

# Knowledge workers Training Guide



Executing work

splitvice

Splitvice offers you a new way of managing work on all levels of your company. Of course, an innovative solution to manage work requires a slightly different approach than what you are used to.

We call the **knowledge workers** those people that actually work on the projects in their company.

This guide is intended to quickly introduce new knowledge workers to the essential concepts of Splitvice.

# Executing work

When the strategy has been defined and the work manager has defined all the work packages to be executed, all there is to do is execute the work.

**Knowledge workers** will execute work items and report progress back in the work mode of Splitvice. Work log information entered at these levels is consolidated and integrated in the strategy level. Each of the knowledge workers can at any time see his own up-to-date tasklist with a clear indication on the priority of the task, that is set in accordance with the strategy and the importance of the project.

A knowledge worker can visualize his work items either in a list or in a (customized) kanban board.



If you plan to work also on the administrative, strategic or work management level of Splitvice, make sure you read those training guides first.

# Topics covered in this guide

## Work mode

- Projects and operations (you can skip this if you read the Strategy or the work management guide)
- Viewing and managing work items
- Creating additional child work items
- Creating and view Kanban boards
- Logging work



Throughout this presentation, when we use the term task, we refer to a work item. These terms are used both for the same concept of an item that a knowledge worker must do

# Projects and operations

(skip this section if you read the strategy guide or the work management guide)

# Projects vs. Operations

Every company can basically split its daily activities in two categories:

- Projects, which are the activities you do to create a certain product (a building, a machine, a web application, ...). This can be related to one customer order, or could be a generic product. Each project has a start date, an end date and a goal.
- Operations, which are activities you do on a regular interval and are not directly related to an on-going project. E.g. a weekly administrative task you have to do or a monthly personnel meeting. Operations are recurring, but the resources they consume can vary. For example, the first 3 months after a product is released, there might be a lot of service calls. Occasional service work on a finished project is also part of operations.

# Projects vs. Operations

## Projects

- Defined on a strategy level because you can decide to do or to not do them (e.g. ROI not sufficient, not enough resources, etc...)
- Work and expenses (budgets) are defined and must be closely monitored
- Priority between projects, timing and budget can change depending on the business

## Operations

- Defined on a work management level because they primarily exist to make sure the time spent on them is taken into account
- Knowledge workers will create the work items for a specific operation whenever they do that kind of work. This way they can also log work for operations.

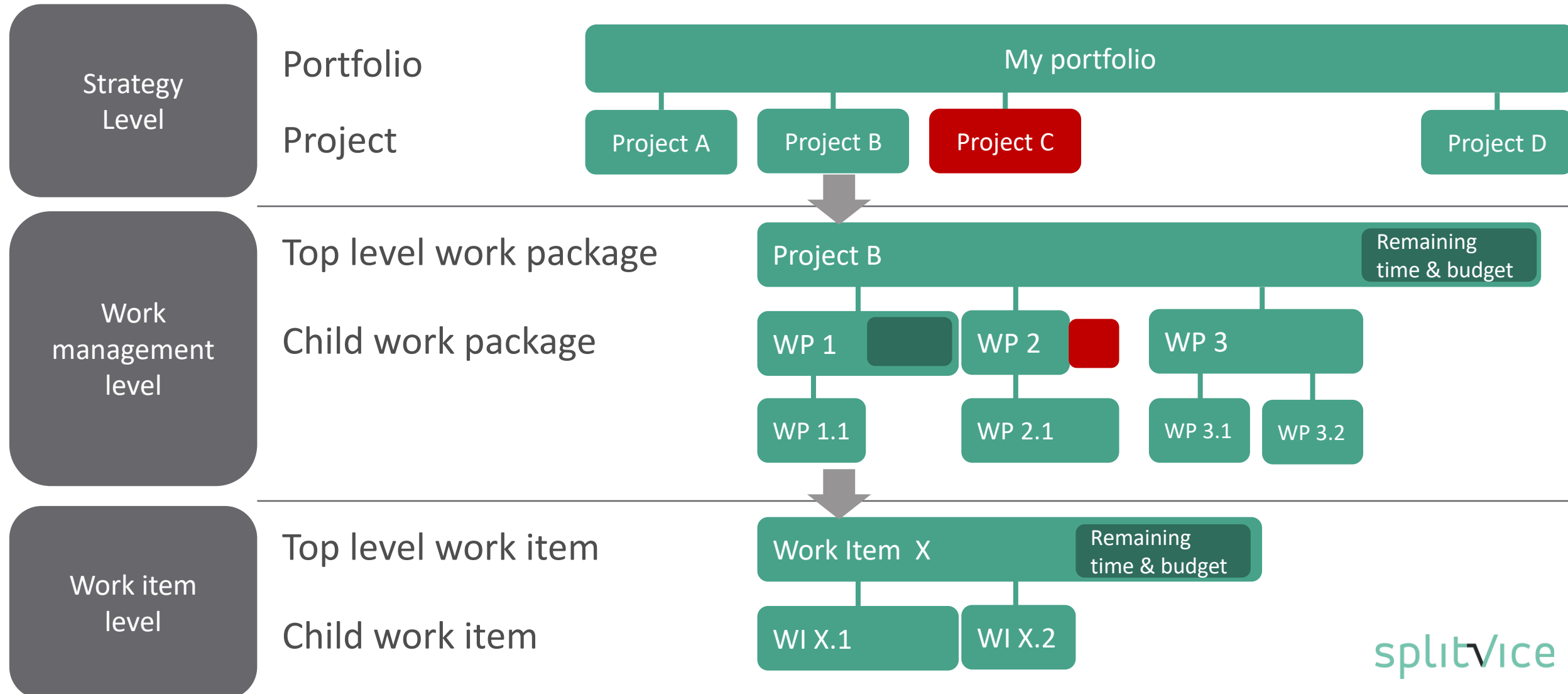
Work items



# Work items

- Whenever in Splitvice a project work package is activated (or started) and a role or knowledge worker is assigned, a corresponding work item for this work package is created
- A work item always has a certain workflow it must follow. There is a default predefined workflow called 'Splitvice' that is no more than start -> doing -> done.
- Since the knowledge worker might want to refine the work further, he can create additional child work items for the top level work item (that corresponds with a work package).
- Child work items will “take away” budget and timing from their parent work items. The remainder will be stored in the parent work item. This way a knowledge worker can bring more clarity in a task on a level where the work manager might not be involved anymore

# Work item concept and relations



# Managing work items

- Work items can be viewed in the work item list or on a Kanban board.
- Work items can be defined in tree ways
  - Whenever a work package is started, a corresponding work item is created automatically
  - Whenever a knowledge worker decides to create a child work item
  - When a knowledge workers needs to execute work that is related to an operation, he will create a new work item for this operation in the work item overview

# Work item list

The screenshot shows the 'splitVice' interface for 'Work item management'. The left sidebar is dark green with the 'splitVice' logo at the top. Below the logo, it says 'WORKING ON PORTFOLIO' and 'Rocket Science'. The sidebar contains several menu items: 'DASH', 'ADMIN', 'STRATEGY', 'WORK MANAGEMENT', 'WORK', and 'Kanban board'. The 'WORK' item is highlighted with a red box, and a yellow callout box points to it with the text '1. Go to the work item list in the work mode'. Below 'WORK', there is a sub-menu item 'Work items' which is also highlighted with a red box. A second yellow callout box points to the 'Work items' sub-menu with the text '2. Run one of the predefined queries or create a new query and save it'. The main content area is white and shows a table of work items. At the top of this area, there is a 'Filter' dropdown set to 'Assigned to me' and a 'RUN' button. The table has columns for 'Work item name', 'Project/Operation', 'Resources', and 'A'. The table contains several rows of data, including 'LaunchP... 12', 'LaunchP...', 'DEMOE-28', 'DEMOE-29', and 'DEMOE-30'. The 'Work item name' column contains text like 'prepare raw materials like concrete, water, cupper' and 'prepare PCB'. The 'Project/Operation' column contains text like 'Pr: Fly to IO', 'Pr: Fly to the moon', 'Pr: DemoE as demo project for veryenormeous 0 long names', and 'Pr: DemoE as demo project for veryenormeous 0 long names'. The 'Resources' column contains the number '0' for most items and '1' for the last item. The 'A' column contains a link icon for each row.

splitVice

Work item management

Filter Assigned to me

RUN

1. Go to the work item list in the work mode

2. Run one of the predefined queries or create a new query and save it

Work item name	Project/Operation	Resources	A
LaunchP... 12	Pr: Fly to IO	0	<a href="#">u</a>
LaunchP...	Pr: Fly to the moon	0	<a href="#">u</a>
LaunchP...	Pr: DemoE as demo project for veryenormeous 0 long names	0	<a href="#">u</a>
LaunchP...	Pr: DemoE as demo project for veryenormeous 0 long names	0	<a href="#">u</a>
DEMOE-28	Pr: DemoE as demo project for veryenormeous 0 long names	0	<a href="#">u</a>
DEMOE-29	Pr: DemoE as demo project for veryenormeous 0 long names	0	<a href="#">u</a>
DEMOE-30	Pr: DemoE as demo project for veryenormeous 0 long names	1	<a href="#">u</a>

# Work item list information

The screenshot shows the SplitVice interface with a sidebar on the left and a main content area. The sidebar includes the SplitVice logo, a 'WORKING ON PORTFOLIO' section with 'Rocket Science' selected, and navigation links for DASHBOARD, ADMINISTRATION, STRATEGY, WORK, and a WORK section with 'Work items' and 'Kanban board' options. The main content area displays a 'Work item query filter' set to 'fly to the moon'. Above the table are buttons for 'Add new filter', 'Edit filter', 'Duplicate filter', and 'Delete filter', along with a 'RUN' button. The table has columns for Work item Id, Work item name, Project/Operation, Resources, Assigned to, Urgency, and Priority. Several callouts provide details: 'Work item id. For top level items, this is the same as the work package it represents' points to 'AP11-11'; 'Work item name. For top level items, this is the same as the work package it represents' points to 'design nose 2-bis'; 'Create a child work item' points to a '+' icon; 'Urgency of the task. The higher the number, the more urgent. Splitvice take into account the weight of the project, and how critical the task is for the progress of the project' points to the 'Urgency' column; and 'Priority of the task. This is a setting you can set yourself.' points to the 'Priority' column.

Work item Id	Work item name	Project/Operation	Resources	Assigned to	Urgency ↓	Priority
AP11-11	design nose 2-bis	Pr: Fly to the moon	2	user Worker	100	Undefined
AP11-11		Pr: Fly to the moon	0	=	100	Low
AP11-12	assembly	Pr: Fly to the moon	0	user Aldrin	100	Undefined
AP11-49		Pr: Fly to the moon			100	Undefined
		Pr: Fly to the moon			100	Undefined
		Pr: Fly to the moon				Undefined
		Pr: Fly to the moon				Undefined



Urgency is calculated in the context of a portfolio and related to the critical path of the different projects. Priority is an indication of the work manager within a certain project.

# Work item properties

- Click on a work item to open the work item details
- Properties are split in to three parts
  - The general properties, such as the name of a work item
  - The work that is still to do for this work item
  - The work that has been done and logged for the work item

# General work item properties

**Edit work item design nose 2**

GENERAL

WORK TO DO

WORK LOG

SCHEDULE

PROPERTIES

Name

design nose 2

Description

☐ Due date

06/12/2019

Checklist

+

SAVE

CANCEL

1. Fill in a name. For top level items that are automatically created, the name is the same as the linked work package and cannot be changed

2. Optionally, a due date can be set

3. Each work item can also have a custom checklist. A handy feature that makes sure you do not forget anything

# Work item work to do

## Edit work item design nose 2

GENERAL

WORK TO DO

WORK LOG

SCHEDULE

PROPERTIES

Remaining work 18.625 day(s)

Scheduled from 21/11/2019 until 29/01/2020 to Worker

☐ Show all roles

Role	to do man-days
Astronaut	<u>0.63</u>
Mechanic	<u>8.00</u>
Rocket scientist	<u>10.00</u>

In the work to do tab you can see how much work there is still to be done for each of the roles.

It is also possible to update the work still to do when you notice that the assigned time is not sufficient or not required.



# Work item work log

Edit work item design nose 2

GENERAL

WORK TO DO

WORK LOG

SCHEDULE

PROPERTIES

For

Jurgen Devlieghere

As role

Project Manager

Description

Description

06/12/2019

Friday

4

Hours

+

LOG WORK

Work done 11 day(s)= 37.13%

☐ Work item is completed

User	Role	Hours	Date	
Worker	Mechanic	16	04/04/2018	
Neil Armstrong	Astronaut	16	28/02/2018	
Neil Armstrong	Astronaut	56	27/02/2018	

SAVE


CANCEL

In the work log tab, a knowledge worker can enter time for this work item, for a specific role he played in this. Logging work will decrement the work to do



Work can also be logged for a role which was not foreseen. This will obviously not decrement any work to do, but will be visible in the work done.

# Creating child work items

Work item management 

Quick search

Filter fly to the moon

Work item Id	Work item name	Project/Operation
AP11-11	<u>design nose 2</u>	Pr: Fly to the moon
AP11-11		
AP11-12	<u>Assembly</u>	
AP11-49	<u>child</u>	
AP11-51	<u>linked to design</u>	
AP11-17	<u>topLevelSubtask</u>	

Add child item

Add a child work item to

GENERAL WORK TO DO ASSIGN SCHEDULE PROPERTIES

Name

Description

☐ Due date 06/12/2019

Priority

Checklist +

1. Go to the work item management

2. Make a query that has the work item for which you want to add a child

3. Use the + on the work item to create a child item

4. Fill in all properties for this child work item

5. Click save to add the child work item

# Creating work items for operations

The screenshot displays the 'Work item management' interface. At the top, there is a header with the title 'Work item management' and a red circle highlighting a plus icon in the upper right corner. Below the header, there is a search bar labeled 'Quick search' and a filter section with the text 'Filter fly to the moon'. A table lists work items with columns: Work item Id, Work item name, Project/Operation, Resources, and Assigned. The table contains several rows, including 'AP11-11 design nose 2' and 'AP11-12 Assembly'. An 'Add operation work item' modal is open, showing a form with tabs: GENERAL, WORK TO DO, and PROPERTIES. The form fields include: Operation (Monthly financial report), Name (empty), Priority (Low), and Checklist (+).

Work item Id	Work item name	Project/Operation	Resources	Assigned
AP11-11	design nose 2	Pr: Fly to the moon	2	user Wor
AP11-11		Pr: Fly to the moon	0	=
AP11-12	Assembly			
AP11-49	child			
AP11-51	linked to design			
AP11-17	topLevelSubtask			
AP11-48	Name			

**Add operation work item**

GENERAL WORK TO DO PROPERTIES

Operation Monthly financial report

Name

Priority Low

Checklist +

1. Go to the work item management

2. Click the add button in the upper right corner to create a work item for an operation

3. Fill in all properties for this work item, including the estimated work load.

4. Click save to add the work item

5. The freshly created work item will be shown in a list. You can create child work items or log work on it from here.

# Work item queries

The screenshot shows the 'Work item management' interface. At the top, there's a 'Filter' dropdown set to 'Astronauts' and a 'Quick search' bar. Below the filter, there's a table with columns: 'Work item Id', 'Work item name', 'Project/Operation', 'Resources', 'Assigned to', and 'Urgency'. The table contains one row with 'FIN-136' as the ID and 'report december 2020' as the name. A red circle highlights the '+' button next to the filter dropdown. A 'Define filter' dialog box is open in the foreground, showing options to 'Show only active work items' (checked) and 'My projects only' (unchecked). The dialog has tabs for 'USER', 'GROUP', 'ROLE', 'PROJECT' (selected), 'WORK PACKAGE', and 'OPERATION'. Under the 'PROJECT' tab, there are five checkboxes: '2nd for weight', 'Build launch platform', 'Fly to ISS', 'Fly to Jupiter', and 'Fly to the moon'. An 'OK' button is visible at the bottom right of the dialog.

Work item Id	Work item name	Project/Operation	Resources	Assigned to	Urgency
FIN-136	report december 2020	Op: Monthly financial report	0	user Jurgem Devlieghere	0 Low

1. Go to the work item management

2. Click the add button next to the filter drop-down to create a new work item filter

3. Define the filter as what work items you want to see:

- Assigned user
- Assigned user belonging to a user group
- Assigned role
- Project
- Project work package
- Operation

4. Click OK to run the filter

5. If you want to use the filter later again, give it a name and save it



## Creating work items

### Practice

- Go to the work mode
- For the work packages that were started, view the properties of the corresponding work items
- Create one or more child work items
- Create a work item for an operation you defined
- Create a custom filter for your project and save it as “My Project work items”

Logging work to measure progress

# Logging work and timesheets

- Work can be logged on a project work package, but it's better if everybody logs work on the work items. This holds for project work items and operation work items.
- When work is logged, it's also possible to revisit the work to be done.
- The quickest way to work log regularly is using timesheets

# Log work in a work item

**Edit work item prepare raw materials like concrete, water, copper**

GENERAL

WORK TO DO

WORK LOG

SCHEDULE

PROPERTIES

For

Jurgen Devlieghere

▼


As role

Project Manager

▼

Description

Description

 06/12/2019

▼ Friday

0

Hours

+



LOG WORK

Work done

0 day(s), 5 Hours= 17.24%

☐

Work item is completed

User	Role	Hours	Date	
<u>Jurgen Devlieghere</u>	<u>Project Manager</u>	<u>2</u>	<u>01/11/2019</u>	
<u>Jurgen Devlieghere</u>	<u>Project Manager</u>	<u>3</u>	<u>27/10/2019</u>	

SAVE

CANCEL

1. Open work item from the work item list or from the Kanban board

2. Under Work log, you can log work for yourself. If you have multiple roles, make sure you choose the right role.

3. The work to do – in the tab ‘Work to do’ - will be automatically diminished. If it does not match your expectations any more, you can adjust this.

4. If you made a mistake in previous logs, you can edit them.



# Viewing and editing your work log

**splitvice** <

WORKING ON PORTFOLIO

Rocket Science

- DASHBOARD
- ADMINISTRATION
- STRATEGY
- WORK MANAGEMENT
- WORK**
- Work items
- Kanban board
- My work log

Work log items for Jurgen Devlieghere



Quick search

Filter This week



RUN

Role	Date ↓	Task Id	Package name	Project or Operation	Time Logged	Feedback
<a href="#">Electronics</a>	<a href="#">05/12/2019</a>	<a href="#">LaunchPL-13</a>	<a href="#">test platform</a>	<a href="#">Build launch platform</a>	<a href="#">2 hours</a>	
<a href="#">Electronics</a>	<a href="#">04/12/2019</a>	<a href="#">LaunchPL-13</a>	<a href="#">test platform</a>	<a href="#">Build launch platform</a>	<a href="#">2 hours</a>	-1 days -2 hours
<a href="#">Electronics</a>	<a href="#">03/12/2019</a>	<a href="#">Launch</a>				
<a href="#">Electronics</a>	<a href="#">02/12/2019</a>	<a href="#">LaunchPL-13</a>	<a href="#">test platform</a>	<a href="#">Build launch platform</a>	<a href="#">3 hours</a>	
<a href="#">Administration</a>	<a href="#">02/12/2019</a>	<a href="#">Launch</a>				

Total time logged in this list: 1 days and 3 hours

1. Go to Work / My work log

2. Choose the right time filter and hit the RUN button

3. Use the Quick search filter to look for the right time log

4. You can edit or delete the work logs

5. Beneath the logs the total is displayed

# Timesheets

splitVice <

WORKING ON PORTFOLIO

Rocket Science

DASHBOARD

ADMINISTRATION

STRATEGY

WORK MANAGEMENT

WORK

Work items

Kanban board

My work log

Timesheets

Holidays

Timesheet overview +

02/12/2019

Project or Operation ↑	Work package	Work item	Role	02/12 Mon	03/12 Tue	04/12 Wed	05/12 Thu	06/12 Fri	07/12 Sat	08/12 Sun
Total = 11 / 31				3 / 8	4 / 8	2 / 7	2 / 8	0 / 0	0 / 0	0 / 0
Holidays				0	0	0	0	0	0	0
Binge TV	case 34343		Finance	0	0	0	0	0	0	0
Binge TV	Friends		Project Manager	0	0	0	0	0	0	0
Binge TV	Friends	test on machine	Project Manager	0	0	0	0	0	0	0
				0	0	0	0	0	0	0
				0	0	0	0	0	0	0
Build launch platform	find financing		Finance	0	0	0	0	0	0	0
				0	0	0	0	0	0	0
Build launch platform	test 2 to close a work ite		Administration	0	0	0	0	0	0	0
				3	4	2	2	0	0	0
				0	0	0	0	0	0	0

1. Go to Work / Timesheets

2. At the top, click on the button 'weekly view'

3. Fill in the number of hours at the right day to note the work on a certain work item

4. If the work item or work package is not listed, use the [+] next to the title 'Timesheet overview'

5. If you don't log time for a while on something, it will disappear from the list

# Visualizing work items using Kanban

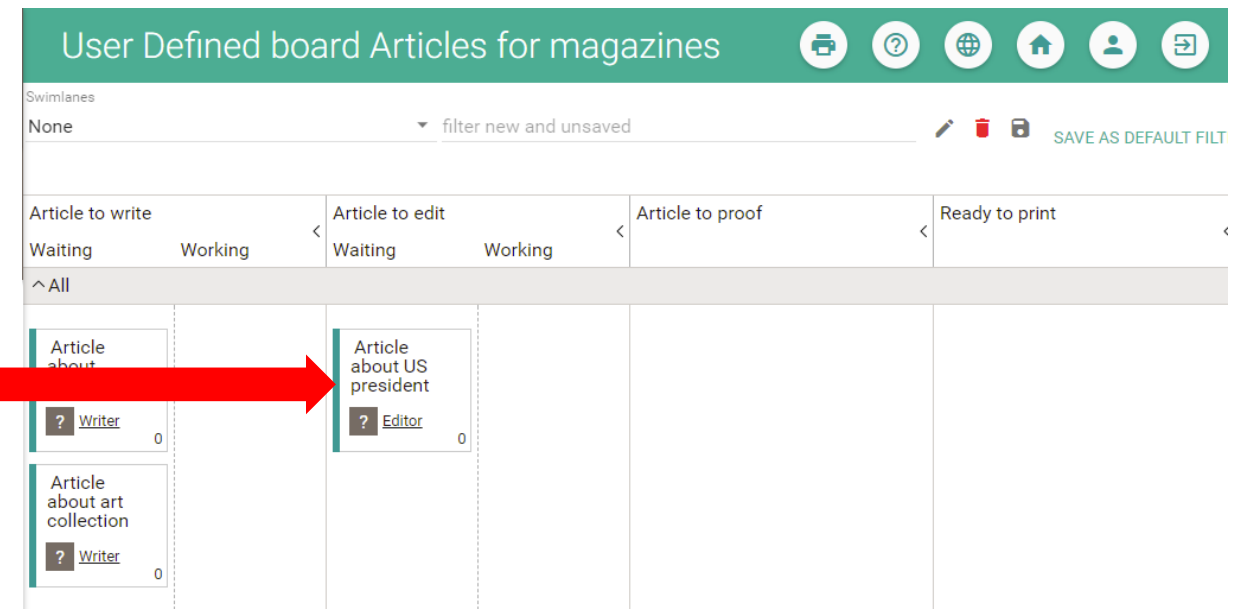
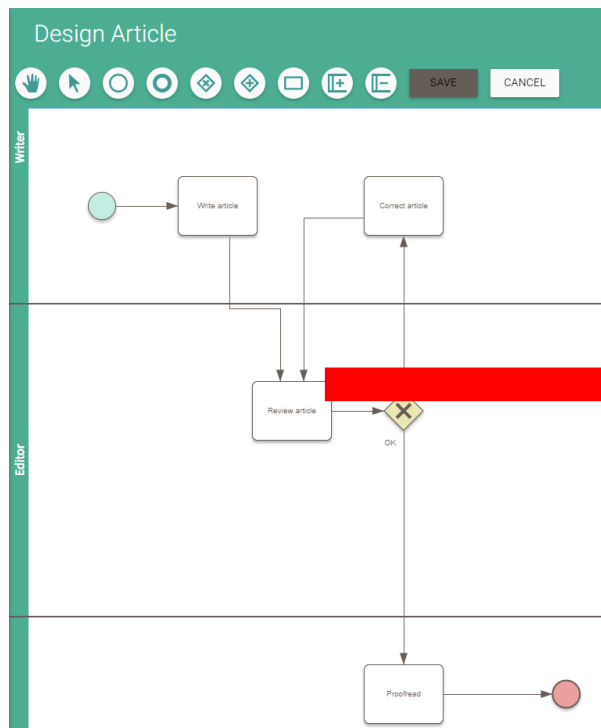
# Kanban introduction

- Kanban is a great way of visual management. It's widely used in software and other development, but originally comes from production sites.
- The biggest benefits of Kanban are:
  - It makes very clear where bottlenecks arise.
  - It avoids working on too many things simultaneously, reducing switch time and helping throughput.
  - It avoids working on things where there is no time to complete it. This is “avoiding waste”.
- Kanban is often used with paper post-it notes. While this has advantages, the biggest disadvantage is it's difficult to have several views (e.g. several Kanban boards) on the same work items.
- Kanban is closely linked to workflow, where work flows from left to right. In Splitvice, Kanban is built on top of workflows.



# Workflows as base for Kanban

- Splitvice support workflows for work items and lets you graphically design them
- A Kanban board has columns. Each column contains states of the workflows.
- Depending on the state in the workflow, the work item shows up in the Kanban column



# Define a Kanban board

To define a Kanban board, you need to do these 4 steps

1. Start the creation of a new Kanban board
2. Fill in basic data like the name and the workflows the board uses
3. Create the columns and set them in the right order from left to right
4. Populate the columns with the states of the workflows.

# Step 1 of 4 to define a Kanban board

The screenshot shows the SplitVice interface. On the left is a dark green sidebar with the SplitVice logo at the top. Below the logo, it says 'WORKING ON PORTFOLIO' and 'Rocket Science'. The sidebar contains several menu items: 'DASHBOARD', 'ADMINISTRATION', 'STRATEGY', 'WORK MANAGEMENT', 'WORK' (highlighted with a red box), 'Work items', 'Kanban board' (highlighted with a red box), and 'My work log'. The main content area is titled 'Kanban Boards' and features a red circle around a '+' icon. Below the title is a 'Quick search' bar. A list of Kanban boards is displayed, including 'Workflow board all in sequence', 'Budget report flow', 'Workflow board Copy of default', 'custom kanban', 'Workflow board', 'Workflow board Design mechanical part', 'elec tasks', 'Workflow board', 'Finance', 'for deleted w', and 'My jobs'. Three yellow callout boxes provide instructions: 1. Go to the Kanban boards; 2. For each workflow, there will be a predefined board available. If this suits you, it's ready to use.; 3. For a custom Kanban board click the [+] sign next to the title.

splitvice

WORKING ON PORTFOLIO

Rocket Science

DASHBOARD

ADMINISTRATION

STRATEGY

WORK MANAGEMENT

WORK

Work items

Kanban board

My work log

Kanban Boards

Quick search

Name ↑

Workflow board all in sequence

Budget report flow

Workflow board Copy of default

custom kanban

Workflow board

Workflow board Design mechanical part

elec tasks

Workflow board

Finance

for deleted w

My jobs

1. Go to the Kanban boards
2. For each workflow, there will be a predefined board available. If this suits you, it's ready to use.
3. For a custom Kanban board click the [+] sign next to the title

# Step 2 of 4 to define a Kanban board

## Define Kanban board

GENERALDEFINE COLUMNSWORK IN PROGRESSPOPULATE COLUMNS

Name

Default filter Assigned to me ▼ ⊕

workflows

☒ Splitvice VIEW

☐ Design mechanical part VIEW

☐ example workflow VIEW

☐ Show work log dialog when a task moves to the next state

SAVE

CANCEL

1. Provide a name for this Kanban board

2. Select the default filter. When using the Kanban board, the filter can be updated, but this is the default. It defines what work items you want to see.



3. Select the workflows of which you want to visualize work items. The default workflow Splitvice is predefined and is simply: Start-Do-End



## Step 3 of 4 to define a Kanban board

Define Kanban board

GENERAL DEFINE COLUMNS WORK IN PROGRESS POPULATE COLUMNS










1. Click on the + to create the first column of the Kanban board. Give it a name.

SAVE CANCEL

Define Kanban board

GENERAL DEFINE COLUMNS

2. Add column per column by clicking on the plusses.

 Article to write   Article to edit   Article to proof   Ready to print  

3. You can drag columns to change the order

# Step 4 of 4 to define a Kanban board

Define Kanban board

GENERAL DEFINE COLUMNS WORK IN PROGRESS POPULATE COLUMNS

workflows

^ Splitvice

Do Splitvice	End Splitvice
-----------------	------------------

^ example workflow

Exclusive example workflow	Exclusive example workflow	approve by CFO example workflow	adjust budget plan example workflow	End example workflow
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Article to write	Article to edit	Article to proof	Ready to print
------------------	-----------------	------------------	----------------

^ Selected states

Exclusive example workflow	adjust project plan example workflow
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1. Drag unassigned workflow states to the columns of the Kanban board.

2. Optionally, under 'Work in progress', set WIP limits. These WIP limits will provide visual feed-back if a column has too many items once the board is used with real items.

3. Click Save to save the Kanban board.

# Use a Kanban board: start

The screenshot displays the splitVice application interface. On the left, a dark green sidebar contains the 'splitVice' logo and a navigation menu. The menu items are: 'WORKING ON PORTFOLIO' (with 'Rocket Science' selected), 'DASHBOARD', 'ADMINISTRATION', 'STRATEGY', 'WORK MANAGEMENT', 'WORK' (highlighted with a red box), and 'Kanban board' (also highlighted with a red box). The main content area is titled 'Kanban Boards' and features a search bar labeled 'Quick'. Below the header, a table lists various Kanban boards. The second row, 'Budget report flow', is highlighted in light green, and its eye icon is circled in red. Other boards listed include 'Workflow board all in sequence', 'Workflow board Copy of default' (with a 'View' button), 'custom kanban', 'Workflow board Deep admin', 'Workflow board Design mechanical part', 'elec tasks', 'Workflow board exampl', 'Finance', and 'for deleted wfs'.

Name ↑
<a href="#">Workflow board all in sequence</a>
<a href="#">Budget report flow</a> 
<a href="#">Workflow board Copy of default</a> <button>View</button>
<a href="#">custom kanban</a>
<a href="#">Workflow board Deep admin</a>
<a href="#">Workflow board Design mechanical part</a>
<a href="#">elec tasks</a>
<a href="#">Workflow board exampl</a>
<a href="#">Finance</a>
<a href="#">for deleted wfs</a>

In Work / Kanban board, click on the  to use a Kanban board

# Use a Kanban board

Set Swimlanes if you want to split up work items per user, group, Project or Operation

Set a filter for seeing the right work items and to define the swimlanes

If the filter you want is not available yet, create a new one.

Columns are shown as defined

You can drag and drop work items to another column, following the workflow as defined.

Work items are shown including who they are assigned to. Open the work items by hitting the pencil appearing if you hover over the work item.

Each workflow state which represents work has 2 sub-columns: Waiting and Working so you can see where too much work piles up

The screenshot shows a Kanban board interface. At the top, there's a title bar with 'Swimlanes' set to 'None', a 'Filter' dropdown, and an 'Assigned to' dropdown. Below this, the board is divided into columns: 'doing', 'Waiting', 'Working', and 'done'. A horizontal bar labeled 'All work items' spans across the board. In the 'Waiting' column, there are two work items: 'choose the boys that are smaller than 1m20' and 'choose the raw materials like concrete, water,'. Both are assigned to 'J Jurgan Devlieghere'. In the 'Working' column, there is one work item: 'choose the children', also assigned to 'J Jurgan Devlieghere'. Each work item has a numerical value (200, 100, and 200 respectively). A small pencil icon is visible next to the 'choose the children' item.

Follow the flow:  
move the work item through the  
workflow

# Moving the work item through the workflow

- In the **Kanban board**, you can drag items according to the workflow.
- In the work item itself, you edit the workflow state of the work item

**Edit work item child**

**GENERAL** WORK TO DO WORK LOG

Name child

Description

☐ Due date 06/12/2019

Workflow

☒ make spec

☐ → design

child

fin report end of 2019

report for March 19

Friends

test on machine

Team meeting

report december 2020

Work packages

Gantt chart

Workflow step : > design

Delete

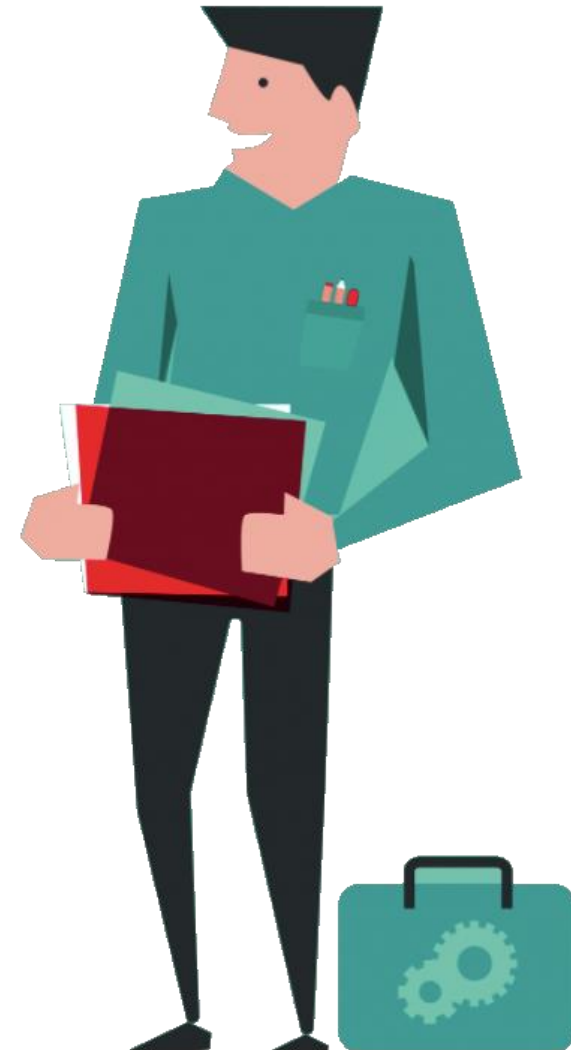
Op: Te

Op: M

# You are up and running!

As soon as all knowledge workers are creating and handling the different work items, information will start flowing through all levels.

Splitvice will create more transparency and will provide realistic timelines so everybody can strive for the same goal: projects that are simply well done.





Find additional learnings in these movies

Contact us for more information:

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