	tart group	Messages (0)	General	Staging	Constraint	Dates	Resource requirements	Dependencies	Custom fields	Visual	Tracking	Workpackage	Bur	rn up graph
				Not	started		Duration	[4 days]			A	uto complete	Tas	k manager(s)				2	Comment
				⊖ Star	ted		FTT				U	pdated: n/a	Mike	Dempsey, A	dato			×	
				Com	pleted		EIIG	·			A	uto expand						Ба	

Rollup Fixed duration

Critical chain task? On current longest chain?



IΜ

Robin Porter, LYNX GmbH

Add column to tasklist

Result





Other TM Assignment options Drag & Drop





Impersonation Mode

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

🔛 Mike Demps	sey, A-dato - [Desktop]							×
<u>ine E</u> dit	Window La	nguage <u>H</u> elp				IMPERSO	NATIO	N MODE (ROBIN PORTER)	- 6
My activities	Messages (() Project portfolio Active	e tasks Ca	lendar Configure Repo	ortina				
🖨 Show des	sign packages							enter your search text (🗮 🕼 Gards >>	Task details 🔗 🤊
	ID	Description	c/m	Start date	тм	Priority	RTS	Resources	ID D01-T3
	D01-T3	Review	<u> </u>	Wed 30 Oct 9:00 [w44]	MD	0	Yes	System Tester [4 days, not started]	Description Review
		D1 Product Development			RP			Design [4 days, not started]	Project D1 Product Development
-									Project manager A-dato Consulting
									Scheduled dates Wed 30 Oct 9:00 - Mon 4 Nov 17:00
				Ir	nnerso	nate user		×	Last undate Tue 29 Oct 22:34 by Robin Porter
					nperso				Task manager Mike Dempsey, A-dato
					Select	user to impe	rsonate:		Robin Porter, LYNX GmbH
					Robin	Porter		Clear	Resourcing Notes (1) Documents (1) Custom fields Working hours
					RODI	Porter			Update all resources:
					_			OK Close	Status Not started V
									Ette 4 days/22b
									Please enter the 'expected time to
									complete' for this task
									Design
									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.





Communication

More information

LYNX Notes & Document System

Show design packages							enter your search text 🛛 😫 💋	🔓 Cards >>	Task details 🛛 🔗
ID	Description	Scheduled start	c/m	тм	Priority	RTS	Resources		ID D01-T3
D01-T3	B Review D1 Product Development	Wed 30 Oct 9:00	<u> </u>	MD RP	9	Yes	System Tester [4 days, not started] Design [4 days, not started]		Project D1 Product Development
									Project manager A-dato Consulting
									Milestone constraint n/a
									Last update Tue 29 Oct 22:34 by Robin Porter
									Task manager Mike Dempsey, A-dato Robin Porter, LYNX GmbH
									Resourcing Notes (7) Documents (1) Custom fields Working hours
								$\left(\right)$	🔂 enter your search text 🛛 👔
									Filter: show all
									Issue Robin Porter, LYNX GmbH Wed 30 Oct 7:29 problem: Delay of delivery of parts solution: Now sent by courier
									Type Issue Delay of delivery of parts



Resource Management Tools

Resource Load Diagram

😹 File Edit Win	dow Lang	uage Help											
Save all	Open 2	Add Delete Prop	Verties Progress chart Notes Resource load										
Search Status: R	eleased												
My activities Me	sages (0)	Project portfolio Active tasks Calendar	r Configure Reporting										
🚖 🕅 Template	is 🏹 Shoi	w all 🛛 🍟 Not started 🌾 Released	Multi-project resource load information — 🗆 🗙										
ID	Domain	Description	📴 Options 🛅 🗛 🎎 🏄 🧏 Show load early										
T01	Mountain	T1 Notification Project	Range 🖀 Project Week 4 weeks Quarter 6 Months Year Other 🗒										
		resource hours: 416h remaining: 400h - 96%	FILTER Resource Mgr. Skill Product Group Seniority Location Partner										
D01	Road	D1 Product Development	Reload all none none none										
		resource hours: 854h remaining: 790h - 92%	Resources (14): A-dato Consulting, Barry Huberts, Carl Brandon, Fabian Cancellara, Jack Morgan, Jane Cole, John Degenkolb, Mike Dempsey, Rick Jackson, Robin Porter Total work: 2750h 24m Projects: 3 Tasks: 46 T1 Notification Project 400h										
D02	Road	D2 Product Development	Oct Nov 2019 Dec 2019 Jan 2020 Feb 2020										
		resource hours: 1648h remaining: 1560h - 94%	28 04 11 18 25 02 09 16 23 30 06 13 20 27 03 10 Image: Solve So										
			2 096 2 096 1 Resource: Mike Dempsey										
			Product engineer Average: 70% work: 356h/ 0h Unallocated: 150h 11 Notification Project: son Average load: 17% (a) 200% 100% 100% 1										
			Resource: Fabian Cancellara Image: Project Manager Average: 98% Work: 374h 24m/ 0h Unallocated: 9h 36m (cross skill: 144h) Image: State										
			Purchasing Average: 1% Work: 24h/ 0h Unallocated: 2616h T1 Notification Project: 0h Average load: 0% 100% 0% Resources: None										
			Supplier Average: 21% Work: 112h/ Oh Unallocated: 416h T1 Notification Project: 0h Average load: 0% 100% < Resource load /Resource gantt/										



The All Graph







Other

- Debuffered View
- Reports

• ...

