EFICIENȚĂ ÎN PROIECTARE

Eficiența = Rezultate scontate / unitatea de timp

Planificarea în trei pași

- Stabilirea scopurilor
- Planificarea acțiunilor necesare
- Bugetarea cu timp a acțiunilor necesare

- Scopurile, profesionale și personale



- Ariile cheie, capitole pe care îți petreci timpul pentru atingerea scopurilor



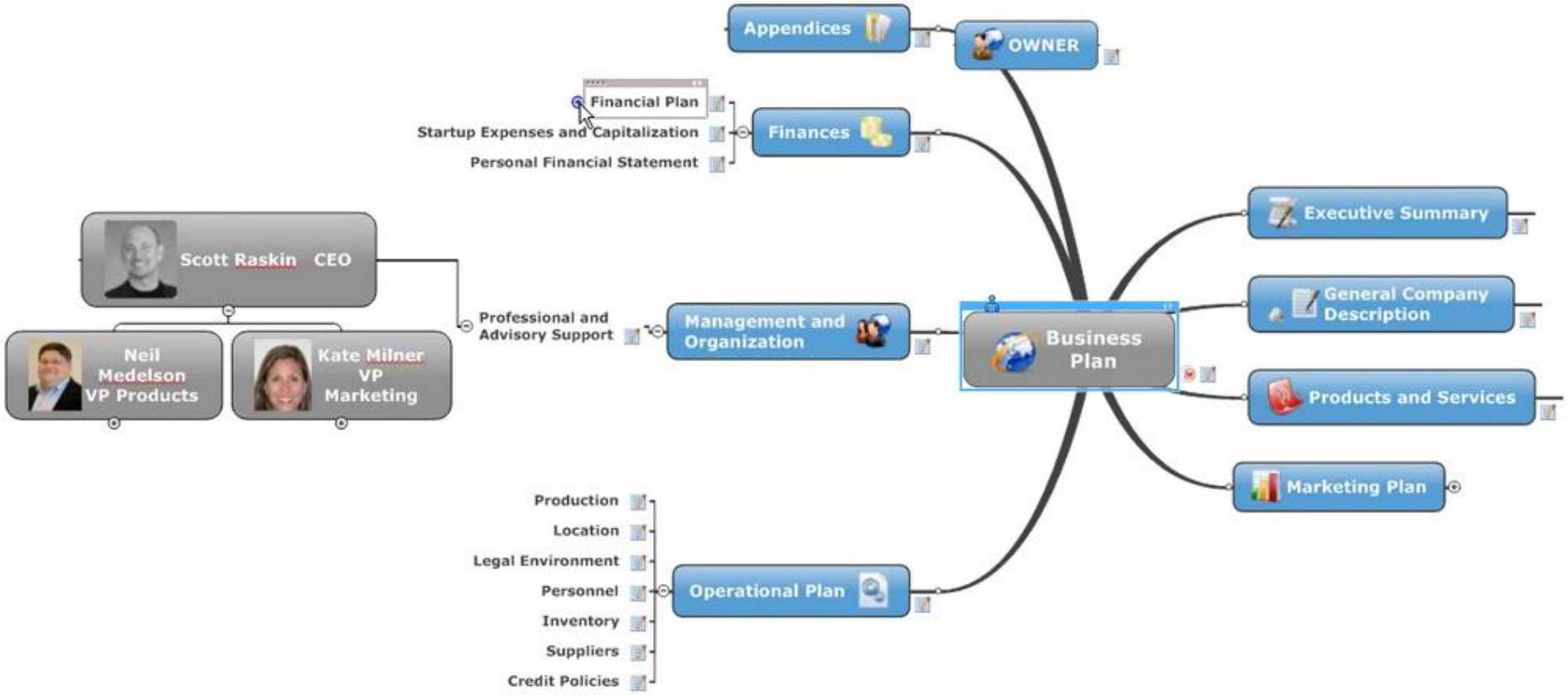
- Sarcinile, proiectele din fiecare arie cheie



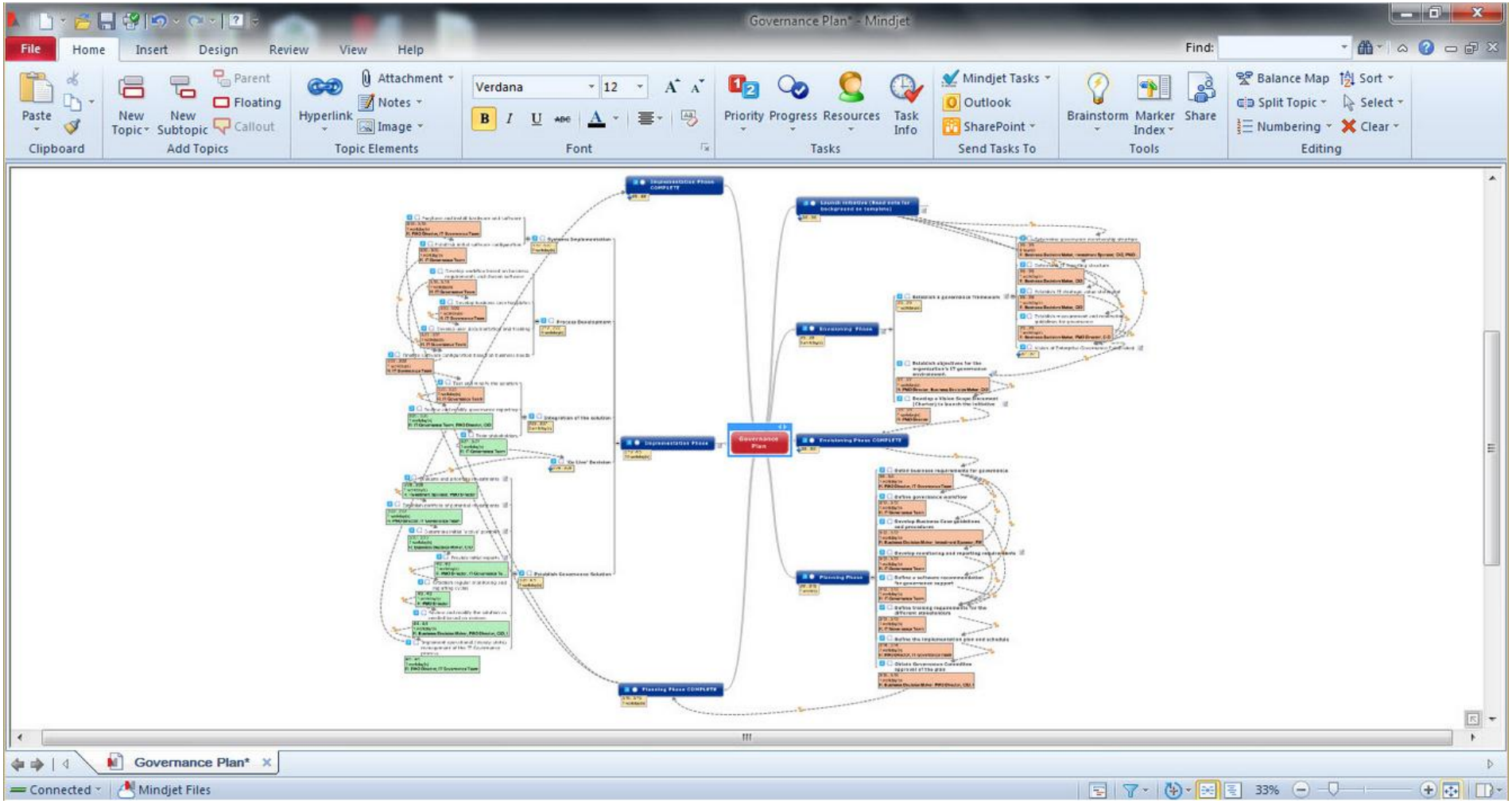
- Acele, activitațile ce trebuie gestionate zilnic pentru a duce la bun sfârșit sarcinile și proiectele

: sursa imaginilor, TMI Romania

Planificarea în trei pași



Planificarea în trei pași





www.mindjet.com



www.xmind.com



www.mindmaple.com

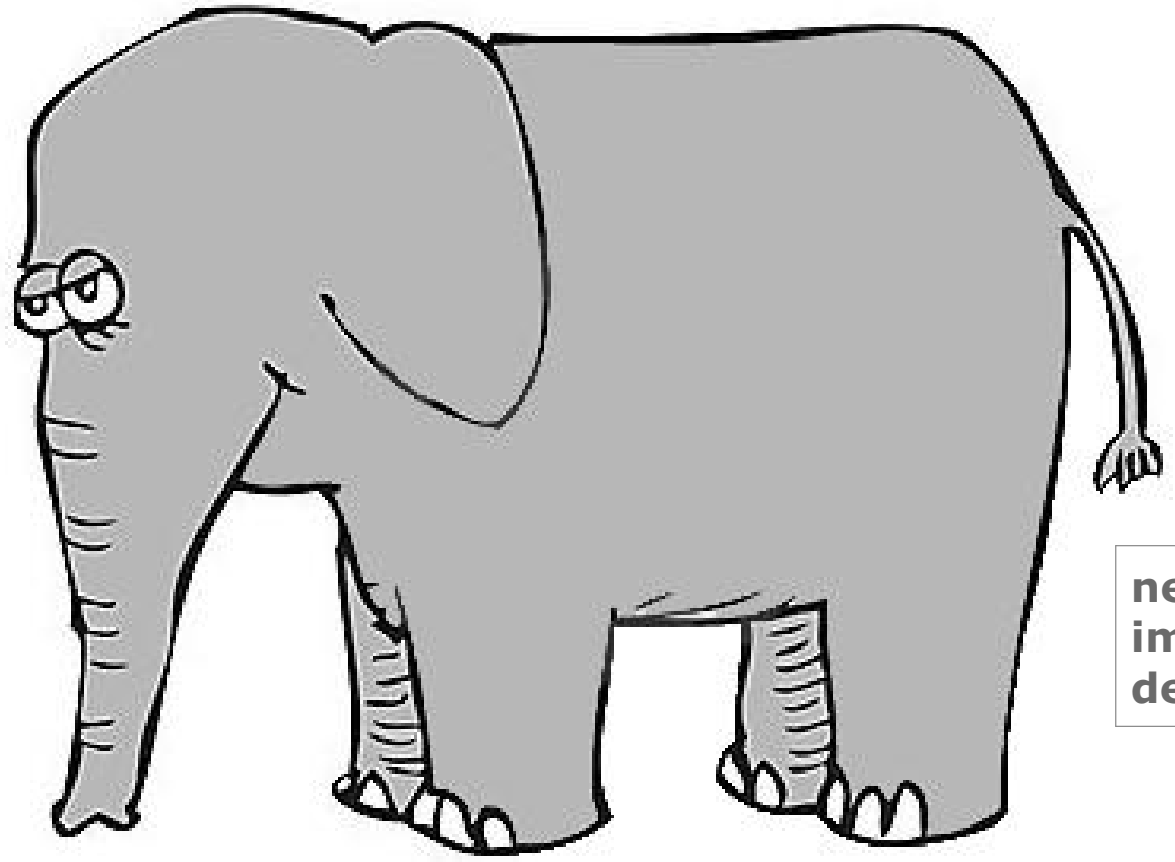
Tehnica elefanților

nu ai niciodată timp să le face integral

se întind pe perioade lungi de timp

progresul e mic după fiecare etapă

activități mari

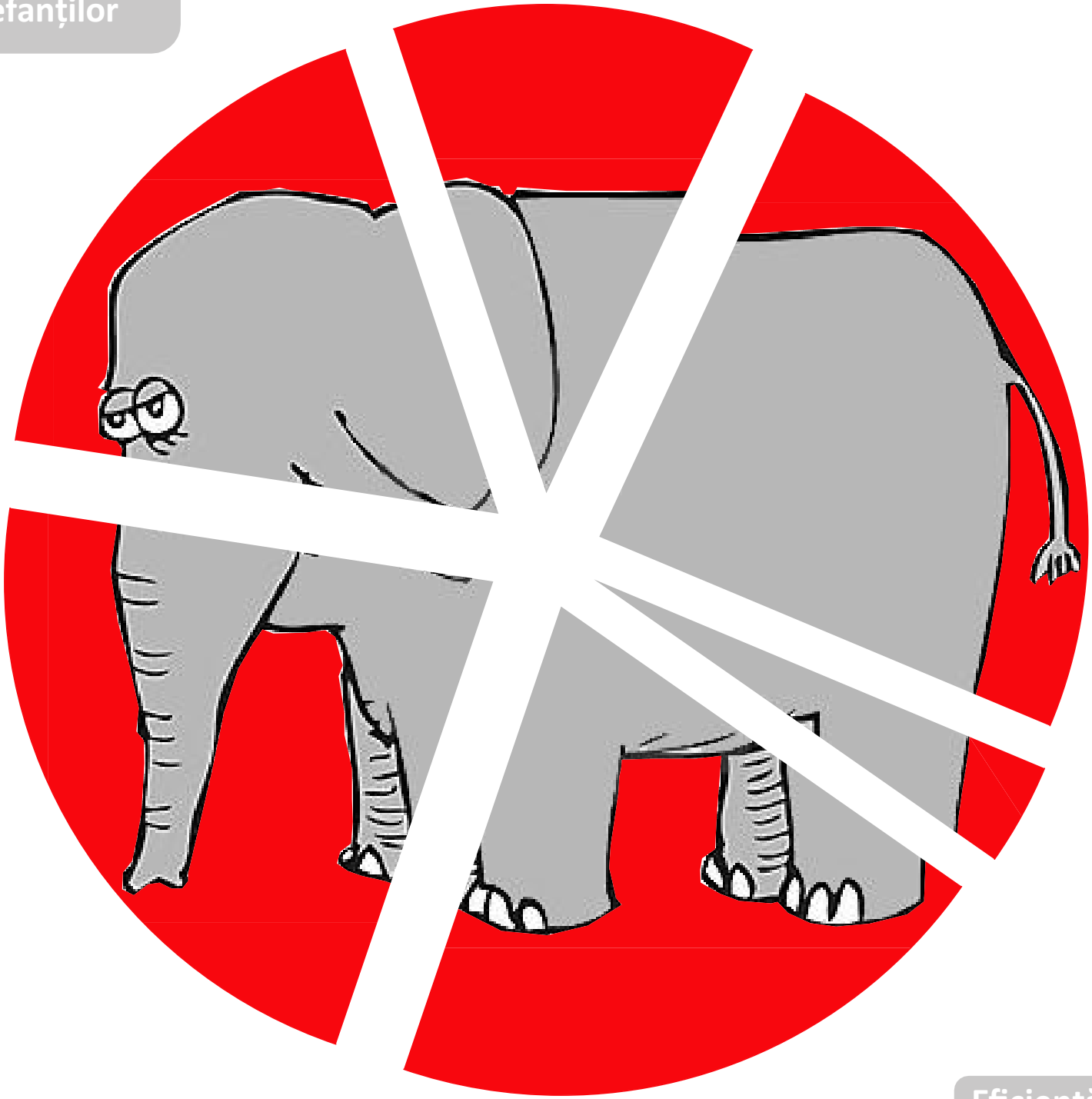


neavând consecințe imediate au un nivel de prioritate scăzut

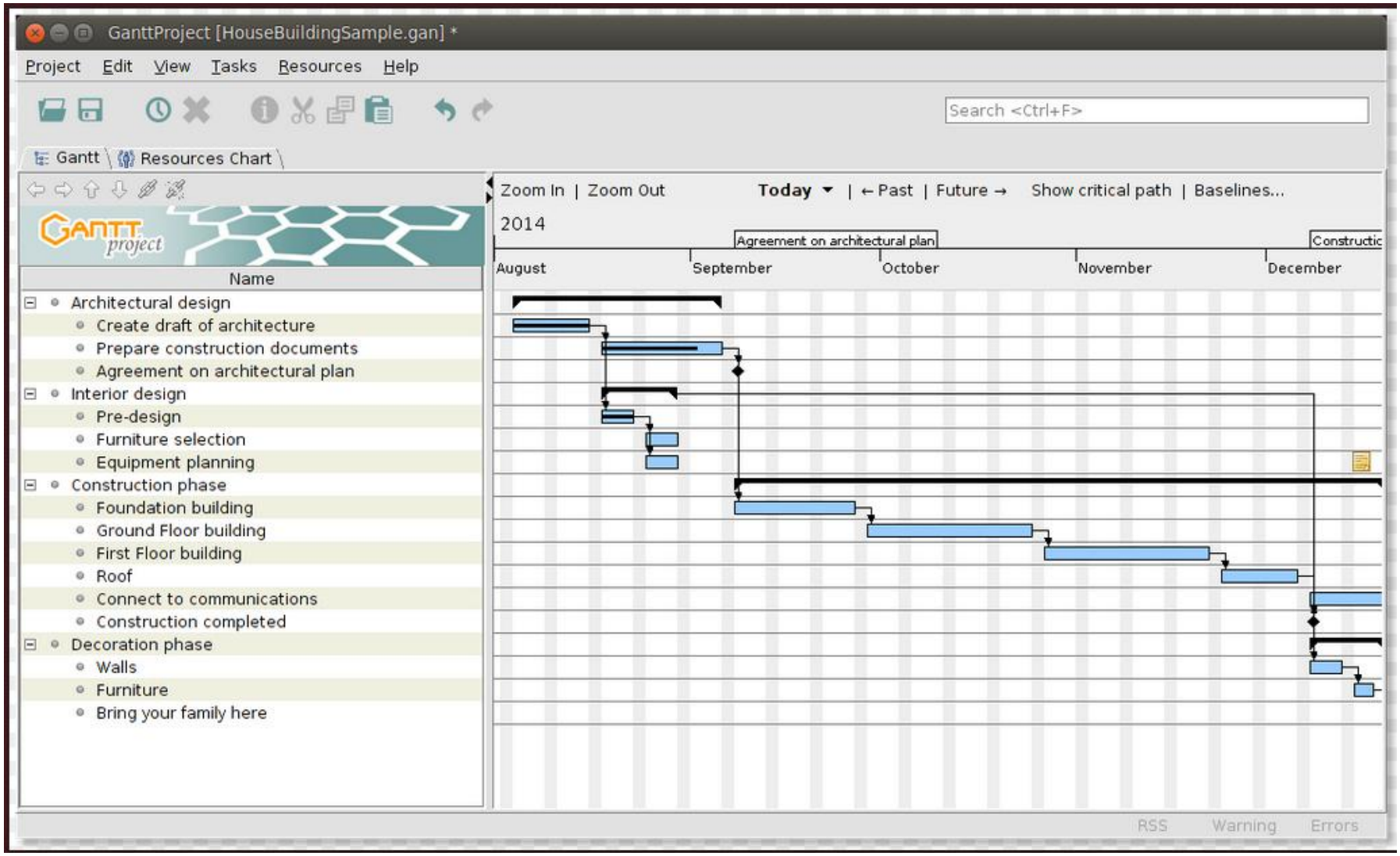
necesită planificare laborioasă

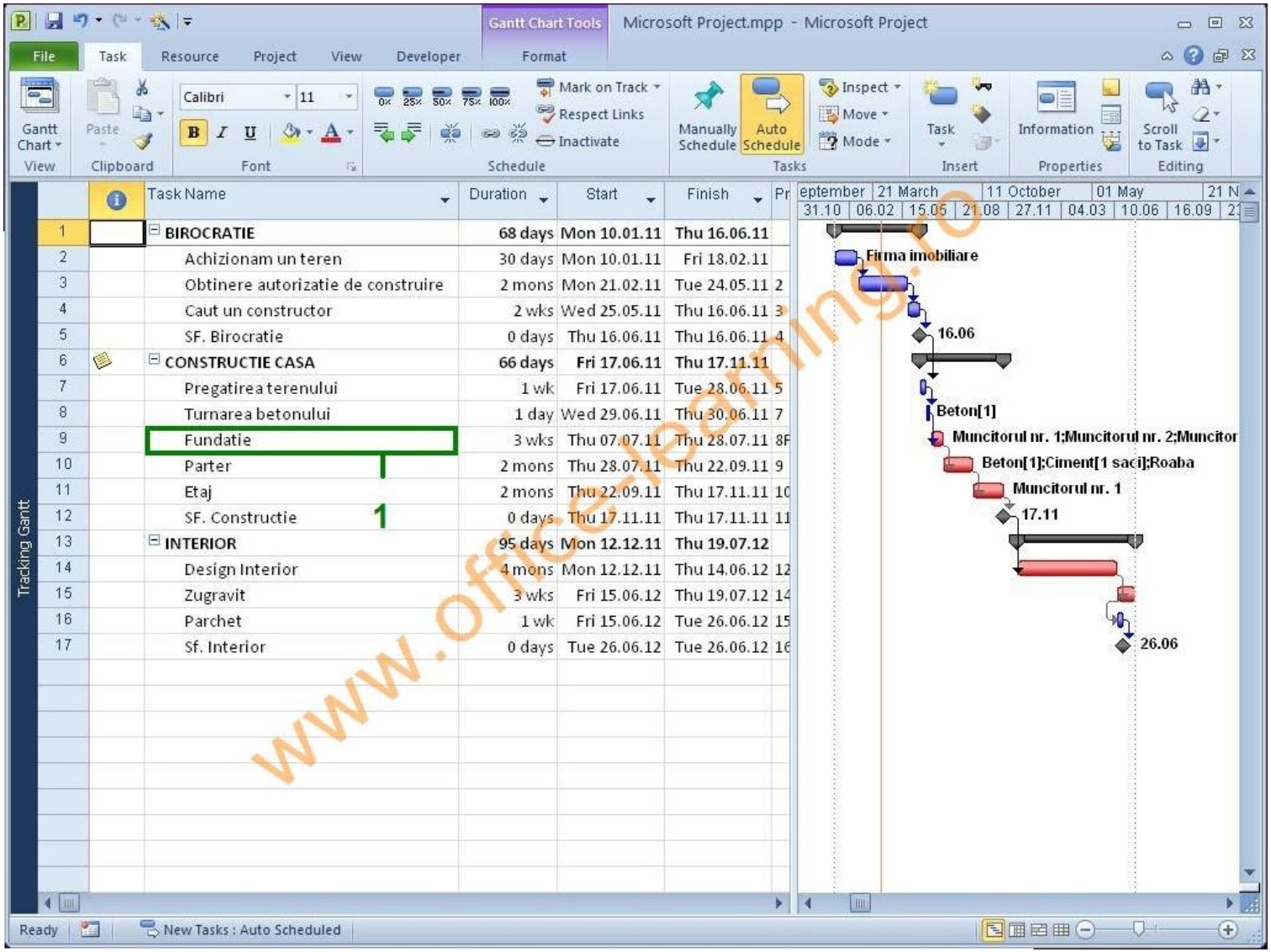
aduc câștiguri profesionale și personale mari

Tehnica elefanților

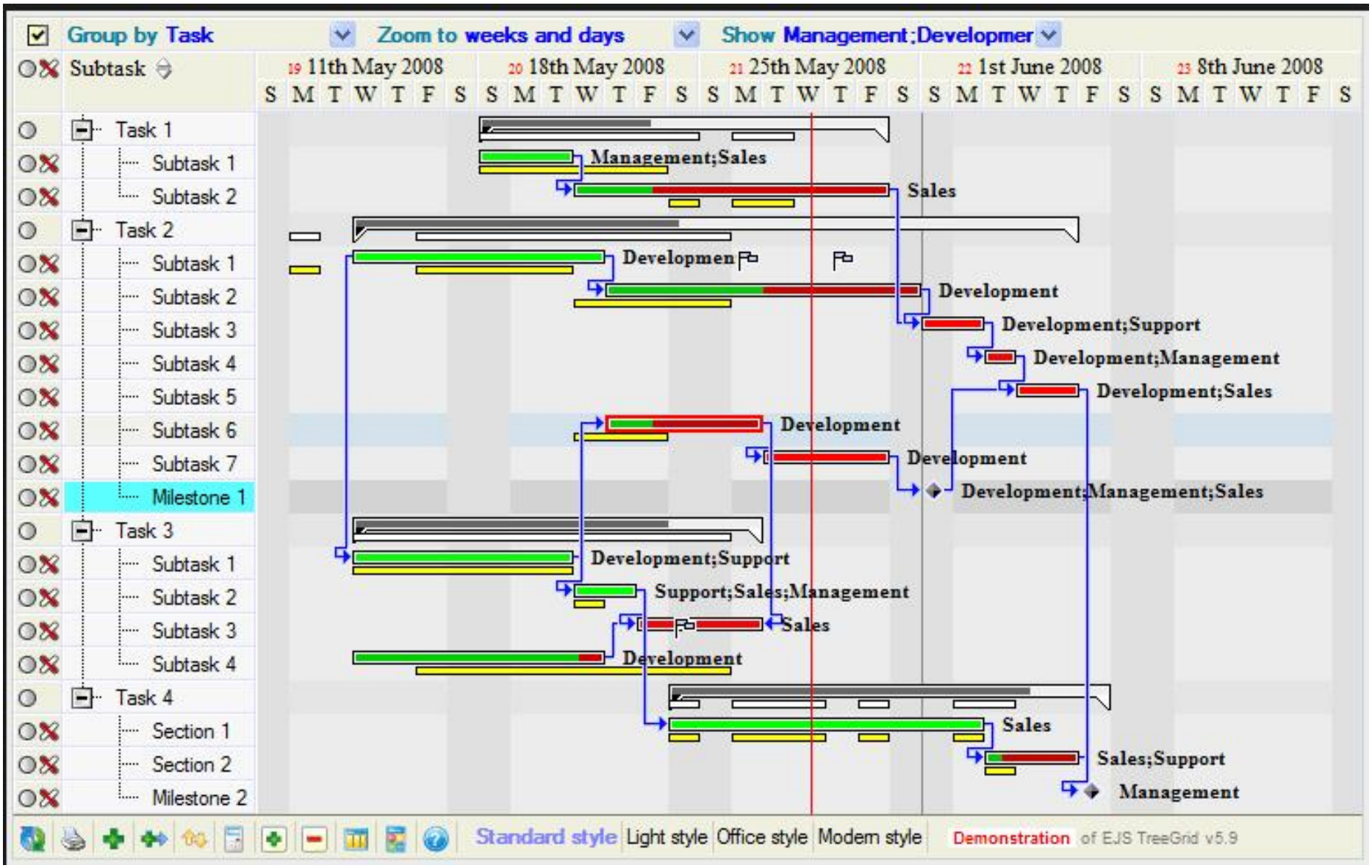


Eficiență în proiectare

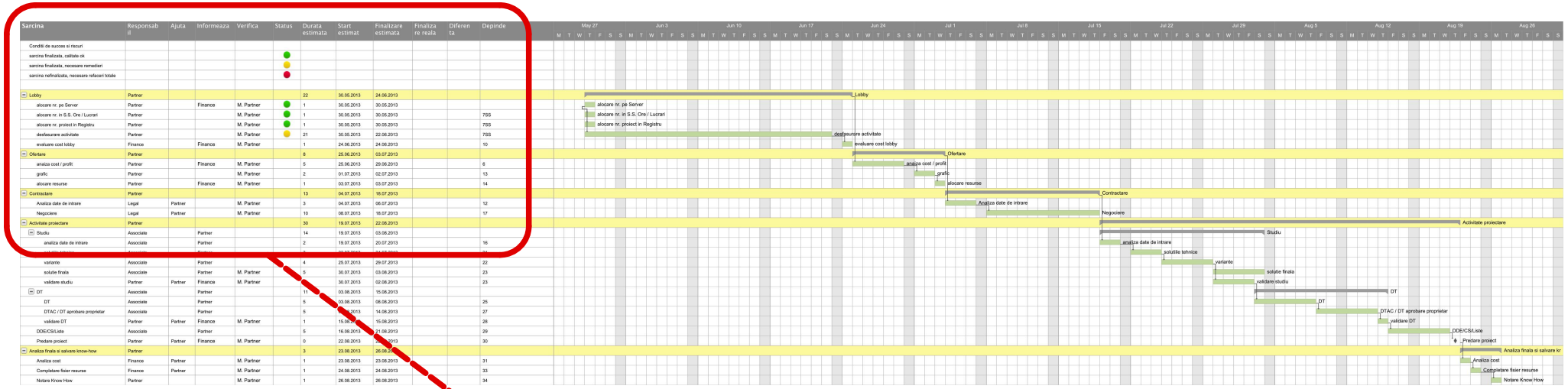

GanttProject [HouseBuildingSample.gan] *
Project Edit View Tasks Resources Help
Search <Ctrl+F>
Gantt Resources Chart
Zoom In | Zoom Out
Today | ← Past | Future → Show critical path | Baselines...
2014
Agreement on architectural plan
August
September
October
November
December
Name
Architectural design
Create draft of architecture
Prepare construction documents
Agreement on architectural plan
Interior design
Pre-design
Furniture selection
Equipment planning
Construction phase
Foundation building
Ground Floor building
First Floor building
Roof
Connect to communications
Construction completed
Decoration phase
Walls
Furniture
Bring your family here
RSS
Warning
Errors



www.office-training.ro


Group by Task
Zoom to weeks and days
Show Management;Developmer
Subtask
19 11th May 2008
20 18th May 2008
21 25th May 2008
22 1st June 2008
23 8th June 2008
S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S
Task 1
Subtask 1
Subtask 2
Task 2
Subtask 1
Subtask 2
Subtask 3
Subtask 4
Subtask 5
Subtask 6
Subtask 7
Milestone 1
Task 3
Subtask 1
Subtask 2
Subtask 3
Subtask 4
Task 4
Section 1
Section 2
Milestone 2
Management;Sales
Sales
Developmen
Development
Development;Support
Development;Management
Development;Sales
Development
Development
Development;Management;Sales
Development;Support
Support;Sales;Management
Sales
Development
Sales
Sales;Support
Management
Standard style
Light style
Office style
Modern style
Demonstration of EJS TreeGrid v5.9

Tehnica elefanților



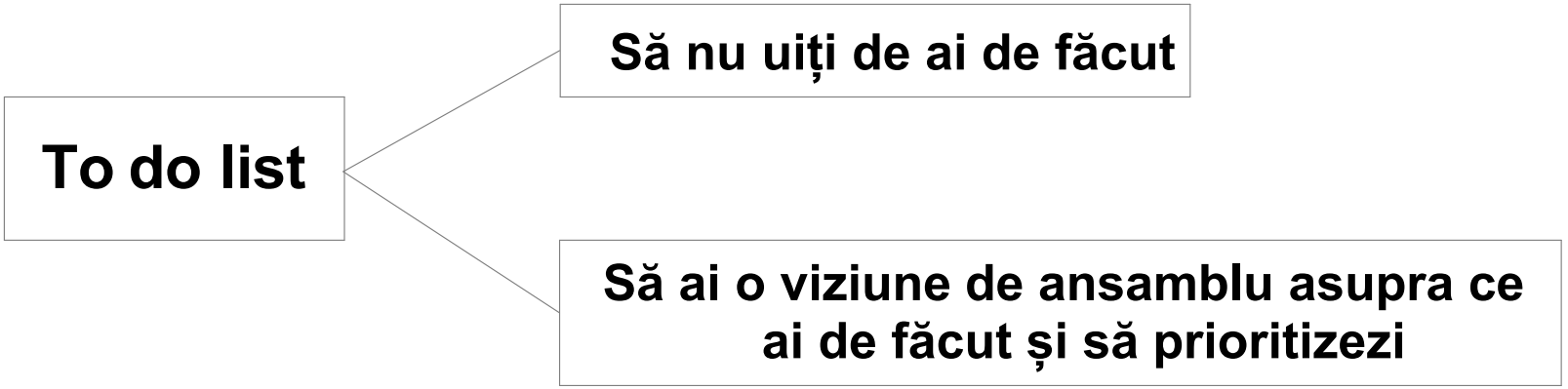
Sarcina	Responsabil	Ajuta	Informeaza	Verifica	Status	Durata estimata	Start estimat	Finalizare estimata	Finalizare reala	Diferenta	Depinde
Conditii de succes si riscuri											
sarcina finalizata, calitate ok											
sarcina finalizata, necesare remedieri											
sarcina nefinalizata, necesare refaceri totale											
Lobby	Partner					22	30.05.2013	24.06.2013			
alocare nr. pe Server	Partner		Finance	M. Partner		1	30.05.2013	30.05.2013			
alocare nr. in S.S. Ore / Lucrari	Partner			M. Partner		1	30.05.2013	30.05.2013			7SS
alocare nr. proiect in Registru	Partner			M. Partner		1	30.05.2013	30.05.2013			7SS
desfasurare activitate	Partner			M. Partner		21	30.05.2013	22.06.2013			7SS
evaluare cost lobby	Finance		Finance	M. Partner		1	24.06.2013	24.06.2013			10
Ofertare	Partner					8	25.06.2013	03.07.2013			
anaiza cost / profit	Partner		Finance	M. Partner		5	25.06.2013	29.06.2013			6
grafic	Partner			M. Partner		2	01.07.2013	02.07.2013			13
alocare resurse	Partner		Finance	M. Partner		1	03.07.2013	03.07.2013			14
Contractare	Partner					13	04.07.2013	18.07.2013			
Analiza date de intrare	Legal	Partner		M. Partner		3	04.07.2013	06.07.2013			12
Negociere	Legal	Partner		M. Partner		10	08.07.2013	18.07.2013			17
Activitate proiectare	Partner					30	19.07.2013	22.08.2013			
Studiu	Associate		Partner			14	19.07.2013	03.08.2013			
analiza date de intrare	Associate		Partner			2	19.07.2013	20.07.2013			16
solutiile tehnice	Associate		Partner			3	22.07.2013	24.07.2013			21
variante	Associate		Partner			4	25.07.2013	29.07.2013			22
solutie finala	Associate		Partner	M. Partner		5	30.07.2013	03.08.2013			23
validare studiu	Partner	Partner	Finance	M. Partner			30.07.2013	02.08.2013			23
DT	Associate		Partner			11	03.08.2013	15.08.2013			
DT	Associate		Partner			5	03.08.2013	08.08.2013			25
DTAC / DT aprobare proprietar	Associate		Partner			5	09.08.2013	14.08.2013			27
validare DT	Partner	Partner	Finance	M. Partner		1	15.08.2013	15.08.2013			28
DDE/CS/Liste	Associate		Partner			5	16.08.2013	21.08.2013			29
Predare proiect	Partner	Partner	Finance	M. Partner		0	22.08.2013	22.08.2013			30
Analiza finala si salvare know-how	Partner					3	23.08.2013	26.08.2013			
Analiza cost	Finance	Partner		M. Partner		1	23.08.2013	23.08.2013			31
Completare fisier resurse	Finance	Partner		M. Partner		1	24.08.2013	24.08.2013			33
Notare Know How	Partner			M. Partner		1	26.08.2013	26.08.2013			34

OpenProject www.openproject.com

www.products.office.com

smartsheet www.smartsheet.com

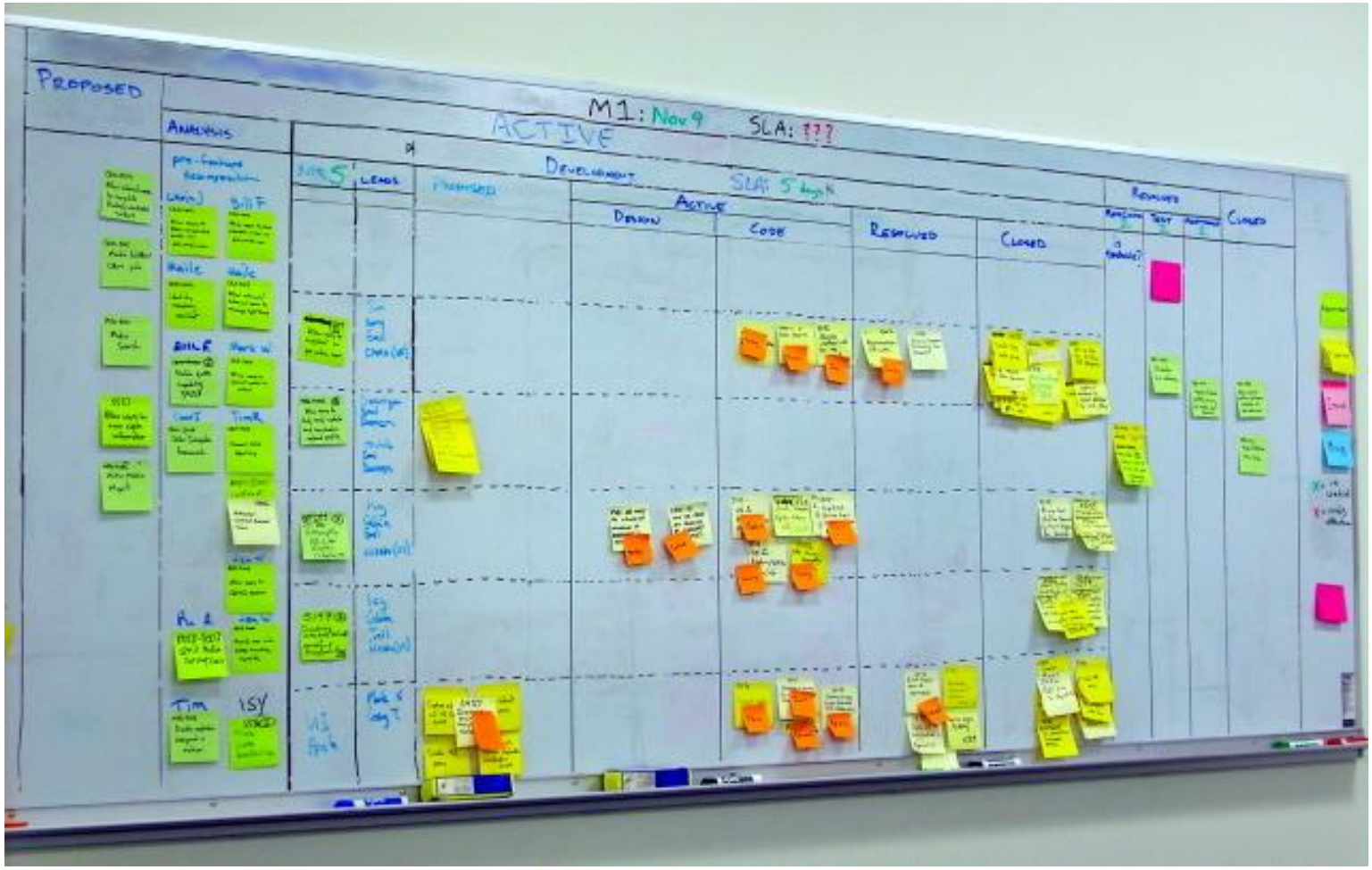
Wrike www.wrike.com


To do list
Să nu uiți de ai de făcut
Să ai o viziune de ansamblu asupra ce ai de făcut și să prioritizezi

To Do List



To Do List


PROPOSED
ANALYSIS
ACTIVE
M1: Nov 9
SLA: ???
DEVELOPMENT
SLA: 5 days
DESIGN
CODE
RESOLVED
CLOSED

To Do List

TO DO	TO DO TODAY	IN PROGRESS	DONE	RESPONSABIL	VERIFICA	Validat	Due Date
P310_Powerbelt_Extindere hala				monica.olteanu@trans-form.ro		☐	
	sunat aviz CTATU			monica.olteanu@trans-form.ro		☐	02.04.2015
completat dosar CTATU la depunere documentatie de PUD				monica.olteanu@trans-form.ro		☐	05.05.2015
	obtinut aviz de la siguranta circulatiei			monica.olteanu@trans-form.ro		☐	03.04.2015
			~~anunt in ziar~~	~~monica.olteanu@trans-form.ro~~	~~Vlad Negru~~	☑	~~25.03.2015~~
HCL PUD				monica.olteanu@trans-form.ro		☐	08.04.2015
DTAC				monica.olteanu@trans-form.ro	Vlad Negru	☐	23.04.2015
			~~taxa RUR, de pus numele arhitectului si a proiectului~~	~~office trans form~~		☑	~~29.03.2015~~
		CD cu cotele stereo		monica.olteanu@trans-form.ro		☐	**25.03.2015**
		verificat proiectul de la Frisomat		monica.olteanu@trans-form.ro		☐	**26.03.2015**
P424 LCWkk						☐	
Obtinut acord subconcesionare Bucuresti				Vlad Negru		☐	13.03.2015
			~~Stabilit pozitie finala hale~~	~~Vlad Negru~~		☑	~~13.03.2015~~
		Stabilit cost hale		monica.olteanu@trans-form.ro		☐	13.03.2015
		HOT LCWkk		Vlad Negru		☐	20.03.2015
Certificte de urbanism				Vlad Negru		☐	03.04.2015



www.kanbanize.com



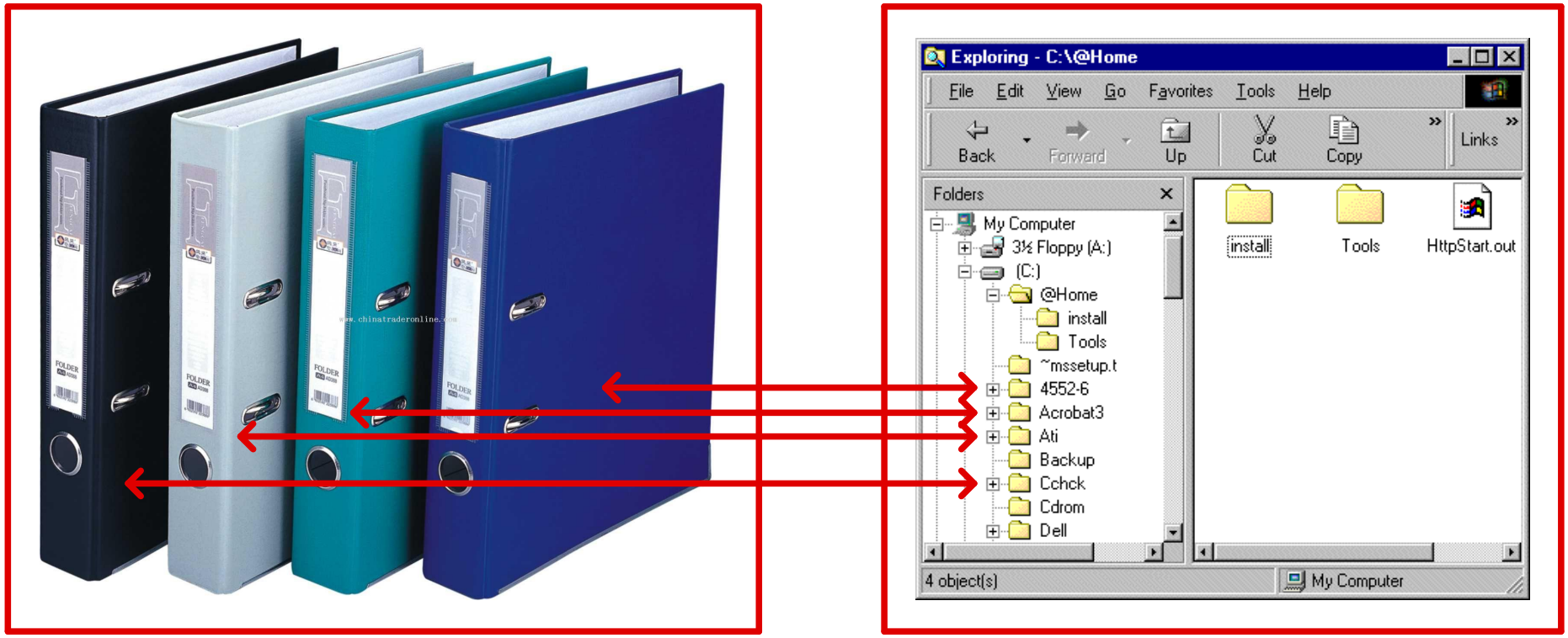
www.kanbantool.com



www.blossom.co



www.versionone.com


Exploring - C:\@Home
File Edit View Go Favorites Tools Help
Back Forward Up Cut Copy Links
Folders
My Computer
3½ Floppy (A:)
(C:)
@Home
install
Tools
~mssetup.t
4552-6
Acrobat3
Ati
Backup
Cchck
Cdrom
Dell
install
Tools
HttpStart.out
4 object(s)
My Computer

DONE IS BETTER THAN PERFECT

POSTER BROUGHT TO YOU BY YOUR FRIENDS AT THE FACEBOOK ANALOG RESEARCH LABORATORY

Cel mai ineficient lucru e să încerci să eficientizezi lucruri care nu ar trebui făcute de loc.

Peter Drukker

