



## Plan & Do 1.00

An easy way to escape every-day craziness!



13.04.2008

### Plan & Do is a Notes database solution for planning, managing and monitoring several projects / areas of emphasis running concurrently

If the demands and tasks of your latest project are getting too much, we suggest you take time to visit a time-management seminar to solve your overload problems.

Plan & Do allows you to record projects and project steps on the basis of "activities" or "milestones".

You can assign planned effort (in person-days) to each of these individual activities. At the same time, you can also schedule the completion of these tasks for specific days in the future

Questions like:

- "When can I take on a new project?"
- "What do I have to do this week?"
- "Which tasks can I reschedule if I need to"
- "What free capacity do I have in the coming week?"

Can all be answered easily and visualised graphically using the information provided in Plan & Do.

As with any other Notes database, you can either install Plan & Do as a server application for several users, or simply install it locally, just for yourself.

Tasks can be integrated with your personal calendar at any time, and if you have also activated notifications for pending to-do entries in your calendar, Plan & Do can greet you every day with a friendly reminder of what you need to accomplish.

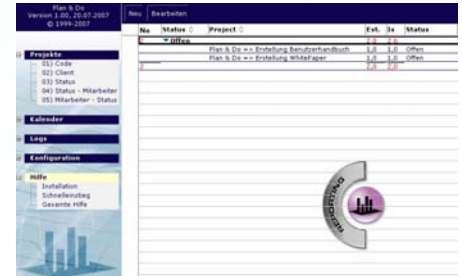
Plan & Do can demonstrably increase your efficiency, allowing you to compare what you have actually achieved in your project work with the schedule at all times.

### Functionality:

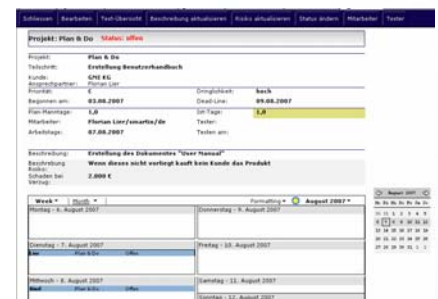
- Record projects and project steps
- Evaluate the urgency and priority of individual tasks, and the time or effort they will take
- Schedule tasks for the future (for other employees and colleagues, too)
- Simple graphical overview of the effects of a change in the planning (in the case of new tasks, or changed priorities)
- Integrate actions into your own calendar
- Synchronise tasks with handheld devices
- Ex-post analysis of deviations from plan with the opportunity of learning from past mistakes
- Describe and evaluate the risks of every task

### System requirements:

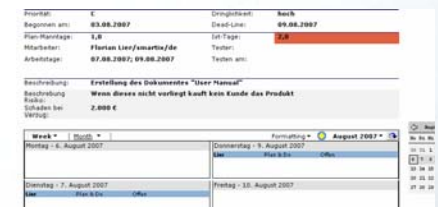
Plan & Do 1.00 runs on Lotus Notes versions 5, 6 and 7.



Overview of all projects and steps by status

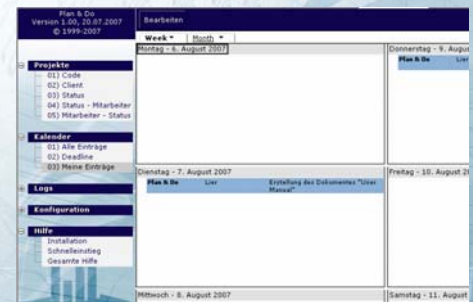


Data-entry form for a project step – all relevant information is displayed in the integrated calendar



By clicking on a day in the calendar, this day can be reserved for the project or released

The colour of overdue or overrunning tasks also changes to red



Own entries in calendar views are highlighted in different colours