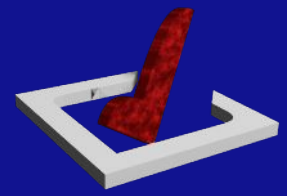


Team tasks

Flexible work automation

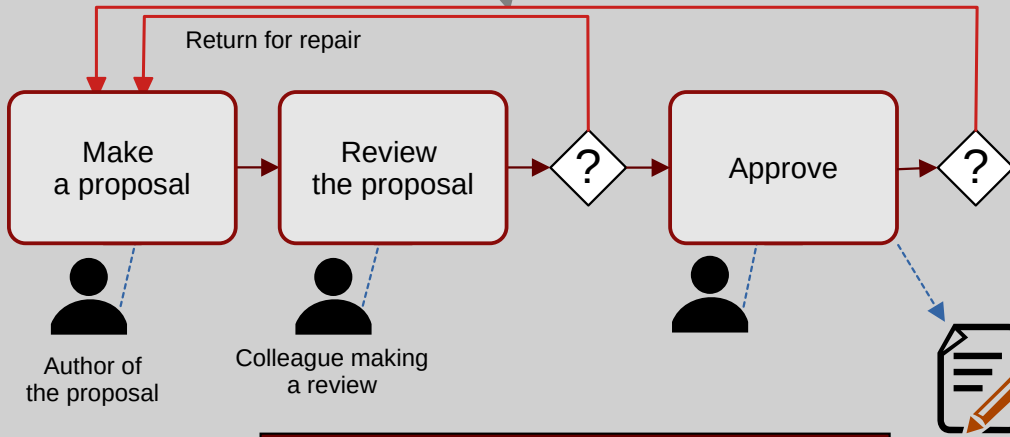


Process automated in the usual way

Process preparation requires definition of all steps
Each change requires an IT specialist. The management is time-consuming and complicated



Responsible manager



- To each a separate task
- Execution requires roles for 3 tasks
- Each task can be multiple times in the processing log
- Extra role needed - owner overseeing the process (almost always one of the participants)
- Revision of process requires revision of 5 process blocks
- Cannot be linked to a single workflow
- Deployment and change requires testing (process error gets stuck)

We know a better way

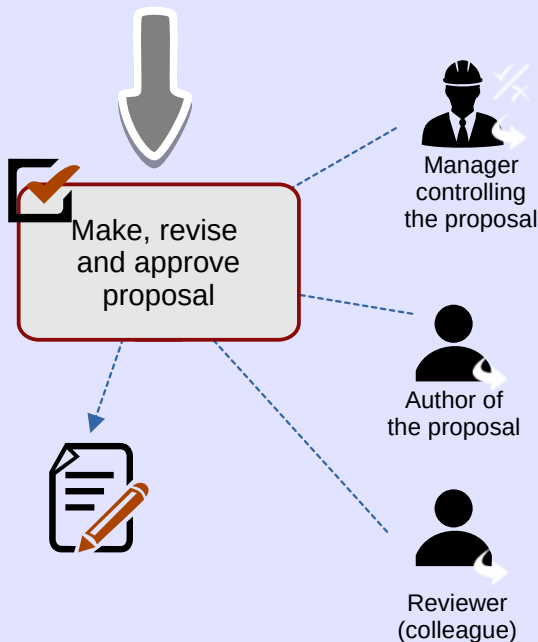
Automate making a team task

Work instructions are part of the task definition

Task pattern defines all necessary steps including reviews and approval

Process asset defines the procedure, roles and controls

The proposal is made regularly as common work instructions



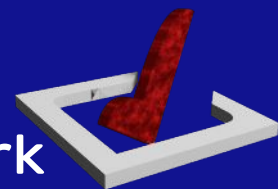
- Responsible & Approver**
- 1) Establishes the task, assigns a team, hands over the
 - 2) Keeps track of workflow, can schedule task for meeting
 - 3) Receives for approval, can return for revision or processing
- Author of the proposal**
- 1) He'll do his work part of the task, submits for review
 - 2) After revision, submit directly for approval
- Reviewer (colleague)**
- 1) Decides whether to proposal requires improvement
 - 2) May forward to the processor or for approval

- Task pattern (work instructions) defines complete "process" ... the patterns are easily to manage ... they are part of the QMS
- Single task creates task team with right members (using the role and qualification profiles)
- The manager can tailor the task and set the roles
- The complete "process" is managed by a single task. It:
 - ... can be discussed at meetings
 - ... has links to the processes fields
 - ... is much easier to manage than many standalone single-person tasks
- No reason for testing of the process automation



Team tasks

The solution that really simplifies work



Manage everyday tasks

- Schedule your shifts for next week
- Quarterly employee interview
- Deliver month-end timesheets
- Order an electrical inspection
- Evaluate quality of service



Project tasks

- Schedules exit tests
- Evaluate the impact of customer requirements on the project
- Confirm documentation for production
- Submit completed work to the customer



Task pattern

- Task, procedure, control procedure
- Required qualifications of the task team
- Templates and templates, that are suitable for execution
- Expected time and capacity
- Links to ... other tasks ... methodologies



Roles in the task team



Task responsible

Participates in the solution and sees that the task is completed on time



Contributor

Participates in the solution, e.g. works on an area



Consultant

Support by his/he expertise but has no responsibility for task completion



Reviewer

Makes professional review



Approver

Decides & approve



Auditor

Checks that the step has been carried out in accordance with the prescribed procedure

Task

- Clear responsibility
- Relationship to workflow
- The team set out at the start with can grow
- Ability to hand over within the team
- Activity history - records for audit
- Attached to the objects to which the task relates
 - ... contracts
 - ... requirements
 - ... problems
 - ... tests, checks
 - ... other >50 different objects
- Possibility to plan tasks
- Works the same in a project as in ordinary daily work

