

# Splitvice vision & concepts



splitvice

Splitvice is a cloud based  
work management tool for  
multi-project organisations.  
Splitvice creates visual support to make  
the most optimal decisions on  
every level of the organisation

# How do you manage work today?

- Your knowledge workers? (task or work item level)
  - Work is assigned via meetings, or separate tools are used to manage their work, e.g. Kanban boards, Jira, ...
  - Work is logged (or not) via separate timesheet software, or in some more optimal case using the same tool that was used to assign the task
- Your project managers or team leaders? (project level)
  - Use a project management tool with Gantt charts to manage their project, or the most favorite of all: MS Excel
- Your directors and higher management? (portfolio level)
  - MS Excel

# How does information “flow” today?

- Your knowledge workers?

- Work is assigned via meetings, or spreadsheets are used to manage their work, e.g. Kanban board
- Work is assigned via separate software, or the spreadsheet is used to assign tasks

Project manager consolidates information

Project managers inform the teams and (re)assign tasks (in meetings)

- Your project managers or team leaders?

- Use favorite tool with a manager

Project manager creates high level reports

Strategy meetings define projects and priorities to the PMs

- Your directors and higher management?

- MS Excel

# Today's status in most organizations

- Distributing work costs a lot of time spent in meetings to make sure information travels from top to bottom, and this must be done every time priorities change, projects are added or simply projects conflict.
- Creating reports requires either a lot of effort, or, requires tailer-made import and export routines
- Every time information is moved, a part of the accuracy is lost. Data is distributed over different tools
- Information is only periodically - sometimes once per year - updated

# Other problems we noticed in work management

- Most project management tools require accurate data assigned to actual people, while in practice projects start with rough estimates that will only be assigned in the future to actual resources
- Most project management tools do not offer consolidated information and future view on the complete project portfolio
- A few tools provide portfolio information, but don't predict the impact on timing of conflicts.
- A lot of tools don't allow for self steering teams, but rather rely on the project managers to put a lot of effort in managing tasks.

# Why do you need Splitvice?

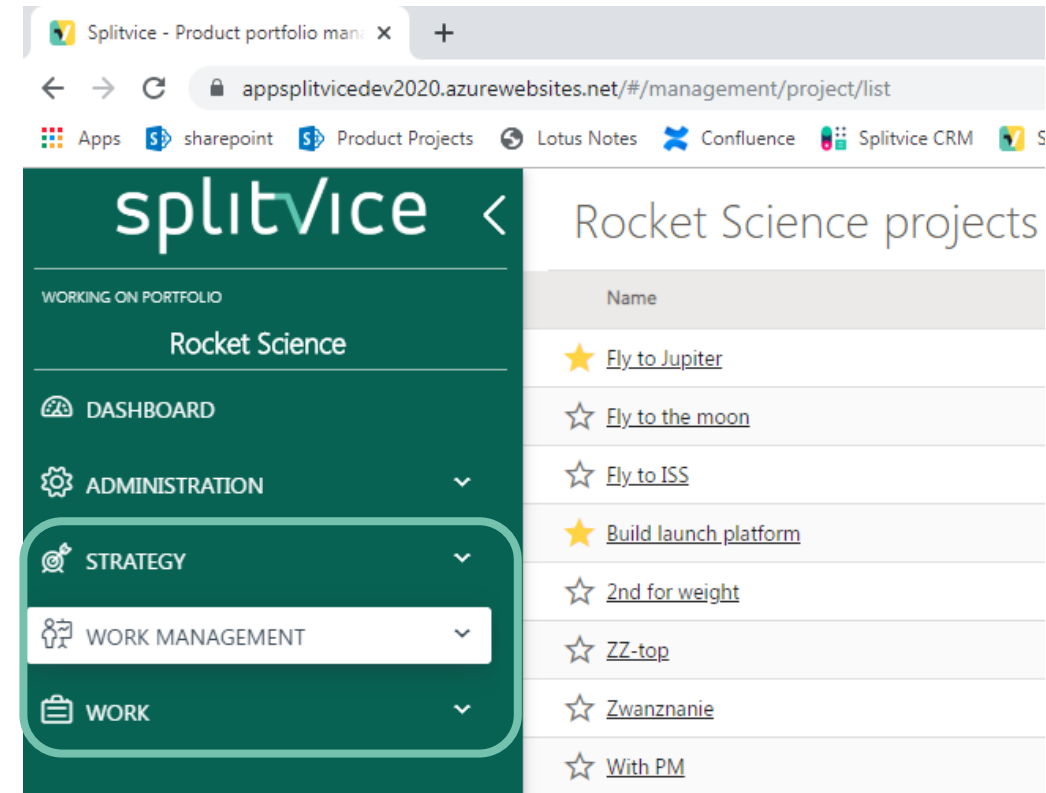
Splitvices removes the overhead of managing work and increases efficiency and transparency of the current and future work, and this on all levels of the organisation

# The 10 key features of Splitvice



# 1. Integrated data

- 3 levels are represented in one solution
  - Strategic level: portfolio with scenarios
  - Work management level: projects and work packages
  - Executing work: work items and time registration
- Data flows automatically between all levels
- Scenario's are always in sync with planning and actual work log data
- Single source of data

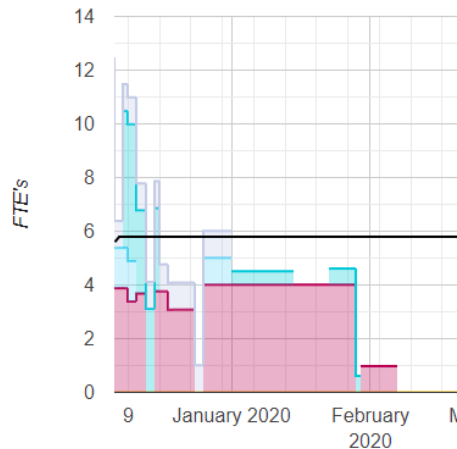


The screenshot displays the Splitvice web application interface. The browser address bar shows the URL: `appsplivicedev2020.azurewebsites.net/#/management/project/list`. The page title is "Rocket Science projects". The left sidebar menu includes: "WORKING ON PORTFOLIO" (with "Rocket Science" selected), "DASHBOARD", "ADMINISTRATION", "STRATEGY", "WORK MANAGEMENT" (highlighted with a white background), and "WORK". The main content area shows a table of projects with the following items:

Name
★ <a href="#">Fly to Jupiter</a>
☆ <a href="#">Fly to the moon</a>
☆ <a href="#">Fly to ISS</a>
★ <a href="#">Build launch platform</a>
☆ <a href="#">2nd for weight</a>
☆ <a href="#">ZZ-top</a>
☆ <a href="#">Zwanznanie</a>
☆ <a href="#">With PM</a>

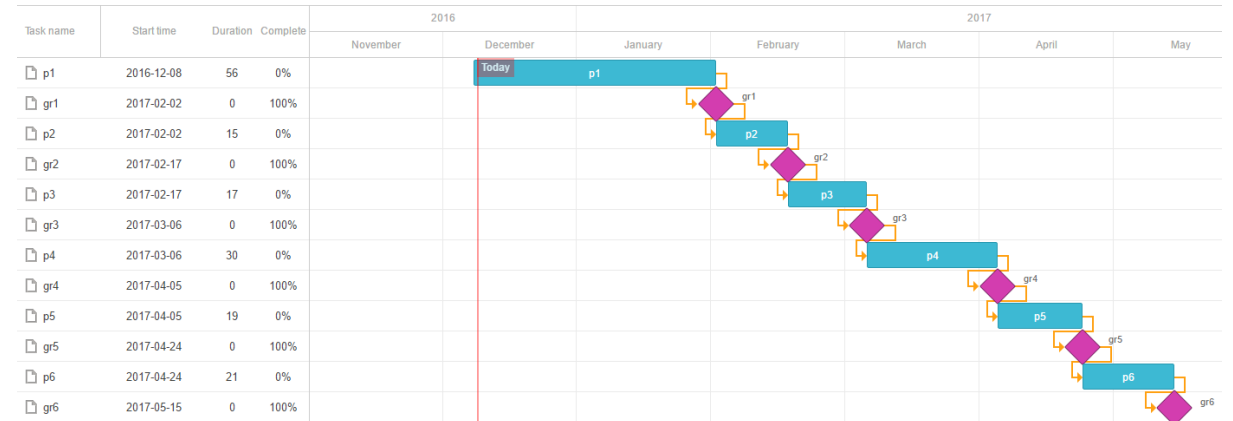
## 2. Role based resource views and future projections

- In reality, the further away, the less details you have on a project
- Projects do not require all data from the start to be able to take it into account with your strategic portfolio decisions
- The project becomes more refined as you go, and actual information is shared between all levels
- Task are only assigned to people when the short term planning needs to be made



# 3. Work break-down

- Start high-level, refine further as you go
  - Break down the project in work packages, but keep future work packages high level
  - Break down further as work items on the work level without impact on the Gantt chart
- Compare different scenarios



## 4. Work packages and work items

- On a project level, work break-down in work packages
  - Based on critical chain/buffer management
  - Refine as you go along
  
- When a work package can start, launch a work item
  - Assign people
  - Put target dates
  - Refine work

project II tasks				
Task Id	Task name	Description	Duration	Dependencies Status
-1	P2-1	p1	35.00	≡+
1.1	P2-16	Make business plan	0.00	≡+
1.1.NaN	P2-17	Estimate cost	10.00	≡+
1.1.NaN	P2-19	Estimate value	10.00	≡+ ▶

Assign task Estimate value-Tekenen

to nobody

to a user

to a group

to a role

SAVE CANCEL

## 5. Operations

- Operations are routine tasks that must be executed, consume time, but are not related to any project
- Are important because these can consume a significant percentage of your workforce's time
- Are taken into account when comparing different scenarios for your portfolio

## 6. Time tracking

- For each work item we track
  - What people are working on them
  - How much of the work has been done
  - How much work is left to do
- This information is consolidated and used on all other levels

### Status of task Estimate value-Tekenen

Log work

Days	Hours	For	As role			
0	0	Jurgen with profile ▼	Architect ▼		08/12/2016 ▼	<input type="button" value="LOG WORK"/>

Work done 0 day(s) = 0.00% [VIEW WORK LOG](#)

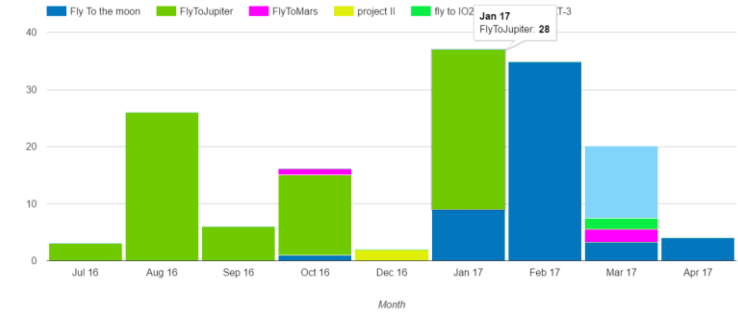
Remaining work 5 day(s)

Remaining work for role Days  
Architect ▼ 5

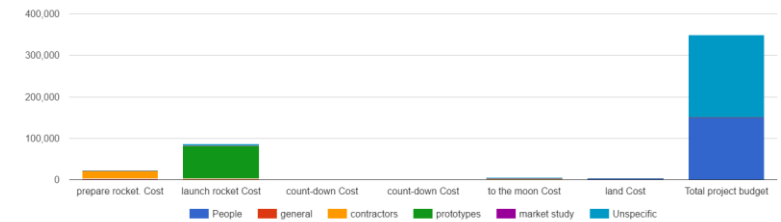
Due date  Invalid date ▼

# 7. Integrated reporting

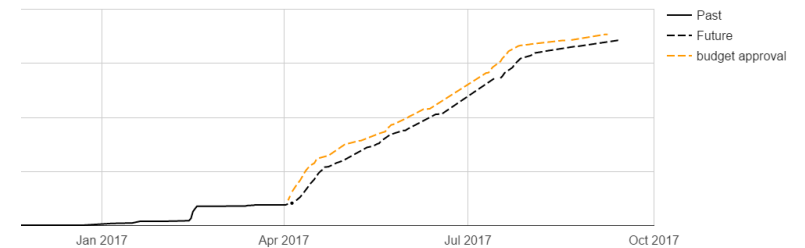
- Work done
- Cost of personnel
- Other expenses
- Past and future
- Compare to baselines



All costs for project Fly To the moon

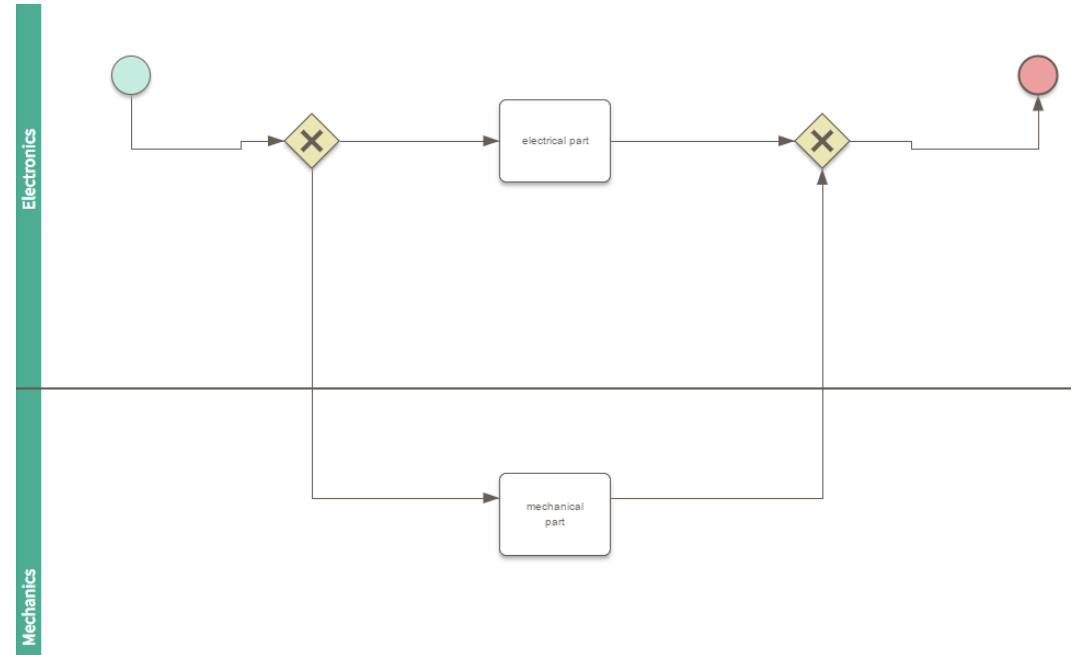


Mandays for project Fly To the moon



## 8. Workflows & Kanban

- Use BPMN to define the workflow of a work item (or task)
- Visualize the work to be done
- Visualize collaboration between all involved people
- Automate collaboration between different roles



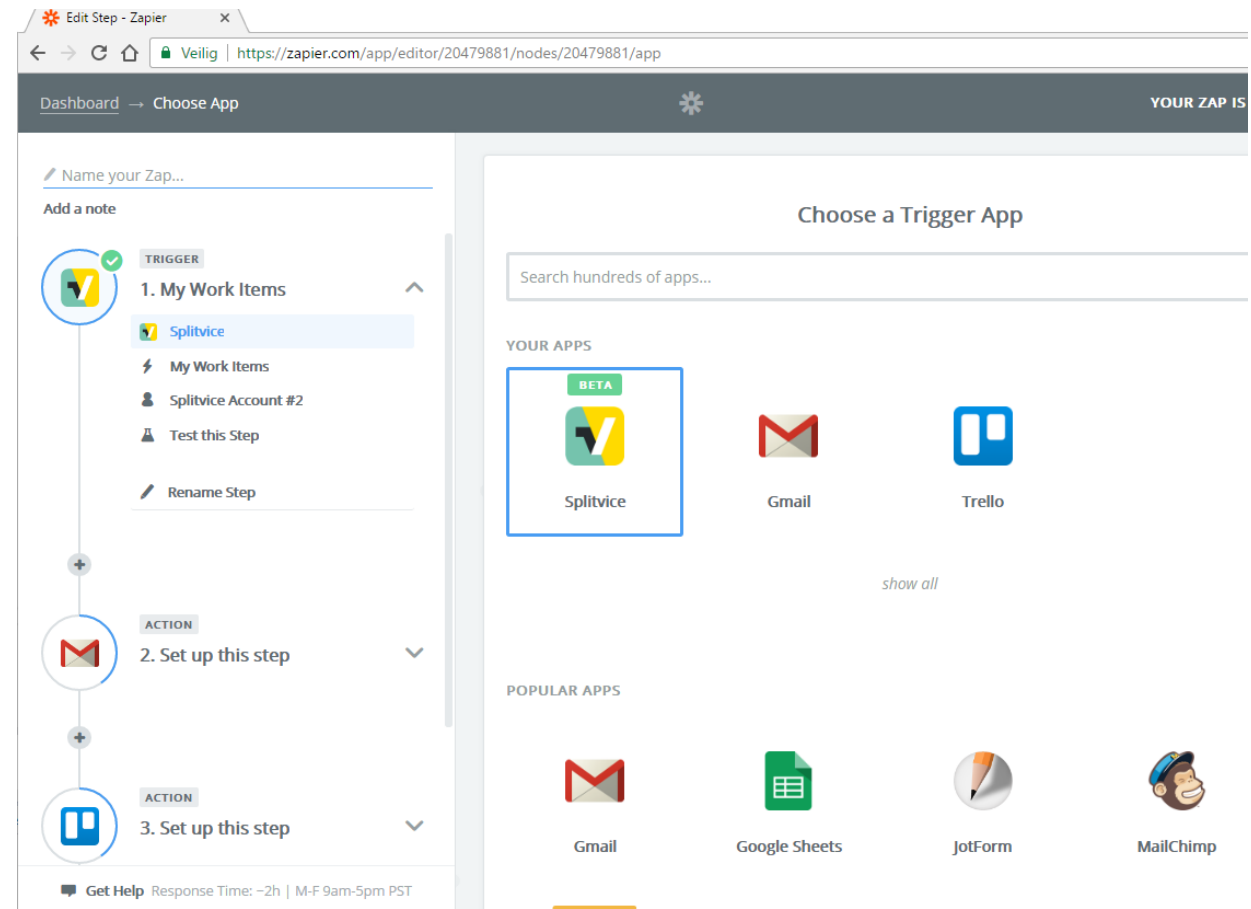


## 9. Cloud based

- One tool, available for everyone, everywhere, all the time
- No investment needed
- Scale as you go along
- Runs on Azure platform, very secure against attacks, always up-to-date security

# 10. Integrations

- Tailor-made or generic
- Recognizes the need to exchange data with other tools



# Splitvice concepts

# Portfolio

- A portfolio is a collection of projects. Usually, companies have only one portfolio and many projects. To increase efficiency, resources are shared between the different projects, which makes them harder to plan. Resources are limited, which makes the number of projects you can execute (within a certain timeframe) also limited. This makes multi-project planning very complex.
- Splitvice is a tool that helps you to organize your portfolio, create plans that encompass all the resources and projects you have, produce a view on them and enable you to make strategic decisions based on current data and future projections.

# Scenario

- Managing a portfolio and taking strategic decisions is hard because of the complex relations between projects and shared resources. Often you will get questions like:
  - What if we delay (or cancel) project X in favor of project Y, will project Y finish on time?
  - Can we finish project Z in time if we hire two extra people? If so, which type of people do we hire?
- Without Splitvice, these questions are hard, because how do you know the impact of such a decision?
- Each “what if” question is a scenario in Splitvice.
- Splitvice enables you to see the impact of these decisions and compare them to other scenarios, so you are able at any given time to answer these questions and make the right strategic decision
- With a click on a button, you can activate a new scenario which will automatically lay out the new priorities for all your employees
- A scenario is one of the most powerful features of Splitvice

# Role

- In a large organisation, you have many different employees that all execute certain tasks, or, as we call it in Splitvice, have different roles
- When planning a portfolio, we realize that a project only starts with estimations on what time is required for each of those roles your people can execute. For example, if you are into construction, you have 3 architects and 10 carpenters, and your project will initially look like “3 days work for 2 architects and 4 weeks work for 3 carpenters”
- In Splitvice, work break-down of a project is done in roles because in the beginning you will not know who will execute the task, and this is not relevant either in the beginning... soo many things can still change: people might be unavailable, projects might be cancelled or delayed (remember scenario’s)

# User

- At the end of the day, your employees must do the work. Each of them is a user in Splitvice and each user has one or more roles in the company
- By defining users and assigning them roles, your resource capacity is defined and Splitvice can calculate the necessary project metrics for your complete portfolio
- In a scenario, you can recalculate these metrics with different assumptions on the amount of resources you have for each role. This way, you can see what type of employee you need to hire to get the best result in the portfolio.

# User profile

- Next to roles, which relate to your business, Splitvice users have a profile. This is the what they should do when using Splitvice itself.
- Users have one of the following profiles in Splitvice, depending on their responsibility
  - Champion: the sysadmin of Splitvice for your company. Typically 1 or 2 users.
  - Strategist: a user part of the management that is empowered to take strategic decisions. They will decide whether or not to execute a certain project, hire extra people, or change the strategy. Only a limited number of users in your company will have this profile
  - Work manager: user that manages a team or group of resources and makes sure the work gets done. This can be a team leader, a project manager, senior engineer or other responsible. Depending on the organisation, you will have a few or a lot of them.
  - Knowledge worker: user that can execute a certain type of work (defined by his roles). Most likely most of your employees will be knowledge workers



# Project

- Projects are a basic concept and are the reason why you do business and why you pay your employees
- As PMI(\*) defines it “A project is a temporary endeavor. The temporary nature of projects indicates that a project has a defined beginning and end”.
- A portfolio tool such as Splitvice enables you to manage multiple projects with complex relations between them and the resources you consume
- Projects are typically budgetted.
- On a strategic level, it is possible to execute, cancel, or not even accept a project
- Projects generate the bunch of work that your people will execute

(\*) PMI: Project management institute

# Operation

- Operations represent the type of work that your employees must execute, but that cannot be assigned to a specific project, for example, a weekly meeting.
- Operations never really begin or end.
- It is important however to recognize the work these operations require, because they might have a significant impact on the time your resources can spend on projects. Ignoring time on operations is a frequent mistake in planning.
- Splitvice allows you to define different operations where users can log work on, and, in the scenarios, you can simulate the impact if certain operations would take more or less time. Another powerful concept in the Splitvice scenario calculations.

# Work packages

- When you define a project, you do this based on an initial estimation. This is very raw, but, sufficient to begin and to make strategic decisions.
- When the time has come to start the project, work managers will split up the project in different work packages, and, as they go along and gain more insight, further split up the work packages in more detail.
- Splitvice supports breaking down your project in different (child) work packages when you start working on the project so you get more detail as you go further down the project
- Every work package will contain work to be done for a certain number of roles
- Every time you define more detail, this information is used to update the data on your portfolio.

# Work items

- When a work package has been defined and must be executed, you can start execution: a work item will be made based on this work package.
- Work items can be assigned to a specific user or role. Also co-workers can be assigned, but 1 user will be the final responsible.
- When you assign it to a role, you empower your employees to pick the task best suited, or let a team leader do that assignment.
- Based on a workflow, a work item can travel through different steps, via different users
- Work items can be further refined (split up) in child work items when this would be needed, based on further insight at the task at hand.

# Work visualisation

- Knowledge workers can view their work in two different ways
  - A work item list. The user can see his own task, or can query the available tasks and assign task to him
  - A kanban board. The user can visualize his and other work items in different kanban boards. These kanban boards can be customized depending on what the user wants to see
- Workflows are designed in BPMN standard and allow you to define complex flows with parallel tasks assigned to different roles.  
Tasks in a workflow can be shown in a Kanban board.

# Worklog

- Splitvice lets information flow from top down and back up.
- Knowledge workers report their on work done by logging work to a certain work item
- This information is used to update the portfolio metrics
- Knowledge workers can log the amount of work done, but, can also report on the work still to be done. This way, you get immediate feedback if a certain project would be delayed, and what the impact is on your portfolio



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