

Applied informatics

Synchronization of tasks in dynamic plan in PIS.

ZEMÁNEK, Z. – PLUSKAL, D. – ŠUBRT, Z.

Synchronization of tasks in dynamic plan in PIS.

1. Transfer options and synchronization of tasks in a selected SW
2. Alternative options of synchronization of tasks
3. Use of synced data in the case study
4. Assignment



Aims of the exercise

1. Provide students with basic information about the synchronization of tasks in a dynamic plan in PIS.
2. Clarify the meaning of synchronization tasks in the project.
3. To characterize the use of PIS in the application of methods of teamwork.

Information system

IS is the set of:

- people
- methods
- technical means.

Accomplishing:

- collection,
- transmission,
- preservation,
- processing and presentation of data.

The aim is:

- Creation and provision of information to the needs of their beneficiaries.

Information system

Consists of:

- ☐ Technical equipment (hardware).
- ☐ Software tools (software).
- ☐ Organizational resources (ORGWARE) - Regulations and rules defining the operation and management of IS.
- ☐ The human component (Peopleware) - Adaptation and efficient functioning of a human factor in the IS environment.
- ☐ The real world context as an IS - Sources of information, legislation, standards, ...

Personal Information Systems

- The main objectives
 - Ensuring the availability of important or frequently used information and their management.
 - Manage time and tasks.
 - Support planning.


Representatives :


- Lotus Organizer,
- MS Outlook,
- CorelCENTRAL,
- DOG Organizer
- Organizer - (freeware) ...






Benefits of PIS

- ✚ They help us remember.
- ✚ They help us not to deal with irrelevant information and to fully concentrate on the task being executed.
- ✚ They create space for thinking.
- ✚ They help us increase the concentration, and brain power.

Special properties of PIS

 *The process of its creation, operation and maintenance is usually performed by the user.*

 *The user himself is:*

-  *–system analyst,*
-  *–opponent,*
-  *–system engineer*
-  *–programmer*
-  *–maintenance engineer.*

PIS components

- Supports Planning (main part)
 - strategic (long-term) goals,
 - tactical (medium-term) goals,
 - operational (short-term) goals.
- Managing information to help achieve the goals
 - contacts interesting and important people,
 - long-term data,
 - the information with transient importance.

Hints:

1. If you use an electronic diary, write down each task with a number that corresponds to the selected priority (1, 2, or 3 - more levels are useless).
2. You can also use color coding - but make sure that will be the same on your mobile phone. = Color can also be effectively used in paper diaries.
3. Regularly at the end of each day of the week review completed tasks and those remaining.
4. Check priorities, make a map of tomorrow and if you have made a mistake or have a bad feeling about something, look for the cause. = From your desk, you should wake up with a clear head, it's the only way to really relax.
5. For each task, write down the time that you had actually spent.
6. = You will learn to better estimate how demanding individual tasks are. And thus streamline their planning.

Tools

- ☐ Capsa
- ☐ iCal Exchange
- ☐ Mozilla Sunbird / Lightning
- ☐ Calendar in Microsoft Office Outlook
- ☐ Google Calendar
- ☐ cPortal
- ☐ O2 shared calendar
 - in the service
- O2 Business Mail etc.

Capsa – task synchronization in a team

Capsa allows tracking of individual versions of documents and inform you of changes in your project. You can set different user rights that gives wide possibilities for sharing of data, not only internally within the organization but also with external partners and clients.

For students there is a free variant.

- ☐ It's FREE (0 CZK with VAT)
- ☐ To test the functionality without restrictions
- ☐ 5 GB data storage
- ☐ 5 users and family
- ☐ for students to share learning materials

[1]

Data storage:

ideal replacement for the corporate drive for data sharing
a solution that is cheaper and more flexible,
online data backup and sharing, including access using FTP,
easy connection to a shared disk.

= change tracking when and who changed the file, and what changes did.

Recent changes clearly stated right at the start.

Online editing and file locking = After work, the new version automatically uploaded back to the server.

Different access rights can be set for different user groups = each can have its own folder, you can only see and is hidden on all other customers.

Shared calendar allows scheduling of events in the project.

Thanks to assignments do not lose track of each other, on what one works and fulfill deadlines. [1]

Calendar sharing

- ☐ Create the implementation teams.
- ☐ Coordination of sub-tasks,
 - ☐ - Sync own plans = calendars
 - ☐ - The organization of working time.
- ☐ This raises the disclosure requirement = publishing and sharing calendars via web interface.

Calendar sharing

- ☐ Via web interface of the server iCal Exchange (<http://www.icalx.com/>)
- ☐ Create account with 2 profiles:
 - ☐ Public
 - ☐ Private
- ☐ <http://icalx.com/public/yourlogin/>
- ☐ <http://icalx.com/private/yourlogin/>
= (password required)

Sunbird

- ❑ Comparable to Microsoft Office Outlook
- ❑ Simple organization of data and tasks
- ❑ The invocation of tasks
- ❑ Calendar with publications on the web (sharing)
- ❑ View multiple calendars in a single window - color coding
- ❑ Easy import and export data to other applications

[2]

Sunbird

Soubor Úpravy Zobrazit Přejít Nástroje Nápověda

Nová událost Nový úkol Upravit Smazat Dnešní den Den Týden Vícetýden Měsíc Najít události

Datum Kalendáře

- ☒ Místní kale...
- ☒ Projekty
- ☐ Porady
- ☒ Projekt IOS...
- ☒ AKCE BRNO
- ☒ Google kal...
- ☒ narozeniny
- ☒ svátky

Úkoly

☐ Zobrazit dokončené úkoly

☒ ! Název

Zvolte prosím zapisovatelný l

Události příštích 14 dnů obsahuje

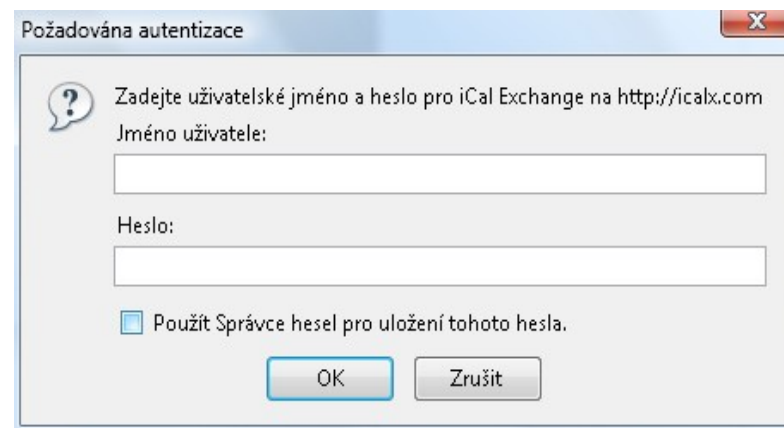
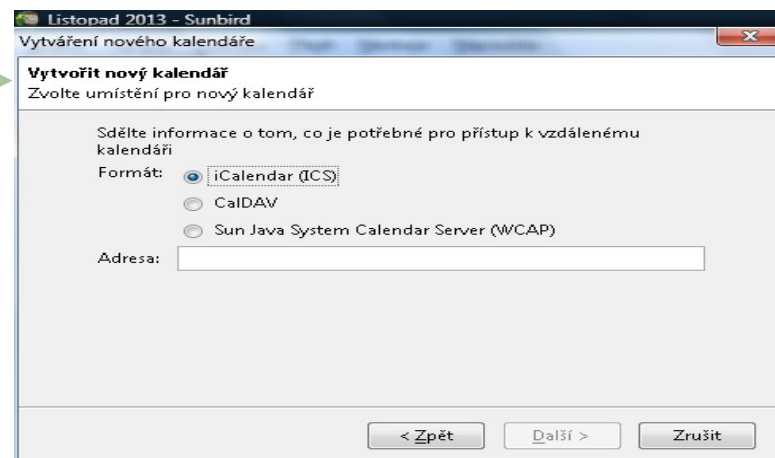
Název	Začátek	Konec	Název kalendáře	Kategorie

◀ ▶ 25. Listopad – 1. Prosinec 2013 Kalendářový týden: 48

	Po 25 Lis	Út 26 Lis	St 27 Lis	Čt 28 Lis	Pá 29 Lis	So 30 Lis	Ne 1 Pro
			Prezenta...			Moravia...	
7:00							
8:00							
9:00							
10:00		HP	Objed				
11:00							
12:00							
13:00	Porada						
14:00						Košt	
15:00							

Sharing in Sunbird

- ❑ Create the calendar at an accessible address (internet or intranet)
- ❑ Set up the access rights
- ❑ Save the user credentials



Google calendar

- ☐ combining and sharing of calendars
- ☐ select a calendar view
- ☐ distinguished calendars color
- ☐ alerts (alarms)
- ☐ quickly add events, tasks
- ☐ templates (events)
- ☐ available at any time when you have an Internet connection

Google calendar

Google

Hledat v Kalendáři

Kalendář

Dnes < > 25. lis – 1. pro 2013

Den Týden Měsíc 4 dny Agenda

VYTVOŘIT

▼ listopad 2013 < >

P Ú S Č P S N

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 1

2 3 4 5 6 7 8

▼ Moje kalendáře

☒ Zdeněk Šubrt

☐ Úkoly

▼ Jiné kalendáře

Přidat kalendář přítele

☒ České svátky

☐ Čísla týdnů

☐ Fáze Měsíce

GMT+01

Po 25/11 Út 26/11 St 27/11 Čt 28/11 Pá 29/11 So 30/11

05:00

06:00

07:00

08:00 08:00 – 11:00
Porada k projektu IV.

09:00 09:30 – 11:20
Skolení bezpečnosti práce

10:00 09:30 – 12:30
Práce na projektu IV.

11:00 09:30 – 12:30
Práce na projektu IV.

12:00 09:30 – 12:30
Práce na projektu IV.

13:00 11:30 – 14:30
Práce na projektu IV.

14:00

15:00

Synchronization in Sunbird and Google

1. In Sunbird create the file with a new calendar
2. Select the network
3. Select the CalDAV format
4. In the Address box, enter the ID
<https://www.google.com/calendar/dav/> insert your google calendar / events
5. ID of your primary calendar, e-mail address belonging to the calendar. To access another calendar on your account, you must enter that ID (in the Web administration google calendar under settings - calendar details).
6. Select the name and color of the calendar
7. In the next window, you may be asked to enter the access data to google calendar

Assignments

1. Each team member creates his/her own calendar.
2. Team Leader in collaboration with other team members creates a task calendar for the case study, which will evaluate each task in terms of continuous performance.
3. Each member inserts his/her own calendar, into the shared team task.

Resources:

1. *Capsa - Sdílejte data v týmu. Pracujte online. Archivujte. [online].* [cit. 2013-11-18]. Dostupné z: <http://www.capsa.cz/>
2. *Mozilla Sunbird, Portable Edition - software [online]. 2013,* [cit. 2013-11-22]. Dostupné z: http://portableapps.com/apps/office/sunbird_portable
3. KNESCHKE, J. *Time management: používejte hlavu i software [online].* [21-9-2010], [cit. 2013-11-28]. Dostupné z: <http://student.finance.cz/zpravy/finance/280951-time-management-pouzivejte-hlavu-i-software>
4. COVEY, S. R. *7 návyků úspěšných teenagerů.* 1. vyd. Praha: FranklinCovey Czech, 2010. 283 s. ISBN 978-80-254-7926-1
5. COVEY, S. R. *7 návyků skutečně efektivních lidí.* 1. vyd. Praha: Management Press, 2006. 342 s. ISBN 978-80-7261-156-0.
6. COVEY, S. R. - MERRILL, A. R. - MERRILL, R. R. *To nejdůležitější na první místo.* 1. vyd. Praha: Management Press, 2009. 380 s. ISBN 978-80-7261-187-4.