

LYNX HTML REPORTING

Overview and Explanation – LYNX Standard Reports

A-dato

High Performance Delivered

LYNX Standard Report Set (HTML)

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A. Operational Progress Reports

- ▣ Critical Penetrating Tasks
- ▣ Tasks without progress
- ▣ Task Progress by Task Manager
- ▣ Task Progress by User
- ▣ Task Progress by Project

B. Portfolio and Project Reports

- ▣ Portfolio Status
- ▣ Portfolio Overview
- ▣ Project Overview
- ▣ Project Status
- ▣ Task Overview

C. Flow Monitoring Reports

- ▣ Continuous Flow Diagram
- ▣ Flow Diagram (by Skill)
- ▣ Flow WIP Diagram (by Skill)

D. Resource Load Reports

- ▣ Resource WIP Management
- ▣ Scheduled Intervals by Month

E. Miscellaneous

- ▣ Task Checklist
- ▣ Notes Report

Additional Reports Library (on request)

(Customer Specific)

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- Flow:
 - WIP Diagram by Resource Manager
 - WIP Management by Resource Manager
 - Flow Diagram by Resource Manager
 - Work-in-Progress Trendline (Resource Load Diagram)
- Buffer Analysis:
 - Skills adding most buffer
 - Skills with most impact on remaining durations
- Portfolio:
 - Deadline Checklist (export to CSV)
 - Deadline Updates (export to CSV)
 - Userlist (Export to CSV)
- Costs and Time Tracking:
 - Time Sheets
 - Project Budget and Actuals

Customer Specific Reports are available in a special customer folder.

The LYNX HTML Editor allows users and customers to create their own reports – see special manual.

Where to start and how to get focus?

A recommendation for the initial report set

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- ▣ Once per week management reviews projects with progress issues:
 - ▣ Multi-Project Feverchart
 - ▣ Critical Penetrating Task Report
- ▣ Review of (started) tasks that did not achieve any progress
 - ▣ Tasks Without Progress Report
- ▣ Regular monitoring of the Flow-Trends per report group
 - ▣ Flow Diagram
 - ▣ WIP Diagram
 - ▣ Cumulative Flow Diagram
- ▣ Monitoring of Progress Update Timeliness
 - ▣ Task Progress by Task Manager

Definitions

LYNX Portfolio View – CCPM Priority

Filters and Sorting

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My activitiesMessagesProject portfolioActive tasksCalendarCor

TemplatesShow allNot startedReleasedBuffers

Show most critical buffer

Show most critical buffer

Show earliest buffer

Show project buffer

Show all buffers (most critical first)

Show all buffers (earliest to latest)

	Status	Start	End	Expected finish	CCPM	Performance
2017-C	Released	Thu 21 Sep	Sun 31 Dec	Wed 27 Dec	mlc/mc: 2d/4d mbp/mb: 1,8d/2d	<div><div>50%</div><div>88%</div><div>3 - Details #A</div></div>
2017-C	Released	Fri 26 May	Sun 31 Dec	Thu 28 Dec	mlc/mc: 2d/8d mbp/mb: 1,8d/4d	<div><div>25%</div><div>44%</div><div>Milestone buffer</div></div>
2017-1	Released	Mon 4 Sep	Fri 22 Dec	Mon 25 Dec	clc/cc: -1,5d/11d pbp/pb: 0d/6d	<div><div>-14%</div><div>0%</div><div>Project buffer</div></div>
2017-C	Released	Mon 3 Jul	Fri 29 Sep	Tomorrow	clc/cc: 22d/23d pbp/pb: 9d/12d	<div><div>96%</div><div>75%</div><div>Project buffer</div></div>
2017-1	Released	Mon 4 Sep	Fri 22 Dec	Fri 22 Dec	mlc/mc: 0d/4d mbp/mb: 0d/2d	<div><div>0%</div><div>0%</div><div>1 - Abgabe Trocknu</div></div>
2017-1	Released	Thu 3 Aug	S			
2016-1	Released	Mon 4 Sep				
		Mon 24 Jul	S			
		Wed 19 Oct 2016				
		Sep	S			

Project or Milestone Buffer with the highest CCPM Priority

Hoover over the buffer to see the CCPM Priority and Due date (deadline)

This list is VERTICALLY sorted by the CCPM priority of the Most Critical Buffer within each projectss)

HORIZONTAL SORTING is applicable when a project has multiple buffers (1 Project buffer and 1 or multiple Milestone buffers).

Filter	Default Sequence (vertical)	Alternative sequence (vertical)
Show most critical buffer (default)	Sort by priority	No
Show earliest buffer	Sort by priority	Sort by deadline
Show project buffer	Sort by priority	No
Show all buffers (most critical first)	Sort by priority	No
Show all buffers (earliest to latest)	Sort by priority	Sort by deadline

Show all buffers (earliest to latest) - Horizontal →

Sort by priority - Vertical ↓

Templates Show all Not started Released Buffers Show all buffers (earliest to l Sort by priority Timeline										
ID	End	Expected finish	CCPM	Performance						
2017-110	Fri 23 Feb 2018	Fri 16 Feb 2018	mlc/mc: 1d/4d mbp/mb: 3,4d/2d	<div><div>25%</div><div>171%</div></div>	<div><div>0%</div><div>133%</div></div>	<div><div>0%</div><div>0%</div></div>	<div><div>0%</div><div>0%</div></div>	<div><div>34%</div><div>0%</div></div>		
2017-096	Sun 31 Dec	Fri 29 Dec	mlc/mc: 0d/4d mbp/mb: 2,3d/2d	<div><div>0%</div><div>112%</div></div>	<div><div>0%</div><div>0%</div></div>					
2017-121	Fri 22 Dec	Fri 22 Dec	mlc/mc: 0d/4d mbp/mb: 2,3d/2d	<div><div>0%</div><div>112%</div></div>	<div><div>0%</div><div>0%</div></div>					
2017-045	Sun 31 Dec	Wed 27 Dec	mlc/mc: 2d/4d mbp/mb: 1,8d/2d	<div><div>50%</div><div>88%</div></div>	<div><div>57%</div><div>0%</div></div>					
2017-019	Sun 31 Dec	Thu 28 Dec	mlc/mc: 2d/4d mbp/mb: 1,3d/2d	<div><div>50%</div><div>62%</div></div>	<div><div>25%</div><div>44%</div></div>	<div><div>17%</div><div>0%</div></div>	<div><div>15%</div><div>0%</div></div>			
2017-115	Fri 22 Dec	Mon 25 Dec	mlc/mc: 0d/4d mbp/mb: 0d/2d	<div><div>0%</div><div>0%</div></div>	<div><div>0%</div><div>0%</div></div>	<div><div>0%</div><div>0%</div></div>	<div><div>-14%</div><div>0%</div></div>			
2017-055	Fri 29 Sep	Tomorrow	clc/cc: 22d/23d pbp/pb: 9d/12d	<div><div>96%</div><div>75%</div></div>						
2017-114	Fri 22 Dec	Fri 22 Dec	mlc/mc: 0d/4d mbp/mb: 0d/2d	<div><div>0%</div><div>0%</div></div>	<div><div>0%</div><div>0%</div></div>	<div><div>6%</div><div>0%</div></div>				
2017-105	Sun 31 Dec	Fri 29 Dec	mlc/mc: 0d/6d mbp/mb: 0d/3d	<div><div>0%</div><div>0%</div></div>	<div><div>0%</div><div>0%</div></div>					
2016-178	Fri 22 Dec	Fri 22 Dec	mlc/mc: 2,5d/7d mbp/mb: 0d/4d	<div><div>38%</div><div>0%</div></div>	<div><div>38%</div><div>0%</div></div>	<div><div>0%</div><div>0%</div></div>				
2017-087	Sun 31 Dec	Wed 27 Dec	mlc/mc: 4,5d/9d mbp/mb: 0d/5d	<div><div>53%</div><div>0%</div></div>	<div><div>36%</div><div>16%</div></div>	<div><div>27%</div><div>20%</div></div>	<div><div>26%</div><div>0%</div></div>			

Hoover over any b
date (deadline) on

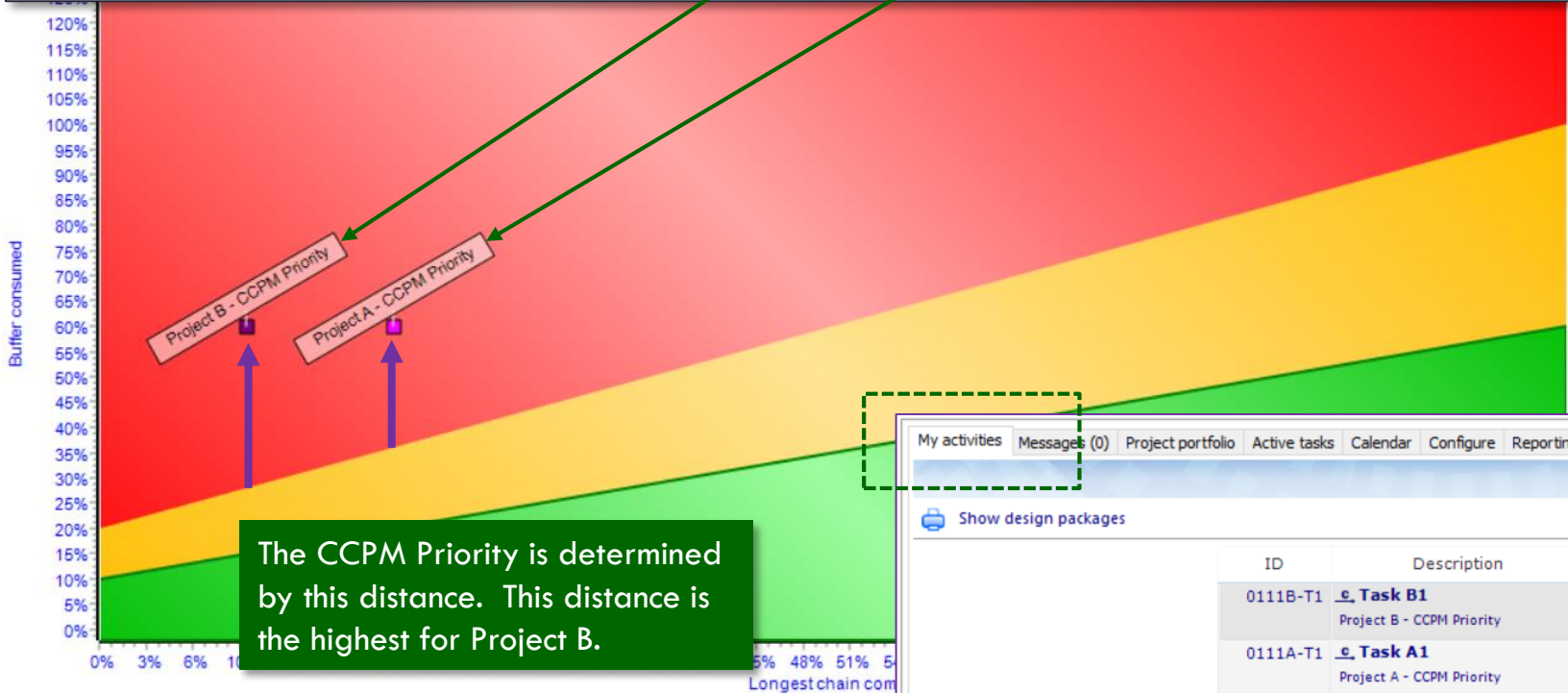
Hoover over any buffer to see due date (deadline) and CCPM Priority

Understanding CCPM Priority

Project B has the highest CCPM Priority
60 % Buffer Penetration may not equal 60 %

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ID	Ref.	Description	Status	Start	End	Expected finish	CCPM	Performance
0111B		Project B - CCPM Priority	Released	Today	Thu 17 Nov	Tue 22 Nov	clc/cc: 1d/10d pbp/pb: 3d/5d	<div><div></div>10%</div> <div></div> 60%
resource hours: 0h remaining: 0h - 0%								
0111A		Project A - CCPM Priority	Released	Today	Wed 16 Nov	Fri 18 Nov	clc/cc: 2d/10d pbp/pb: 3d/5d	<div><div></div>20%</div> <div></div> 60%
resource hours: 0h remaining: 0h - 0%								



The CCPM Priority is determined by this distance. This distance is the highest for Project B.

My activities Messages (0) Project portfolio Active tasks Calendar Configure Reporting					
Show design packages					
ID	Description	Start date	Deadline	TM	Priority
0111B-T1	<u>Task B1</u> Project B - CCPM Priority	Mon 31 Oct [w44]		AV	<div></div>
0111A-T1	<u>Task A1</u> Project A - CCPM Priority	Mon 31 Oct [w44]		AV	<div></div>

Also in the Task List Task B1 is put on top of the list, having the highest CCPM Priority.

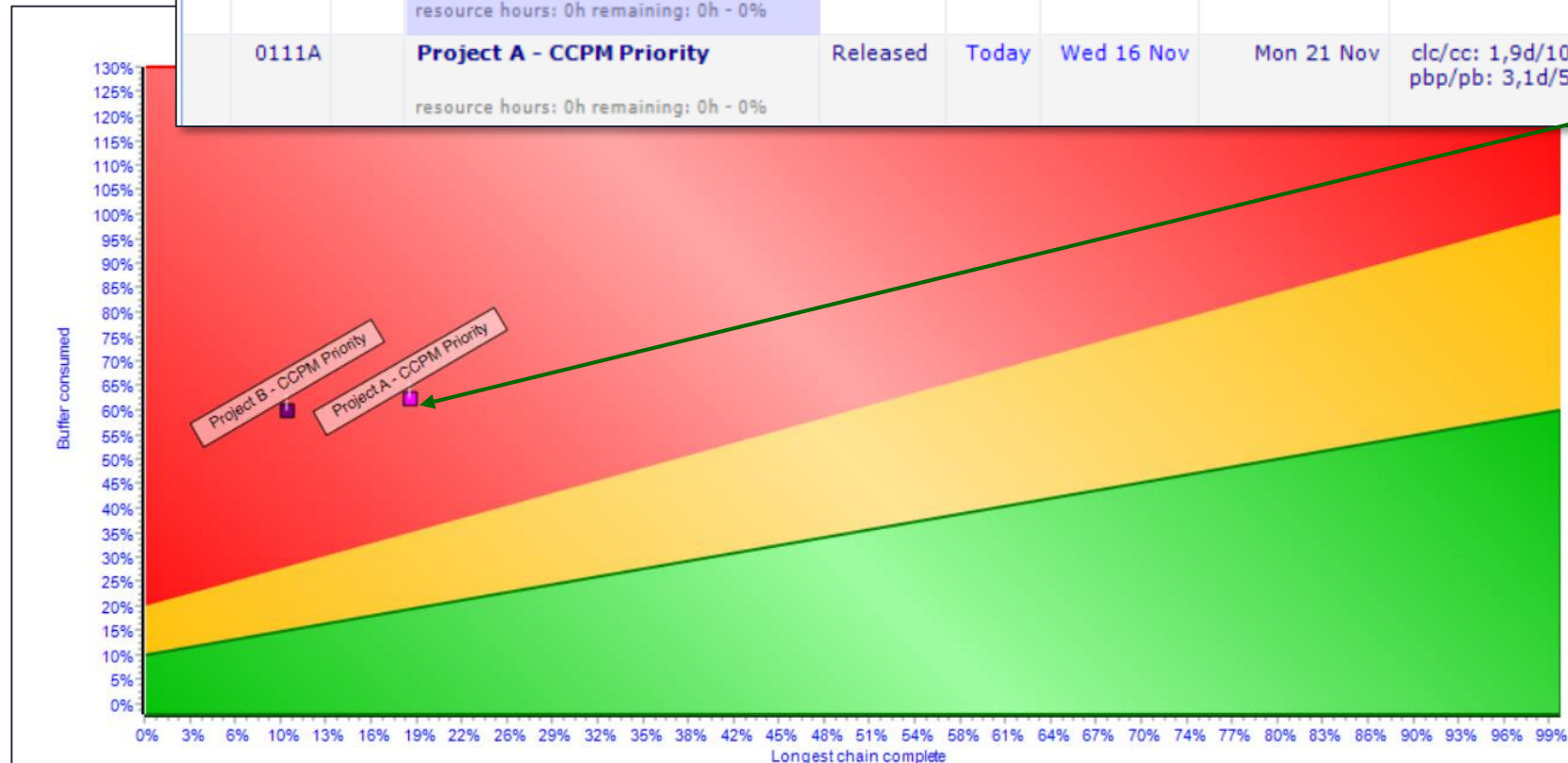
Understanding CCPM Priority

CCPM Priority – Project B has still the highest CCPM Priority

62 % can be smaller than 60 %

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My activities Messages (0) Project portfolio Active tasks Calendar Configure Reporting									
Templates Show all Not started Released Timeline									
	ID	Ref.	Description	Status	Start	End	Expected finish	CCPM	Performance
	0111B		Project B - CCPM Priority resource hours: 0h remaining: 0h - 0%	Released	Today	Thu 17 Nov	Tue 22 Nov	clc/cc: 1d/10d pbp/pb: 3d/5d	<div><div></div><div></div></div> <div>10% 60%</div>
	0111A		Project A - CCPM Priority resource hours: 0h remaining: 0h - 0%	Released	Today	Wed 16 Nov	Mon 21 Nov	clc/cc: 1,9d/10d pbp/pb: 3,1d/5d	<div><div></div><div></div></div> <div>19% 62%</div>



Reporting Examples

A. Critical Penetrating Tasks Report

Shows just the one critical task per project (Project Buffer or a Milestone buffer)

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A project or Milestone Chain can only make progress if the current Critical Task on the Critical Chain is making progress.

Penetrating task report

Buffer Consumption Percentage

ID	Project	PM	Buffer	Penetrating task					Buffer recovery
				Description	ID	Responsible	Status	Last update	
T01	T1 Notification Project	AC	<div><div></div></div> 20%	Review	T01-T7	TM: AC	Started	2017-09-02	<ul style="list-style-type: none">●2017-04-05: 123 Action: 456
P01	D1 Product Development	AC	<div><div></div></div> 30%	Review	P01-T3	TM: AC	RTS		<ul style="list-style-type: none">●2016-10-28: Baustelle Action: Eine Losung?●2016-10-21: PM Today - to nice a view Action: Close window●2014-07-03: Extra note gemaakt.●2014-07-02: We have an issue, which may cause buffer consumption. Action: This is my plan
P05	D2 Product Development	SH	<div><div></div></div> 17%	Design Stream 1	P05-T5	TM: AC	RTS		<ul style="list-style-type: none">●2015-05-04: Problem 2 Action: Solution 2●2015-05-04: Problem 1 Action: Solution 1●2014-09-18: Time to recover

This list is default sorted by CCPM priority (taking into account buffer consumption versus progress)

In case a project has multiple (Milestone) buffers LYNX will select as default the buffer with **the highest CCPM Priority.**

A. Task Progress by Task Manager

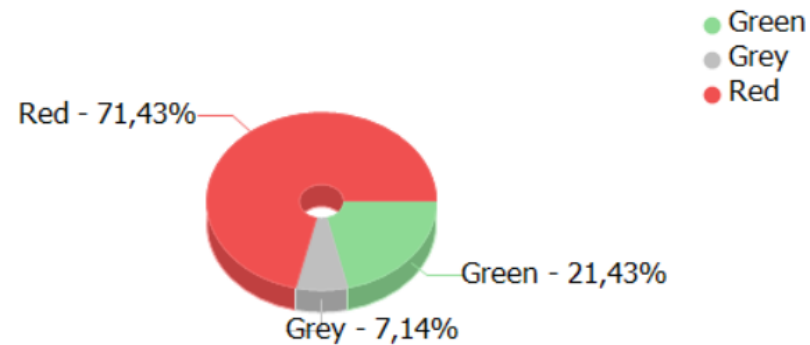
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Parameters to define the
“update frequency rules”.

Tasks last progress

Created by: Ad Vermeulen, A-dato-LYNX
Date: 02-Sep-17 13:40:09

Legend	Refresh
Tasks updated since 1 workday(s) ago	
Tasks updated between 1 and 2 workday(s) ago	
Tasks updated 2 workday(s) ago or earlier	



Taskmanager: Stefan

Luid	Project	Active task	Critical	Changed by	Perc	Updated
2016-121-T46	2016-121 Freiburg: Cinemaxx	4. Abgabe - Erweiterung Foyer - Rechnen und Zeichnen CAD #C #I	Yes	Wolfgang Andreas Mayr	50%	01-09-2017
2017-043-T18	2017-043 Moos: Errichtung landw. Maschinenraum Schweigl Roland	Dokumente zum Projektabschluss, Kollaudo #K	Yes	Manuel Schieder	50%	07-07-2017

Taskmanager: Manuel

Luid	Project	Active task	Critical	Changed by	Perc	Updated
2016-119-T714	2016-119 Augsburg: La Fontana Due	8: Abgabe - Unterlagen Stat.Berechnung an Prüfenieur- Rechnen ING	Yes	Wolfgang Andreas Mayr	33%	01-09-2017
2017-082-T10	2017-082 Eppan: Erweiterung Hotel Weinegg	1 - FU - Rechnen ING Übergabe CAD #I	Yes	Manuel Schieder	33%	31-08-2017
2017-111-T6	2017-111 Tesero: Officina e appartamento	1 - FU + Wände - Rechnen ING Übergabe CAD #I	Yes	Manuel Schieder	33%	30-08-2017

We recommend also to consider implementing Email Notifications for Task Manager and/or Groupleaders or Resource Managers – see an example on the next page

A. Task Progress

Email Notification Example

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From: **A-Dato support team**
Date: 2017-09-28 7:07 GMT+02:00
Subject: Lynx Notification: 'Task Manager update'

Hi Peter,

Herewith you receive an overview of the recent task updates for your tasks with the status “Started”.

Each update in the list has a color, based on the following criteria:

- **Green:** Tasks updated since 1 workday(s) ago (4 in total)
- **Grey:** Tasks updated between 1 and 2 workdays ago (0 in total)
- **Red:** Tasks updated 2 workdays ago and before (0 in total)
- **Blue:** Level of effort tasks (1 in total)

Best regards,
The A-Dato team

Task BA: Top Test Bench Adaptation (T370) of project ABC123 is updated by Peter on 2017-09-27

Critical task BA: Testing Priority A (T371) of project ABC123 is updated by Peter on 2017-09-27

Task BA: Models Update (T519) of project DEF456 is updated by Peter on 2017-09-27

Task BA: HSW Simulation (T523) of project DEF456 is updated by Peter on 2017-09-27

□

Task Verification Lead Coordination Tasks (T281) of project DEF456 on 2017-09-04, ettc: 251 h

Email notification frequency can be configured and sent for example each day or once a week.

Email notification frequency can be configured and sent for example each day or once a week.

A. Task Progress by Task Manager

(with Level of Effort Task)

HTML Reporting

XML reporting

Options

Edit template

Refresh

Preview

Save report

Schedule

Filter(s)

Templates

Search...

Lynx - Task progress by taskmanager

Lynx

Notifications

Tasks last progress

Created by: A-dato Consulting, A-dato
Date: 25-Sep-17 12:44:41

Legend	Edit
Tasks updated since 1 workday(s) ago	
Tasks updated between 1 and 2 workdays ago	
Tasks updated 2 workday(s) ago and before	



Taskmanager: A-dato Consulting, A-dato

Luid	Project	Active task	Critical	Changed by	Perc	Updated
1709A-T1	WIP ProjectA	Task 1	Yes	A-dato Consulting	100%	30-09-2017
LOE-T11	Project with LOE and Auto-expand	Installation	Yes	A-dato Consulting		30-09-2017
LOE-T3	Project with LOE and Auto-expand	Coordination LOE	No	A-dato Consulting	LoE	ettc: 0 h

LOE Tasks appear at the bottom of the Task Progress Report.

Once the LOE Task has an Etc of 0 hours, the LOE Task need to be set to be completed.

A. Tasks without Progress report

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Tasks without progress

Status	Norm	Edit
ReadyToStart	3	
Started	5	

Select "Edit" to modify the norms

- Signals the following tasks:
 - Tasks for which the Etc date exceeds more than x (5) days after the planned stop date when the tasks was started
 - Tasks which have not been updated since the norm x (5) days
 - Tasks that are Ready To Start and waiting to get started for more than x (3) days
 - Critical Tasks only
 - Have a scheduled start date not later than today (or sooner)
- Definitions:
 - Excluding Task Type "Level of Effort"
 - Including Task Type Normal and Workpackages

A. Tasks without Progress report

Objective: to highlight (started) tasks that are not progressing

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Escalated tasks

Status	Norm	Edit
ReadyToStart	3	
Started	5	

The norms can be updated here.

Project: 17.17. NORTHERN SYNTHESIS -KONISKA VAKUUMA Luid: 17.17.
ProjectManager: ŽĀVĒTĀJS (Ēriks) Eriks Skabardis, PERUZA

Luid	Task	Manager	Critical	Status	Updated	By	Delay
17.17.-T30	Ārpakalpojuma detaļu metināšana		Yes	Started	28-08-2017	Eriks Skabardis	9
17.17.-T28	Malu apstrāde pēc Ārpakalpojuma		No	Started	20-08-2017	Eriks Skabardis	10
17.17.-T23	Frēzēšana		No	Started	15-08-2017	Eriks Skabardis	14
			No	Started	14-08-2017	Eriks Skabardis	15

The reports also highlights tasks for which no Etc update has been received for more than 5 days.

The preferred way of working is that any tasks that is started is completed as quickly as possible, without interruption.

The report highlights tasks that have been started, but did not make enough progress in the last 5 days.

Project: 17.12. Int. Fish Cannery - Ķidāšanas līnija (Andris) Luid: 17.12.
ProjectManager: Andris Muraska, PERUZA

Luid	Task	Manager	Critical	Status	Updated	By	Delay
17.12.-T4	Otrais maksājums [62 000,00]		Yes	RTS		Martins Ulands	48
17.12.-T72	Pilnais modelis		Yes	RTS		Martins Ulands	48

This section of the report highlights Critical Tasks that are RTS, but are already waiting to get started for more than 3 days, measured from the "Expected Start date"

A. Tasks without Progress report

Way of measurement

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Escalated tasks

Status	Norm	Edit
ReadyToStart	3	
Started	5	

The task will shown on the Escalated Task List, when the Expected End date > 5 days after the Scheduled Stop date.

This date is set based on the first Etc entered when the task was started.

This date may be update manually

Task list details:

#	ID	Name	Buffers	Prj duration
1	LOE-T1	T0		
2	LOE-T19	Coordination LOE	0% n/a	[24 days]
3	LOE-T2	T1	0% n/a	[4 days]
4	LOE-T4	T2	0% 0%	[4 days]
5	LOE-T18	[FB] T2	n/a 0%	
6	LOE-T5	T3	0% n/a	[10 days]
7	LOE-T6	Integration	0% n/a	[10 days]
8	LOE-T7	Integration Completed	0% n/a	[0 days]
9	LOE-T11	Installation	0% n/a	[10 days]
10	LOE-T12	Handover	0% n/a	[10 days]
11	LOE-T17	Project buffer	0% n/a	

Task details for LOE-T2 T1:

Field	Value
start date	25-Sep-17 9:00:00
end date	28-Sep-17 17:00:00
Expected	25-Sep-17 9:00:00
Actual	25-Sep-17 16:19:55
Scheduled stop date	28-Sep-17 17:00:00

B. Portfolio Status

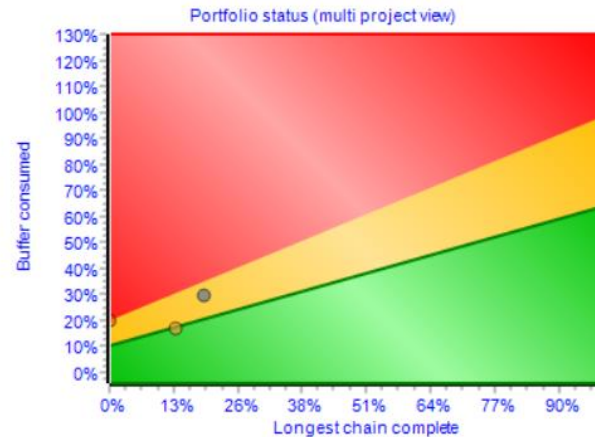
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Portfolio status

Created by: A-dato Consulting, A-dato
Date: 02-Sep-17 13:47:04

All projects	Total
Active	3
Paused	0
Completed	3
	6

Released projects	Total
Green	1
Orange	1
Red	1
	3



In case a project has multiple buffers (1 Project buffer + 1 or more Milestone buffers): the buffer with the highest CCPM priority (= Most Critical) is identified and selected for the report.

The LYNX Standard Report is vertically sequenced by “Most Critical Buffer”.

Released projects

ID	Description	Most critical buffer				Expected finish	Stop	Delay
		Type	Zone	Progress	Consumed			
T01	T1 Notification Project	PB	●	0%	20%	26-09-2017	22-09-2017	2.0
P01	D1 Product Development	PB	●	19%	30%	01-12-2017	28-11-2017	3.0
P05	D2 Product Development	PB	●	13%	17%	31-01-2018	30-01-2018	1.0

Workdays

B. Portfolio Overview

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Portfolio overview

Created by: A-dato Consulting, A-dato
Date: 02-Sep-17 13:46:10

ID	BP	Description	PM	Status	Last progress	Start	Due date	Expected finish	Statistics	%
P01	2	D1 Product Development	AC	Released	2017-08-30	2017-09-02	2017-11-28	2017-12-01	clc/cc: 10d / 53d pbp/pb: 7d / 27d	<div><div></div><div></div></div> <div>19% 30%</div>
T01	2	T1 Notification Project	AC	Released	2017-09-02	2017-09-02	2017-09-22	2017-09-26	clc/cc: 0d / 11d pbp/pb: 1d / 5d	<div><div></div></div> <div>0% 20%</div>
P05	2	D2 Product Development	SH	Released	2017-08-30	2017-06-07	2018-01-30	2018-01-31	clc/cc: 11d / 83d pbp/pb: 7d / 42d	<div><div></div><div></div></div> <div>13% 17%</div>

B. Project Overview

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D1 Product Development

Projectmanager
A-dato Consulting, A-dato

Progress
19.0 %

This report lists all
tasks per project.

		Status	Delay days	Last update	TaskManagers
P01-T19	Handover to production	Released	212	2015-03-07	A-dato Consulting
P01-T12	Installation	Released	229	2015-03-07	A-dato Consulting
P01-T18	Qualification and Approval	Released	214	2015-08-12	A-dato Consulting
P01-T9	Development Firmware	Released	235	2015-09-19	
P01-T16	Documentation	Released	227	2015-12-06	
P01-T7	Firmware Design	Released	241	2015-12-15	A-dato Consulting
P01-T8	Hardware Design	Released	253	2016-08-17	A-dato Consulting
P01-T10	Development Hardware	Released	240	2016-11-02	A-dato Consulting
P01-T5	Sourcing Materials	Released	239	2017-01-06	Robin Porter
P01-T4	High-Level Design	Released	261	2017-03-28	A-dato Consulting
P01-T3	Review	Released	142	2017-08-09	A-dato Consulting
P01-T15	Testing	Released	221	2017-08-30	A-dato Consulting
P01-T13	Develop Testplan	Released	233	2017-08-30	Steve Homer

ID	Critical Tasks	Status	TaskManagers
P01-T1	Product Concept & Definition	Completed	A-dato Consulting
P01-T2	Prototyping	Completed	A-dato Consulting

B. Project Status

Buffer Status + Active Tasks + Notes

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This report can be used by the Project Manager and Portfolio Manager to discuss the status of the projects.

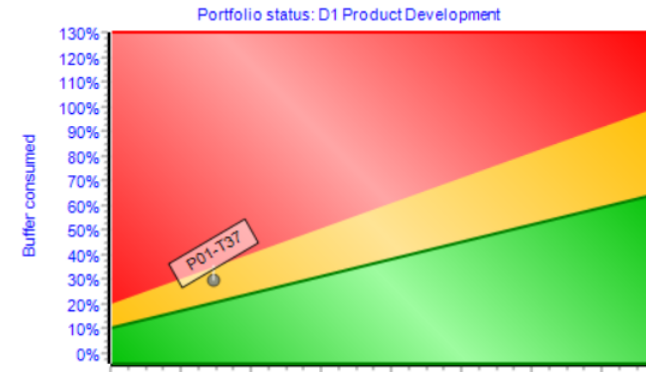
Project status

D1 Product Development (P01)

Projectmanager
A-dato Consulting

Start date
30-09-2017

Expected finish
29-12-2017



Active tasks

LUID	Active task	Taskmanager	Status	Critical	Expected finish	Last progress
P01-T3	Review	Robin Porter A-dato Consulting	Started	True	2017-10-05 17:00:00	2017-10-02 21:03:11

Project notes

Issue	Approach
Extra note gemaakt.	
We have an issue, which may cause buffer consumption.	This is my plan
Problem 3	Solution 3
PM Today - to nice a view	Close window
Baustelle	Eine Losung?

B. Task Overview

This reports is contains flat list with all tasks that easily can be exported as “CSV”

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Options

Edit template Refresh

Preview Save report

Schedule

Templates

Search...

Project overview

Project status

Scheduled intervals by mor

Tameflow cards report

Task overview

Task progress by project

Task progress by taskmana

Task progress by user

Tasks checklist

Tasks without progress

WIP overview by resource

Notifications

Test

Task overview

Created by: A-dato Consulting, A-dato
2017-10-17 21:07:58

Save report to disk > HTML
Save report to project PDF
Save data to disk CSV

A CSV file can easily be opened and used in Excel.

Task ID	Task Name	Expected start	Expected stop	Duration	Status	Critical	Taskmanager(s)	Skills	Resources
P01-T1	Project Concept Definition	2017-10-02	2017-10-02	-	Completed	No	A-dato Consulting	Supplier Designer	Mike Dempsey
P01-T2	Prototyping	2017-10-02	2017-10-02	-	Completed	No	A-dato Consulting	Designer	Mike Dempsey
P01-T3	Review	2017-10-02	2017-10-05	4 days	Started	Yes	Robin Porter A-dato Consulting	Designer System Tester	Mike Dempsey* Steve Horner*
P01-T4	High-Level Design	2017-10-06	2017-10-11	4 days	Released	Yes	A-dato Consulting	Designer Supplier Project Manager	Mike Dempsey* Sven Cramer
P01-T5	Sourcing Materials	2017-10-17	2017-10-23	4 days	Released	No	Robin Porter	Purchasing System Engineer	Barry Huberts*
P01-T7	Firmware Design	2017-10-20	2017-10-31	8 days	Released	Yes	A-dato Consulting	Designer	Mike Dempsey*
P01-T8	Hardware Design	2017-10-12	2017-10-19	6 days	Released	Yes	A-dato Consulting	Designer	Mike Dempsey*
P01-T9	Development Firmware	2017-11-01	2017-11-06	4 days	Released	Yes		Product Engineer	Fabian Cancellara*
P01-T10	Development Hardware	2017-10-23	2017-11-01	7 days	Released	No	A-dato Consulting	System Engineer	Barry Huberts*
P01-T12	Installation	2017-11-07	2017-11-10	4 days	Released	Yes	A-dato Consulting	System Engineer	Barry Huberts*
P01-T13	Develop Testplan	2017-11-03	2017-11-08	4 days	Released	No	Steve Horner	System Tester	Tom Smith*

C. Flow Diagram (by skill)

“General” diagram shows all tasks (before the diagrams by skill)

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Flow diagram (by skill)

Comments:

*A rithm's period by default is one week
Only last status of a task in a rithm is counted
Saturday morning 00:00 is the update point for last week*

General (Total of tasks)

This reports counts all tasks that:

- Have been completed
- Were started
- Became RTS

during a specific week.



Definitions:

- Excluding Task Type Level of Effort
- Excluding Tasks with 0 duration and without resource assignments (Floating Milestones).

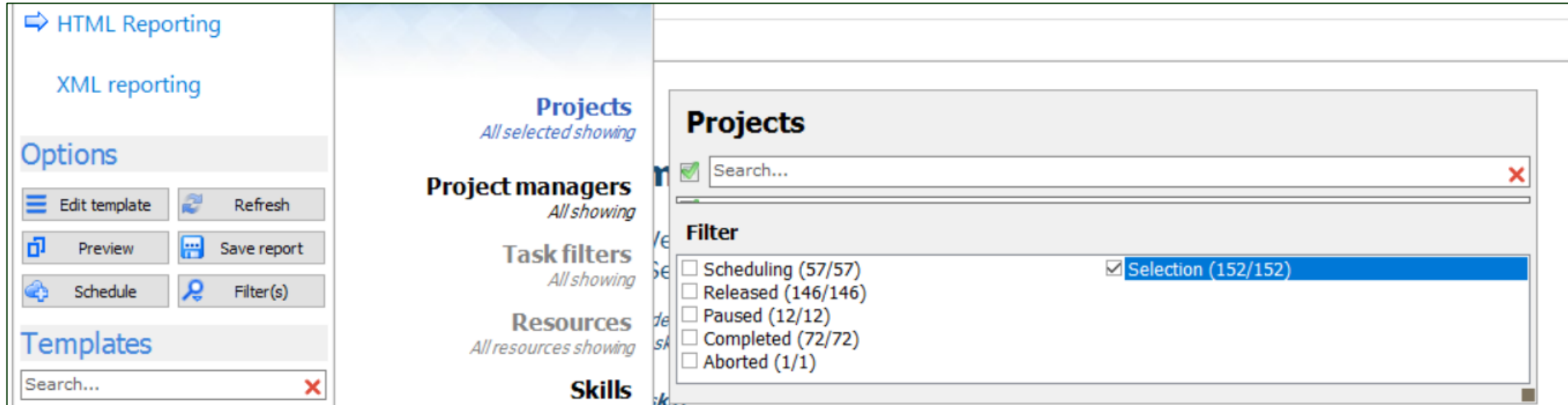
The Flow Report identifies trends and if work is in balance.

If a lot more tasks are started than completed and # completed tasks goes down per week this is an indicator of too much WIP.

C. Filters

Selecting projects – Release and Completed the last x Months!

35



The default filter selects tasks RTS, Started, Completed from project with status “Released”.

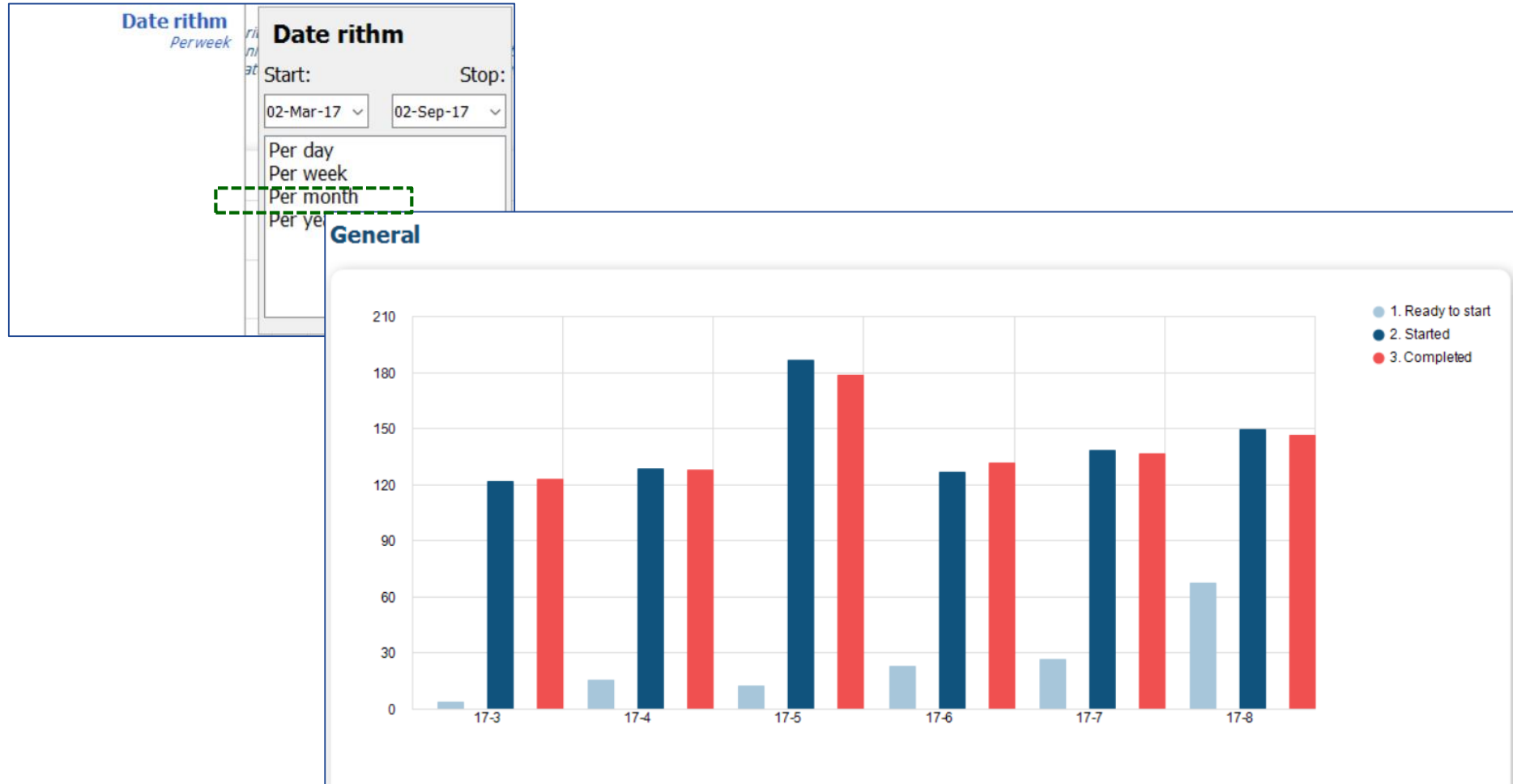
In order to have a complete picture of flow in the past, also projects that have been **completed** (in the recent past) need to be selected.

(A-dato is working on a solution to capture historic data for the flow diagrams in a fully automated way.)

C. Flow Diagram (by Skill)

(Filter per month)

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C. Flow WIP Diagram by Skill

Work-in-Progress Diagram

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WIP diagram (by skill)

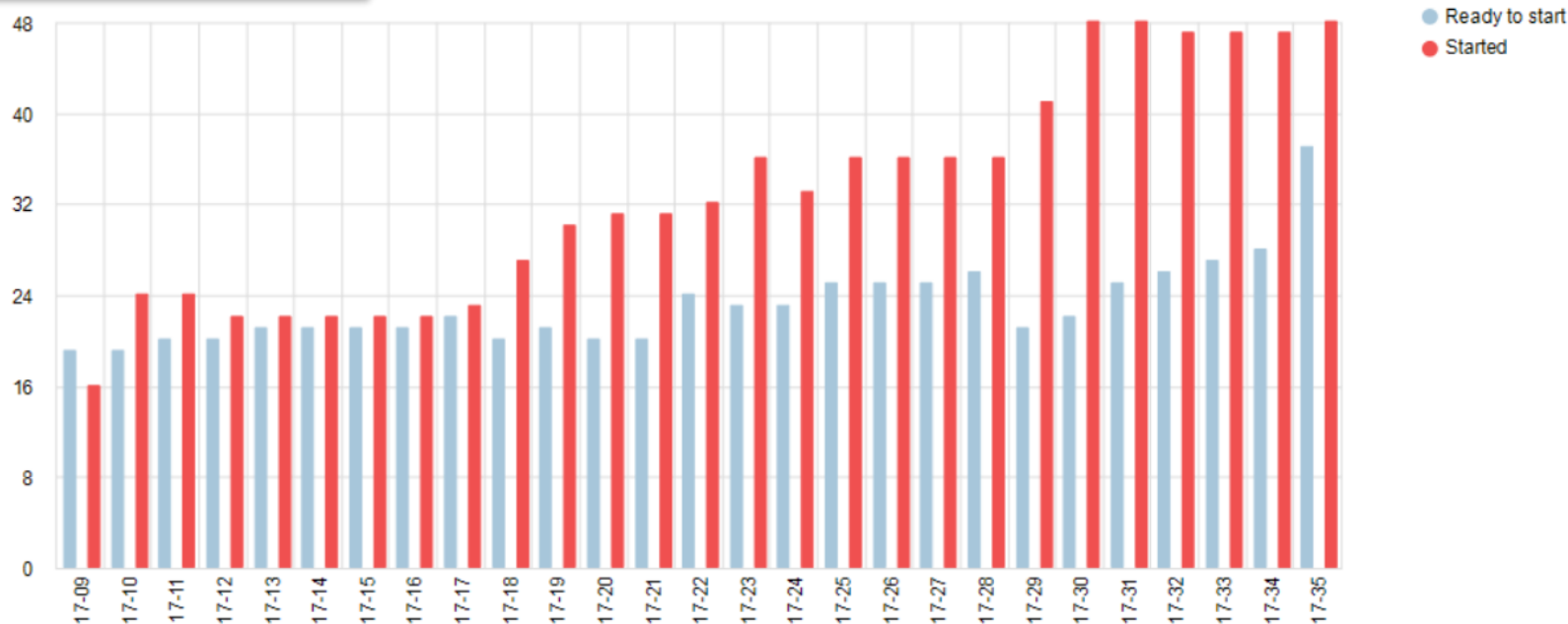
Comments:

*Arithm's period by default is one week
Only last status of a task in a rithm is counted
Saturday morning 00:00 is the update point for last week*

This report counts the # skill assignments per status at Friday Night / Saturday Morning 00:00 hours.

General

Shows the sum for all skills

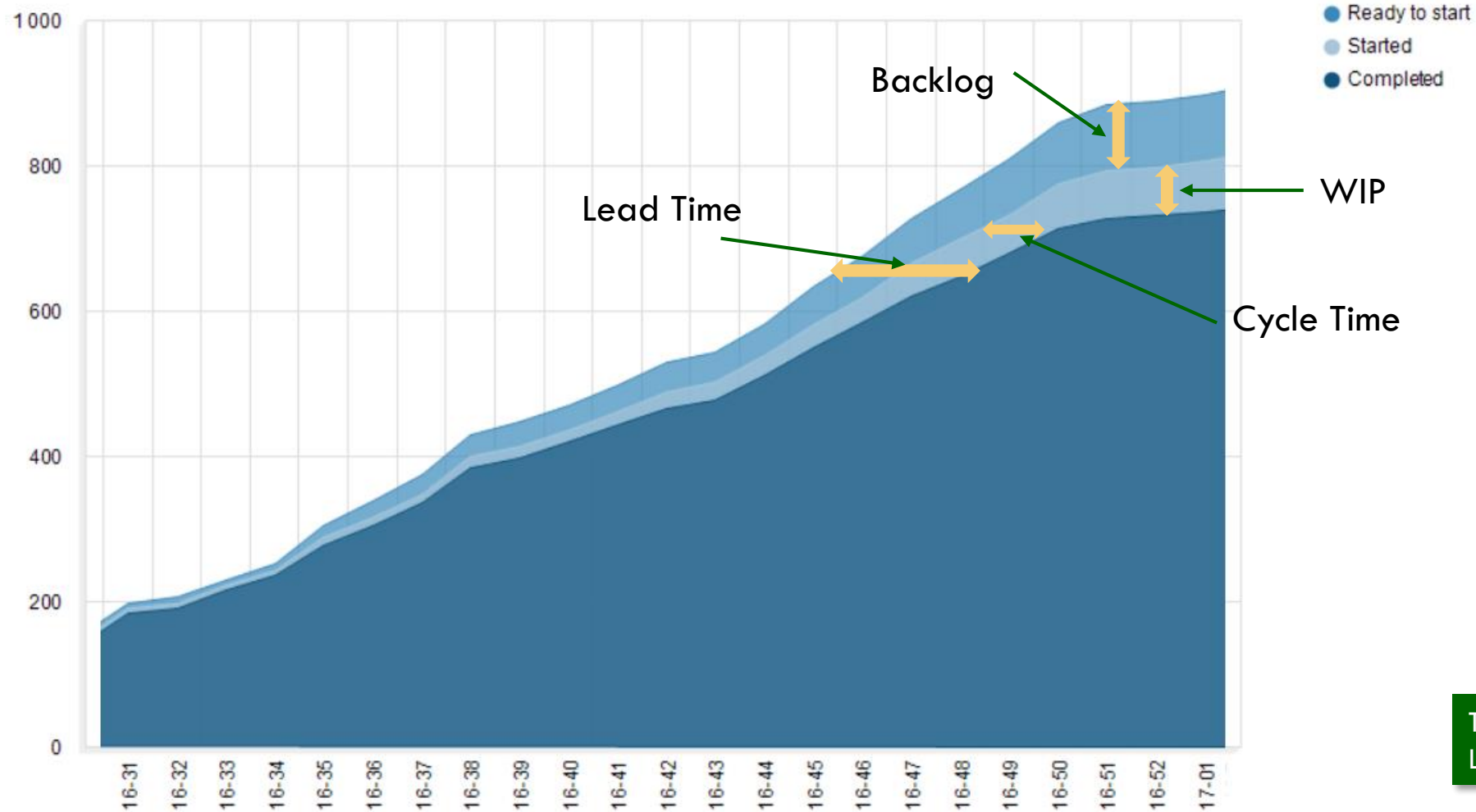


INCLUDING ALL TASK TYPES:

- Normal Tasks
- LOE Tasks
- Workpackages

C. Flow Reports

Cumulative Flow Diagram



Tasks of Task Type
LOE are not included!

D. WIP Overview by Resource

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WIP Overview by Resource

All WIP

Resource	Skill	RTS	Started	Completed	Expected
all	all	7	1	0	7

**Including tasks with virtual, multiple or without skills*

Virtual skills

Virtual skill	RTS	Started	Completed	Expected
Purchasing	2	0	0	0
Supplier	1	0	0	0
V_Drum	0	0	0	0
	3			

Helps resource manager(s) to review the distribution of workload among his resources.

Resources

Resource	Skill	RTS	Started	Completed	Expected
A-dato Consulting		0	0	0	0
Barry Huberts	System Engineer	1	0	0	0
Carl Brandon	Software Architect	0	0	0	0
Fabian Cancellara	Product Engineer	0	0	0	0
Jack Morgan		0	0	0	0
Jane Cole	Software Architect	0	0	0	0
John Degenkolb		0	0	0	0
Mike Dempsey	Designer	3	1	0	2
Rick Jackson	Software Engineer	0	0	0	0
Robin Porter		0	0	0	0
Steve Horner	System Tester	1	0	0	1
Sven Cramer	Trainer	1	0	0	0
Tom Smith	System Tester	2	0	0	0
Tony Martin		0	0	0	0
		8	1		3

E. Task Checklist

Improving the plan quality

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Legend	Edit
Tasks with a duration more then 8 days	

Project: D1 Product Development

Luid	Active task	Status	Critical	Requirements		Succ.	Pred.	TM	Duration
				Resources	Skills				
P01-T9	Development Firmware	Released	True	1	1	1	1	0	2
P01-T16	Documentation	Released	False	1	1	1	1	0	5

Project: D2 Product Development

Luid	Active task	Status	Critical	Requirements		Succ.	Pred.	TM	Duration
				Resources	Skills				
P05-T6	Validation	Released	True	1	1	1	1	0	2
P05-T7	Build stream 1 - part 1	Released	True	1	2	1	1	0	10
P05-T9	Build stream 1 - part 2	Released	True	1	1	1	2	0	10
P05-T13	Integrate part 1 and part 2	Released	True	1	1	2	1	0	6
P05-T15	Test stream 1	Released	True	1	1	1	3	0	4
P05-T16	Resolve issues	Released	True	1	1	1	1	0	6
P05-T17	End Stream 1	Released	True	0	0	1	1	0	0
P05-T23	Build stream 2	Released	True	1	1	1	1	0	10

Task Checklist identifies:

- tasks without skills/ resources
- Tasks without dependencies
- Tasks without TM
- Tasks that are too long

Notifications

Notification Example

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Fri 09-Feb-18 13:41

A-Dato support team <support@a-dato.com>

Updates have been made in Lynx scheduling

To ad.vermeulen@a-dato.net

Dear A-dato Consulting,

Some changes have been made in objects you have responsibilities to.

D1 Product Development

- The note () of task Sourcing Materials (*P01-T5*) has been changed:

Issue:
Check 2
- The task Sourcing Materials (*P01-T5*) has been changed:
Status has been updated to: Started (was: Not started)

Auto complete is active and therefore the remaining work will update automatically.
You will receive a notification when the auto update is completed.
- The note () of task Sourcing Materials (*P01-T5*) has been changed:

Issue:
check 1

Best regards,
The A-dato team