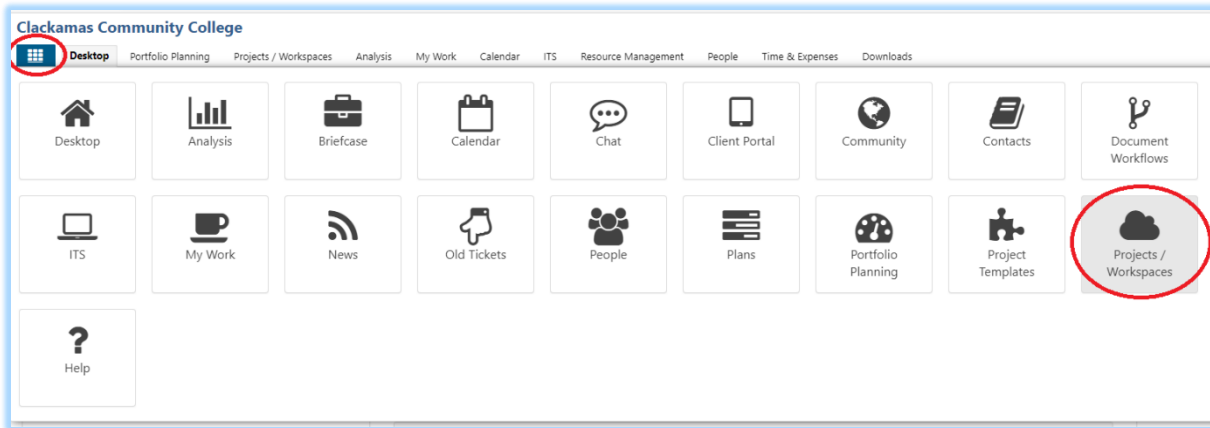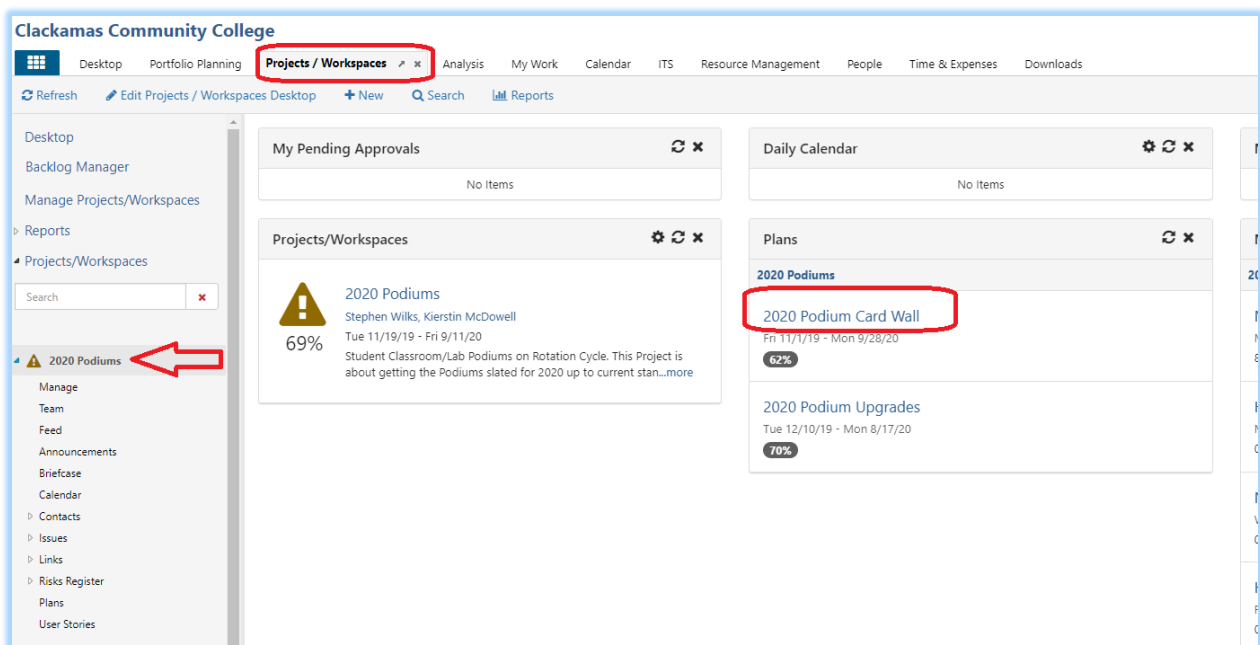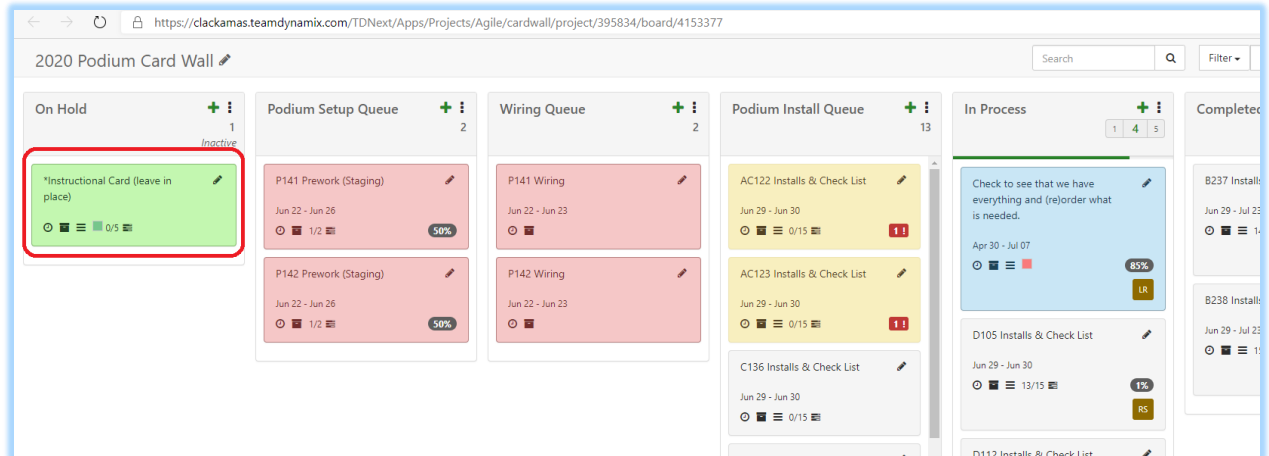Log on to https://clackamas.teamdynamix.com/ and select "Users". If you don't already have the "Projects / Workspaces" tab. Select the Menu select button and if it is available "Projects / Workspaces". (If not available, contact Kierstin for help.)

1. Select the "Projects / Workspaces" menu/tab.
2. Select the "2020 Podium" Project. That will bring up the "2020 Podium Card Wall" Plan.

3. You are now in the Card Wall, select the green card called "*Instructional Card" to see reminders as to how this specific Card Wall is being used.
   a. (*Note, this card has 5 subtasks, not to be confused with the 5 items listed in the description on this page.*)

*Instructional Card (leave in place)

Card ID: 4153379

Card | Feed | **Subtasks (5)** | Work | Attachments (0) | Issues (0)

0%

- ☐ Green Card is Instructional
- ☐ Gold card is Milestones or Key dates
- ☐ Light Blue cards are "Prep" work.
- ☐ Lighter Yellow cards have unresolved issu
- ☐ Red cards have serious issues.

Add new subtask...

4. In on this card, I used the Subtask as a legend for what the colors are being used for.

D105 Installs & Check List

Card ID: 4316523

Card | Feed | **Subtasks (15)** | Work | Attachments (0) | Issues (0)

1%

- ☐ NEC Laser Projector
- ☐ Chief RPAUW PROJECTOR MOUNT
- ☑ Kramer VP-440 Switcher
- ☑ Document camera
- ☑ Soundtube Ceiling speakers CM82-EZ-II white (2)
- ☑ Stereo – Extron MPA 601
- ☑ DaLite 8ft wide format Model B screen
- ☑ DaLite 6" screen brackets
- ☑ Middle Atlantic VT1 – 1u vent panel
- ☑ Middle Atlantic VT3 – 3u vent panel
- ☑ Monitor (Dell)

5. Usually the subtasks will be steps included in this task, for example here you can see that "NEC Laser Projector" & "Chief RPAUW PROJECTOR MOUNT" have not yet been checked off.

6. Going back to the "Card" tab, we see that this task had a Start / End of 6/29-6/30/2020. This when the work was "scheduled". For our purposes 6/29/2020 was simply a place holder as due to COVID-19 we did not have to reserve the rooms as normal. Please replace the correct dates for when the work was done. Leave the estimated hours at 8. You can change the "%Complete" if you want to show your estimated progress..

    a. Note that this task shows assigned to Ryan Smith. You can have more than one person assigned to a task, but we want who ever is doing the work here and you will see why on the "Work" Tab.

D105 Installs & Check List

Card ID: 4316523

Card | Feed | **Subtasks (15)** | Work | Attachments (0) | Issues (0)

Title *

D105 Installs & Check List

Description

This card is for the Install of the podium into the Classroom and includes a checklist of what should be included with the podium.

Start / End: 06/29/2020 — 06/30/2020

Estimated Hrs *: 8

% Complete *: 1 %

Remaining Hrs: 7.92

Priority: Select a priority

Is Story: OFF

Story Points: 0
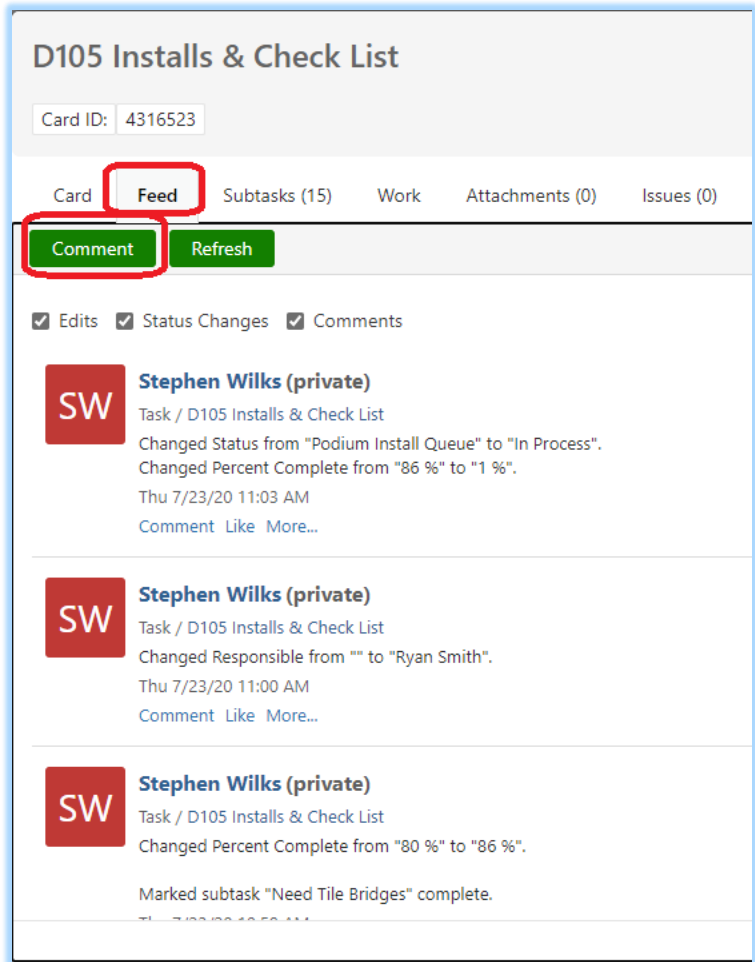
Value Points: 0

Responsible: RS Ryan Smith ✕

Tags: Search Tags

Color

Save | ✕ Discard Changes | Copy | Move

7. If you are assigned a podium to work on and the "Responsible" has not yet been updated please update it with who ever is assigned that task. Who ever is assigned will be responsible for checking off the subtasks as the are completed. This allows someone else to take over where the last person finished without a lot of guessing.

8. In addition to the check list, there is a "Feed" button. From the feed button you can see who changed what and if anyone added comments.

   a. It is highly recommended to leave comments for any issues, concerns or just notes that you may want included with this task a reference.

   b. Note also that you can filter out Edits, Status Changes, and Comments. Bu unchecking those boxes and hitting refresh.

D105 Installs & Check List

Card ID: 4316523

Card **Feed** Subtasks (15) Work Attachments (0) Issues (0)
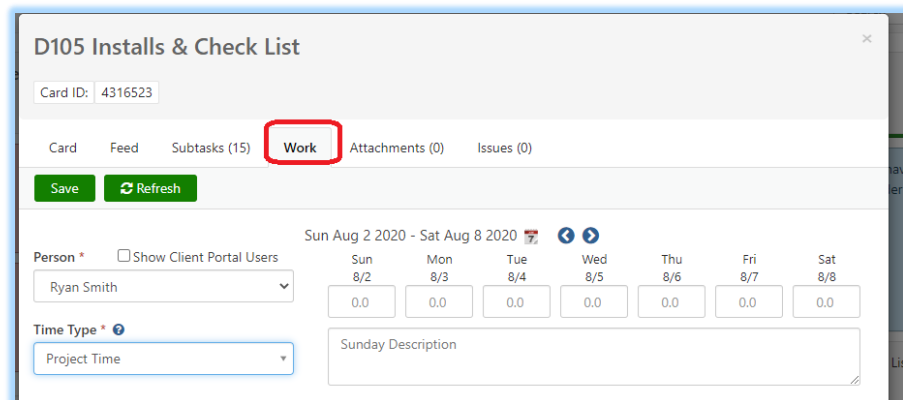
Comment **Refresh**

☑ Edits ☑ Status Changes ☑ Comments

SW **Stephen Wilks (private)**
Task / D105 Installs & Check List
Changed Status from "Podium Install Queue" to "In Process".
Changed Percent Complete from "86 %" to "1 %".
Thu 7/23/20 11:03 AM
Comment Like More...

SW **Stephen Wilks (private)**
Task / D105 Installs & Check List
Changed Responsible from "" to "Ryan Smith".
Thu 7/23/20 11:00 AM
Comment Like More...

SW **Stephen Wilks (private)**
Task / D105 Installs & Check List
Changed Percent Complete from "80 %" to "86 %".

Marked subtask "Need Tile Bridges" complete.

9. At some day in the future we may start tracking hours for project time so that we can get a better handle on our projection estimates. This is how you would enter your hours if it was expected of you for this task.

D105 Installs & Check List

Card ID: 4316523

Card Feed Subtasks (15) **Work** Attachments (0) Issues (0)

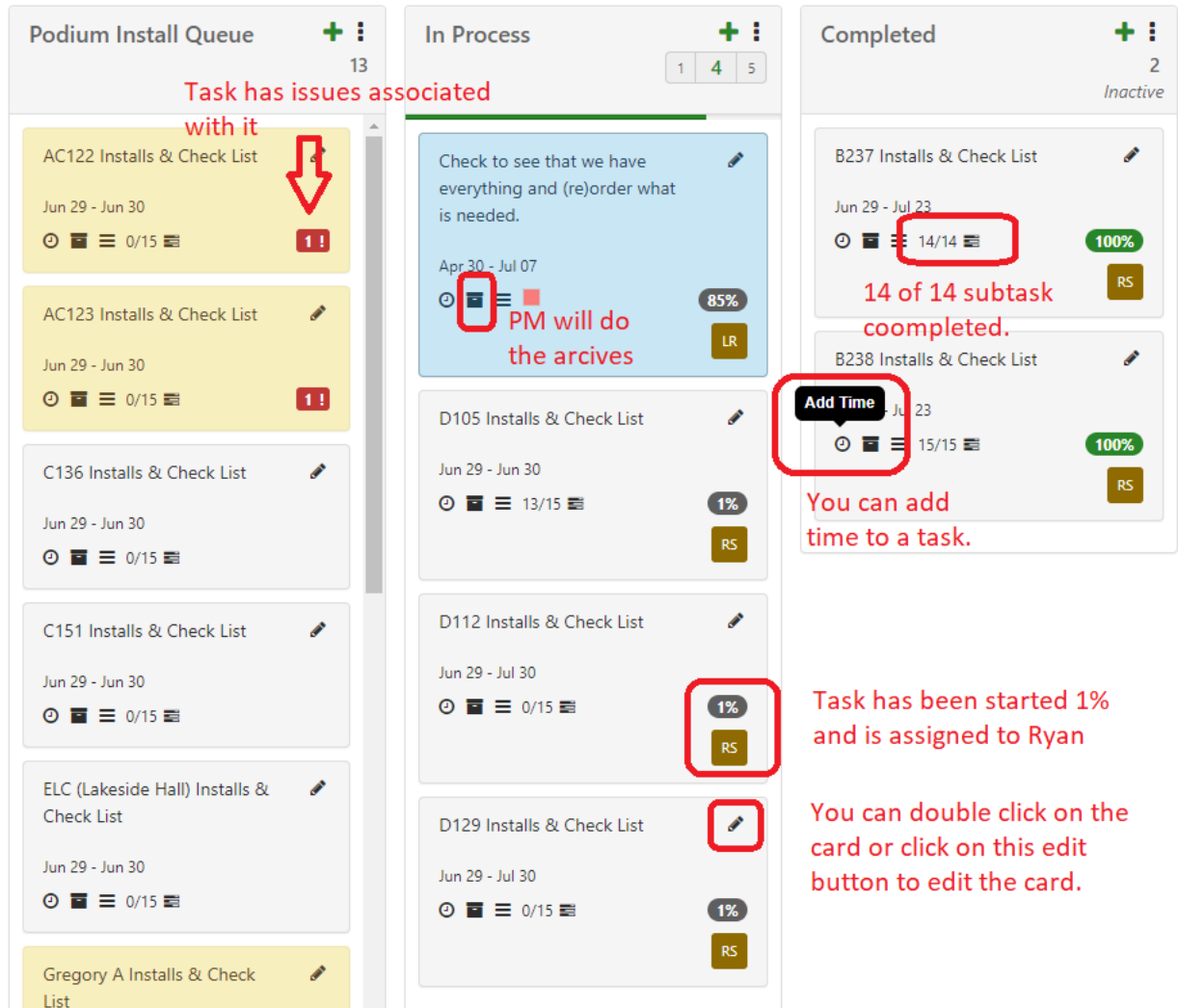**Save** **Refresh**

Sun Aug 2 2020 - Sat Aug 8 2020

	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5	Thu 8/6	Fri 8/7	Sat 8/8
Person * ☐ Show Client Portal Users	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Ryan Smith

Time Type * ❓

Project Time

Sunday Description

10. When you take on a task, move the card to the "In Process" list. This will change the percent complete to %1, showing that the task has started. When the task is complete, move it to the "Completed" list. Moving a task to completed will change it to 100% complete, but it will not check of the subtasks for you.
11. Remember to check off the subtask when they are complete as this may be how someone else picks up the task if you get reassign, to busy to complete the task, etc.
12. Here is a summary or quick reference.

Thank you for your attention to this process.

Stephen Wilks, PMP
Enterprise Project Management Specialist.