

# ShortCut© Coordination - Crash Course

<http://shortcutplan.dk>

**Login: Choose your own login profile or enter the test version:**

Username: test

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Choose one of the examples or **Create a new plan** (from the bottom of the list).

From the list of plans you can also **Clone (copy)** an existing plan to revise it or for creating backups.

Inside a plan you can create a **New activity** by simply double-clicking the mouse any place in the schedule.

All relevant information about an activity can be filled in or later updated by clicking into the **Work Breakdown Sheet**. One click with the mouse to mark the activity makes a **blue ring** around the activity, and then **press “w”** to get into the next layer of information.

The screenshot displays the ShortCut software interface. At the top, there is a navigation bar with a 'Back to Plan List' link and the 'Short Cut' logo. Below this, a title '1 test: Simple example of scheduling' is shown. The main area features a Gantt chart with a grid for days (fri 3-may, sat 4-may, sun 5-may, mon 6-may) and activities. A modal window titled 'Work Breakdown Sheet' is open, allowing for detailed activity configuration. The modal includes fields for 'Activity' (with a text input 'New: fix fail deliverance'), 'Activity Number' (input), 'Work Area' (dropdown), 'Location' (input '3, B'), 'Duration' (input '4' with 'hours' label), 'Critical Location' (button 'add location'), 'Teams' (list with 'Carpenter 2' and 'add team' button), 'Materials' (button 'add materials'), 'Equipment' (button 'add equipment'), 'Weather Sensitivity' (checkboxes for various weather icons), and 'Notes' (text area). A 'Close' button is at the bottom of the modal. In the background, the Gantt chart shows activities like 'Briefing A', 'Prepare gate', 'Prepare structure', 'Structure finish 4', 'Structure finish 3', 'Structure finish 1-2', 'Walls 1-2', '3, 0 Gate finish', and 'Week meeting A'. A search bar is visible in the top right of the interface.

Inside the Work Breakdown Sheet, **all possible information** about an activity can be specified *if relevant for a certain part of the project*. For example the duration of an activity that is set to **default of 8 hours as a recommended maximum** to maintain the flexibility of the schedule.

**In the lists, any resource can be applied or deleted** (teams, equipment, locations, materials). The note-field is for any information, link, drawing, picture, or *anything helpful to understand this specific part of the process*.

**Work Areas** is holding the main code for visual communication: **colors**, because this tool is for *optimizing processes by coordinating activities*, and on a construction site coordination is all about the location of different activities. ('Critical location' is only used for special areas, like an access road or similar, creating a potential obstruction or risk).

In the Work Breakdown Sheet it is also possible to schedule proactive to **process-sensitive parameters** (sound, wind, rain, frost) by applying these icons to the activities.

Also by marking an activity with one click of the mouse (a blue ring evolve around the activity) it is possible to either **delete or copy an activity**. Press "d" to delete or "c" to copy a task. To place the copied activity in the schedule, simply place the curser at the selected spot and click one time to release the copied item.

*This is the key to move from a Gantt view to micro-scheduling by simply copy-pasting the original information (plus new details) multiple times.*

An activity can easily be **moved by drag & drop** with the mouse to a different time in the schedule.

*This is the key to the day-to-day coordination – similar to daily Lean-boards.*

When moving an activity, the overall plan will show **warning icons** in the left margin, if there is a **clash** of resources or critical location (and also give a hint of the source of the clash by holding the mouse over the icon) as a signal to upgrade the plan.

By using the '**search**' function in top right corner it is possible to **highlight any resource, location or other information** given in the schedule.

This feature allows **printing out day-plans, week-plans, month-plans** etc., highlighting only one location (ex. a floor) or one team (ex. the carpenters) or one piece of equipment (ex. a crane) or highlighting any other **useful perspective** of the overall plan. Thus *ShortCut is a social tool to support the dialogue around coordination on the site in for example a lean-process.*

Prints are made by zooming in/out for screendumps in this early version.

**"Parking" an activity that is not yet scheduled**, can be done by marking it (one mouseclick, and a blue ring evolve around the activity) and then **press 'p'**. An activity can be dragged back to the schedule from the "Parking-lot" in the top right corner (similar to the copy-function: place the curser on the selected spot and one mouse-click to drop the activity).

Go back to list of plans by pressing '*Back to plan list*' in top left corner.

The present software is a version 1.0 with all reservations for errors.

**All rights and further information:**

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