

Agile Management – A Game-Changer: Navigate through work

Executive Summary

Agile management can be a game changer when it is implemented well. Agile management requires continuous live planning and personal navigation; so plans are always relevant and people know what to do.

In theory, agile management can manage the personal actions and interactions required to plan and get things done. However the actual planning, coordinating and synchronizing of personal actions required to keep work flowing is extremely difficult to achieve.

This paper explains a simple method and tool to introduce and sustain agile management. The method and tool distributes work to the right people at the right time to keep work flowing and relevant stakeholders informed. A key feature of TASKey's agile management is that it makes it easy for each individual to visualize what they need to do for all the strategies, projects, tasks, processes and routine actions they are involved in.

The simple agile method and work navigation software tool is easy to learn and apply. People can visualize and instantly update their planned workflows. A personal ToDo list is automatically created and updated from changes in relevant workflows; so it is easier to navigate through all the work a person needs to do.

The agile solution works through people located anywhere at any time. Consequently it is independent of organisation structures and can be concurrently applied between customers and other stakeholders located in and outside any organization anywhere.

Work gets done, because nothing is forgotten and each person's actions are coordinated and synchronized to keep work flowing. Productivity is increased, because each person can know the right things to do with the right people at the right time. Most of the administration, meetings, training and complex synchronizing normally associated with agile methods are eliminated by the work navigation software; so users can spend their time confidently doing productive work with less stress.

Agile Management – A Game-Changer: Navigate through work

A Game-Changer in most businesses

Agile management makes it easier for people to optimize how they concurrently contribute to strategies, projects, activities, processes and routine tasks. Two essential requirements to be agile are continuous “live” planning to an individual level and personal work navigation; so everyone can instantly see what they need to do, when and with whom. The key is to provide the right detail to the right people at the right time in an understandable and actionable form.

Agile management has the potential to be a game-changer in most businesses. However it must be easy to apply, save work and reduce stress; so team members are willing to participate. The introduction of agile management will be slowed by perceptions of complexity, micro management, additional administration, excessive training, and not being core work.

Agile seeks better ways of doing work and helping others to do their work. Broadening the Manifesto for Agile Software Development¹ to cover general management, Agile values are;

- **Individuals and interactions;** self-organization by individuals understanding what to do and effectively working together
- **Working solutions;** local results rather than optimistic vague reporting of progress
- **Customer collaboration;** continuous customer and stakeholder involvement
- **Responding to change;** agile methods are focused on quick responses to change and continuous development.

The following **Agile Concept of Operations** provides a vision of an Agile working environment.

Anyone can work with anyone anywhere at any time. Strategies, projects, activities, processes and routine tasks are all managed together. Tasks are linked to personal ToDos – so people know what to do and progress is directly linked to what has been done.

Live plans are automatically created and updated based on what people need to do, are doing or have done. Team planning is automatically synchronized with what is happening, so plans are live and up-to-date.

Each person can navigate through their work using a continuously updated, personalised ToDo list from relevant live plans. A task progress chart is automatically updated when ToDos are completed, added or changed. Chat and notifications keep relevant people informed.

The agile planning and navigation system and software tool make agile management easy to implement and sustain. Individuals can be more productive by doing what needs to be done and not wasting time on administration. Training is minimal because enterprise, online and apps software consistently applies the planning and navigating system to convert a wide range of inputs into an understandable and actionable form.

¹ Kent Beck et al, (2001) “Manifesto for Software Development”. Agile Alliance.

Background

TASKey has developed and validated an agile solution that is easy to apply without additional administration and training. Other agile type management approaches require a lot of training, administration and discipline to apply beyond sprints/short activities in software projects.

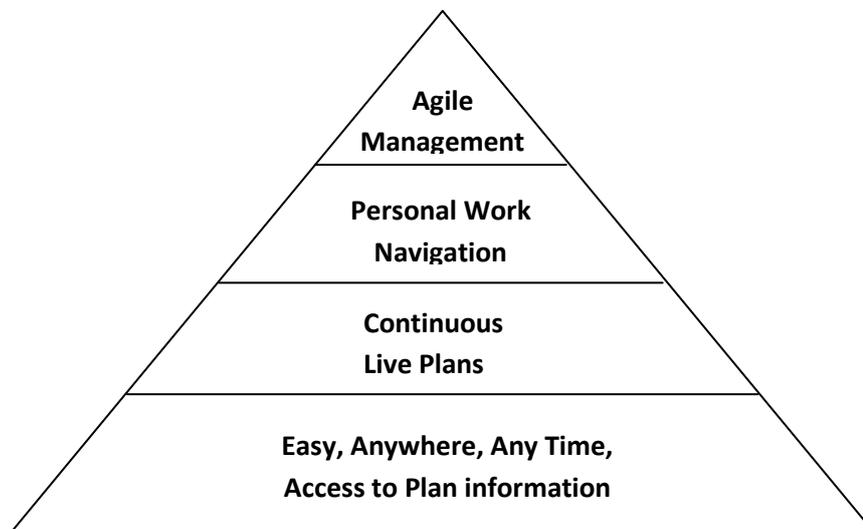
Agile management consistently distributes work to the right people at the right time and keeps relevant stakeholders informed. A key feature of TASKey's agile management is that it makes it easy for each individual to see what they need to do for all the strategies, projects, tasks, processes and routine actions they are involved in.

A subset of agile management is agile project management that focuses on intensively managing the ToDos required to get short term tasks done. Current agile project management practice requires intensive manual inputs that cannot be sustained for concurrent agile management of many people doing many ToDos for strategies, projects, tasks, processes and routine actions.

This paper explains simple methods and tools to introduce and sustain agile management.

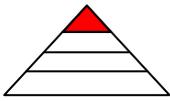
Simplicity is the Key

Agile is continuous management, whereas other management approaches largely follow fixed plans that quickly become out-of-date. The following Agile Management Triangle shows the underpinning essential requirements for Agile Management to be applied in workplaces.

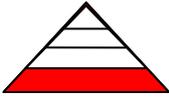


The function and importance of each layer will be discussed. If any layer is missing, the likelihood of achieving a workable agile management solution is greatly reduced.

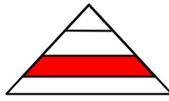
Agile Management

	<p>Agile management can only be realised when key people do the right thing at the right time with the right people. To achieve agile management, all layers in the Agile Management Triangle need to be present and dynamically coordinated.</p>
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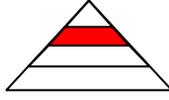
Easy Anywhere Any Time Access to Plan information

	<p>Relevant stakeholders must be able to instantly access information about what is happening and what they need to do. If information is not timely and accurate, it will not be credible and will not be used by the people who need to use it.</p>
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Live Plans

	<p>Plans explain how a goal is to be achieved. A plan is a road map of what stakeholders need to know and do to achieve the plan goal. Live plans are maps for personal navigation.</p> <p>In order to remain relevant and useful, plans need to be “live”: they need to be continually updated to include changes and new developments. This requires plans to be connected to what is actually being done.</p>
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Personal Work Navigation

	<p>Each person needs to decide their best ToDo path through all the live plans they are involved in. To decide their best path, people need to see what they need to do for everything they are involved in, in an understandable and actionable way. They need to see what is happening now and to chat and be notified about how other peoples’ actions affect them.</p>
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Agile Management Needs

Individuals need to be able to find out and track what is happening, work out what to do, update progress, and keep relevant people informed. This requires a method that goes beyond each person trying to remember what they need to do, relying on meetings, and maintaining self-coordinated ToDo lists. In particular, the method needs to seamlessly handle many people doing many strategies, projects, activities, processes and routine tasks concurrently.

Consequently new methods and tools will be needed to introduce and sustain agile management in workplaces, by facilitating each of the key pieces in the Agile Management Triangle.

New Methods and Tools

TASKey has developed a patented method and a “work navigator” software tool that applies the method. The software tool delivers the agile management required to get work done productively, with minimal administration, training and stress.

Worknav “work navigator” Software

Worknav is online and Apps software that shows each user their best path through their work. It automatically adjusts your path to coordinate with what is being done and other users’ paths.

Worknav makes it easy to use agile management to work together from anywhere at any time. Each individual can see (from their perspective) and manage what they need to do for all their tasks.

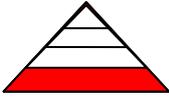
Most importantly, each individual can decide and optimize their best ToDo path through all the live plans they are involved in.

How Worknav facilitates Agile Management

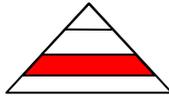
Worknav delivers the layers of the Agile Management Triangle to get the right information to the right people at the right time.

It makes it easy for people to work together by doing a lot of the hard boring work in the background. Individuals can work how they want to work, while Worknav fits the critical pieces together and keeps all users informed.

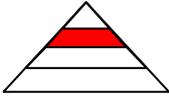
Easy Anywhere Any Time Access to Plan information

	<p>Users can access Worknav on standard and mobile browsers and Apps with a single Logon. Worknav shows:</p> <ol style="list-style-type: none"> 1. A personalized task tree that shows the relationships between relevant tasks. 2. A live plan for each task. 3. A filterable personalized ToDo list of all their relevant ToDos from all their Live Plans <p>Relevant stakeholders can instantly access information about what is happening and what they need to do. Information is timely, accurate, credible, understandable and actionable; so users can get the best value from their time and effort.</p>
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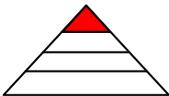
Live Plans

	<p>Worknav automatically coordinates and updates the plans you create. You and other team members just enter what needs to be done or has been done for a task; then Worknav turns this information into a Live Plan and keeps all team members informed about any changes.</p> <p>It is now easy to “Plan-as-you-go”, because Worknav does the hard work of updating the plan in the background for you.</p> <p>A unique feature of Worknav is that it manages Live Plan tasks and ToDos together. Tasks provide context, and ToDos show the detail of what needs to be done, when and by whom.</p> <p>With Worknav all planning is automated and continuous; so agile management can be achieved by anyone with minimal administration and training.</p> <p>Your personalised Task tree allows you to break down higher level tasks into related sub-tasks. Worknav automatically manages your tree, so you just see the tasks that are relevant to you, in context.</p>
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Personal Work Navigation

	<p>Most people have some involvement in many different Live Plans. The key is to see what you need to do for all your plans in a consolidated ToDo list. This makes it easy to decide how to navigate through all your plans at the same time.</p> <p>To decide their best path, team members need to see what is actually happening now and how other peoples' actions affect them. They also need to be notified of changes that affect them.</p> <p>Worknav uses a powerful double filter; first to sort out relevant tasks in a tree of Live plans, and then to sort out relevant ToDos from relevant Live plans.</p>
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Agile Management

	<p>Worknav automatically synchronizes what you do with what other team members are doing, so the right ToDos can be done at the right time by the right people.</p> <p>Worknav integrates and coordinates all the layers to make agile management achievable for all workplaces.</p> <p>Everything short, medium and long term is managed together. But most importantly, people can work together across the globe; so tasks are not isolated and hidden in and between organization structures.</p> <p>Worknav makes agile management achievable for all workplaces. Worknav delivers agile management, significantly reduces administration and stress, and keeps productivity high.</p> <p><i>Note: Security and privacy management is integrated, because each user only sees the tasks and ToDos that are relevant to them.</i></p>
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Double Filter

Worknav employs a unique double filter to instantly create ToDo lists from the two levels of detail in Live Plans. The first filter creates a tree of relevant tasks, so you can see how your tasks fit together.

The second filter finds the ToDos that you are involved in, from all the Tasks on your Tree to create your own consolidated ToDo List.

Both filters are important to ensure that you understand context and what you need to do is understandable and actionable.

*What you decide to do from your list influences your path. **Worknav** can be accessed from browsers and mobile apps, so you have the work information you need, when and where you need it.*

Benefits to Businesses

Many unique benefits are offered to users:

- **Agile management is easy to achieve** – Worknav software does the complex, time consuming planning and navigating work required to introduce and sustain agile management. Synchronizing team work is simple.
- **See everything you are involved in** - A personal ToDo list is created from all the strategies, projects, tasks and other activities you are involved in. Your ToDo list is continuously updated based on new and updated live plans and what you and other users have done.
- **Work gets done** - The probability that work gets done is significantly increased. What each contributor needs to do and know about is explicit. Stakeholders' actions will be synchronized and the reliance on remembering and chasing people will be largely reduced.
- **Plans are automatically created and updated** - Plans are automatically created and continuously updated based on what needs to be and has been done. People can be agile without the administrative overhead of updating plans and keeping stakeholders informed.
- **Work is Tracked and Recorded** - What actually happened is progressively tracked and recorded, so lessons learnt can be soundly based on facts rather than recollections. Chat sessions are recorded with tasks and ToDos, so they can be read in context.
- **Templating saves time and improves results** - Planning time can be saved by templating past activities (or selected parts). By updating tasks and ToDos and the people involved, new activity plans can be closer to reality.
- **Worknav navigates for you** - users can access their ToDo list, context tree and live plans from standard and mobile browsers and Apps from anywhere at any time. So they can visualize and remain focussed on the work that adds most value.
- **Reduced stress** - Personal stress is reduced, because no time and effort is wasted trying to work out what to do and what has already been done.

Worknav Software – Enterprise and Online

WorkNav is online and Apps software that shows each user their best path through their work. It automatically adjusts your path to coordinate with what is being done and other users' paths.

The advanced Premium version of **Worknav** makes it easy to see the big picture, develop complex plans, manage progress in all your activities, provide powerful reports, and access many productivity features (like templating, timesheeting, bulk changes to many task teams).

A free Basic version of **Worknav** lets everyone see their best path through their work. With the basic version, you can create and update simple live plans. Completing your ToDo's updates progress and keeps other team members informed.

Worknav has many productivity features. An Enterprise version is also available.