

# Scheduling

## Create schedules according to your needs for all phases from idea2approval to publication

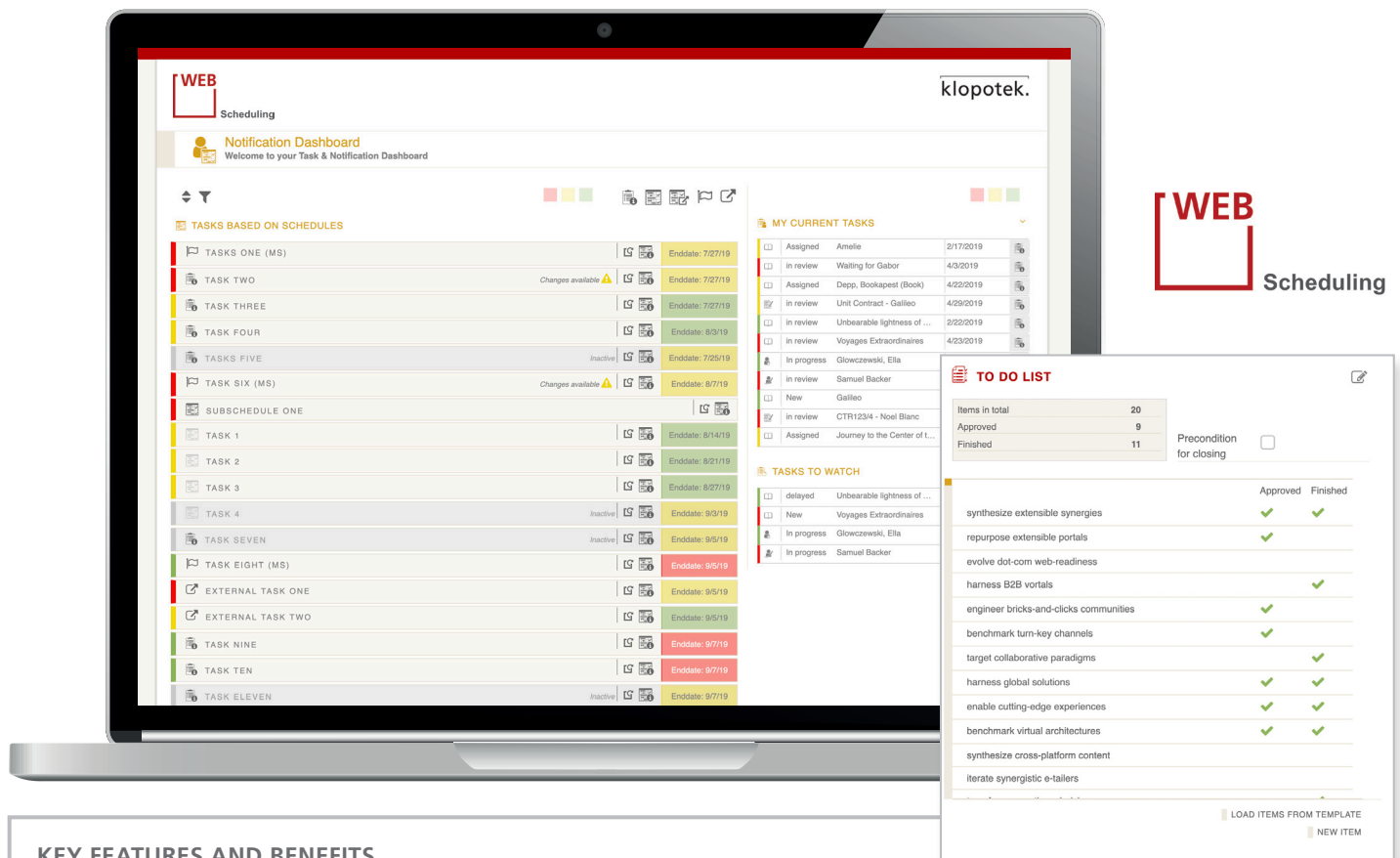
Scheduling is a powerful, generic app on the cloud-based STREAM platform that allows you to flexibly define schedules for all phases of the entire product life cycle.

As complex planning activities are in most cases done by specialists, the application provides two different modes: for experts

and for users, i.e. an Expert Scheduling Dashboard (for establishing relations between tasks that are to be completed by employees in a specific period of time) and a User Notification Dashboard (for seeing and being told which tasks 'I should complete' in which order).

**Expert Scheduling Dashboard: as flexible as you need it to be**

Using the app as an expert, project schedules can be linked to all types of entities on every level, i.e. to works (intellectual property), products, contracts, versions, etc.



### KEY FEATURES AND BENEFITS

- A powerful, generic app on the cloud-based STREAM platform that allows you to flexibly define schedules for all phases of the entire product life cycle
- Comes with two different modes: Expert Scheduling Dashboard (for establishing relations between tasks) and a User Notification Dashboard (for seeing and being told which tasks need to be completed in which order)
- **Expert Scheduling Dashboard:**
  - Project schedules can be linked to all types of entities on every level
  - Entities can be linked to several schedules, or they can be elements of the same schedule
- Intelligent management of resources
- Calculation procedures based on complex algorithms
- Automated notifications about changes to schedules, tasks that need attention, and completed tasks
- Smart tools for creating schedules & templates for future use
- **User Notification Dashboard:**
  - Individual, holistic views on 'my schedules'
  - Options to check the details of a schedule
  - Filtering options
  - Assign tasks to colleagues
  - Notifications & alerts
  - Individual exports

A (single) work can be combined with several particularized schedules, if required, e.g. for publication, production, or creating a new version.

But it is also possible to design one single comprehensive schedule covering the levels of work, product, and edition. So, entities can be linked to several schedules, or they can be elements of the same schedule.

Typical important characteristics of schedules stored in the system are start/end date, approved/published yes or no, active or inactive, ...

### Intelligent management of resources

Your schedules can go into great detail. When entering the necessary resources for a project, it is possible to define user groups and departments/teams and to include holiday schedules and days off. Durations can be specified on the basis of a day or even an hour of work.

### In time? In budget? Get all the necessary calculations for your project

Intelligent calculation procedures, based on complex algorithms, can be used for the entire schedule(s). Depending on your selection, the app will display results based on working days or time frames. You will know when the individual tasks of the project have to be started; due dates can be specified. It is also possible to use 'ranges' for your calculation.

The system will proactively notify you about any problems regarding the schedules, e.g. if a specific task cannot be started early enough or if you've made changes to the plan that will not work or make it impossible for the project to be completed in time.

### A set of smart tools for creating schedules

Creating complex schedules is made easy: our dashboard technology and the Task

List feature help you to always keep a clear view on the project you're working on. On the left-hand side, you see the task(s), and on the right-hand side, the related details. A Gantt chart indicating the dependency relationships or, alternatively, a holistic view of all individual tasks as elements of the project, is available.

Tasks in the list can be moved. There are also simple, straightforward navigation options for defining priorities, creating milestones and sub schedules, linking external tasks or tasks of a different project that is about to reach its end, etc.

Dependencies that have been established or modified are always clearly visible. Using these state-of-the-art tools, it is also possible to create templates for schedules for future use.

### User Notification Dashboard: what's on my list for today – and for the upcoming weeks?

From creating and working on schedules in the expert dashboard, it is easy to jump to other STREAM apps and to the User Notification Dashboard, which most people in the company will work with.

This type of dashboard presents individual, holistic views on the schedules and tasks 'I am responsible for' or 'I am involved in'. It is also possible to access schedule details to understand the individual workflow steps and tasks. When checking their tasks, users can use filters such as 'highest priority'. They can also forward or assign tasks to colleagues, including sending attachments, if required.

If tasks are (over)due, notifications will pop up in the app and be emailed to the accounts of the employees who are responsible for completing these tasks.

### Integration option for checking the quality of your schedules

If used in combination with the STREAM app **Product Quality Manager**, project schedules can be linked to the progress of the individual product creation workflow (or product creation process).

Quality checks can then be applied to the statuses of individual tasks and milestones. So, beginning or completing selected tasks of the project schedule can be a quality label of the entire process.

