

A-1. Summary of the Problem

TimeManager's purpose is intended to be a solution for people who need to organize their time and things to do everyday life. There are many people who use their organizer to remind themselves for work, event, and tasks. It is convenient and useful for people who have many works that change quickly.

To effectively manage one's time and remind their things to do, it is necessary to have an organizer. Planning by time makes one's life more efficient and better. Many successful business men and women manage their time efficiently and plan about their works carefully.

It is necessary for one to organize their time and tasks. It is one step forward towards achievement and success. Below are the questionnaires and reviews which show what people want and use.

Questionnaire Result

1. What do you use to manage your time schedule?
 - A. Personal organizer - **1 person selected this choice.**
 - B. Calendar program - **no one selected this choice.**
 - C. School agenda - **2 people selected this choice.**
 - D. Etc(Please specify) : - **2 people selected this choice and answered as nothing, and personal reference**

2. How do you keep track of your tasks everyday?
All of the people said they just remember them by brain

3. How do you remember all the important dates and events?
2 people said they use calendar.
2 people said they ask reminded by people.
1 person said he or she would remember it or ask someone else.

4. Would it be better in terms of managing your time if you to use a scheduling program?

Selection	1	2	3	4	5	6	7	8	9	10
People	0	0	0	1	0	0	0	1	0	3
Average	8.4									

5. How necessary is it to write diary or notes to keep track of important dates and events?

Selection	1	2	3	4	5	6	7	8	9	10
People	1	0	0	1	0	1	0	0	0	2
Average	4.6									

6. Please specify any features that you would want a calendar & scheduler program to have.

3 people wanted reminder about important occasions.

1 person wanted fast input system.

1 person wanted import/export of a file.

1 person wanted alarm and weather menus.

1 person wanted neat outlook of the program.

A-3. Review of Non-computerized Technique

February 7, 2005

Review by Shinji Kim, Calgary, Canada

There are various types of personal organizers and appointment books that are used. It allows one to manage time to plan and organize their works and time by seeing upcoming events and notices.

Most of monthly schedule note includes its calendar and spaces for each day of the month to keep track of events throughout the month.



Figure 1. Day-Timer 2005 : 2-Page-Per-Month

Weekly schedule notes would remind one the tasks briefly by hours. It allows you to see the upcoming events at a moment's notice. There are areas for to-do lists, appointments, and diary for each of the days. There's less space for weekends.



Figure 2. Day-Timer 2005 : 2-Page-Per Week

Daily schedule notes guidelines specifically by time and tasks. It keeps one in-depth of time records and manages one's time in detail. Left-hand page is for to-do list and appointments and the right-hand page is a timed diary record of one's work.



Figure 3. Day-Timer 2005 : 2-Page-Per-Day

A-4. 3 Reviews of Computerized Applications

February 7, 2005

Review by Shinji Kim, Calgary, Canada

1. Rainlender – Customizable Desktop Calendar

(<http://www.ipi.fi/~rainy/index.php?pn=projects&project=rainlendar>)

This program has been used to show Outlook's appointments and tasks in desktop as well as the current month and days in various skins. It is currently used to show event messages, message alarms and etc to manage one's time efficiently.

Interface and Functions : Windows XP Menus and Dialogue Boxes

- 1) **Main Menu** presents optional functions related to the program information (About...), explanations for using the program (Help), choosing the specific modes of the program (Windows, Skins, Languages and Select Month), reload the latest files (Refresh), settings of the program (Config...), managing events (Show all events..., Edit todo list..., and Todo/Event), and closing of the application (Quit).

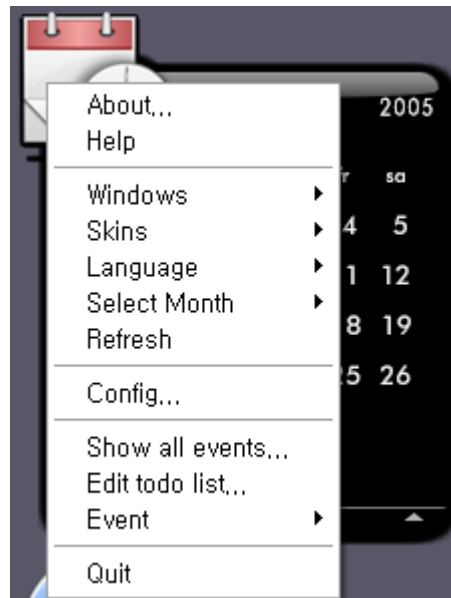


Figure 1.1 : Main Menu

- 2) **About... and Help Menu** open up windows describing about the application. [Figure 2 & 3]

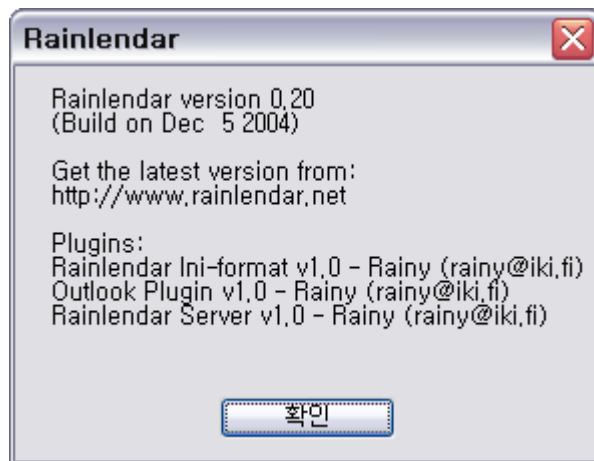


Figure 1.2 : About... Menu Dialogue Box

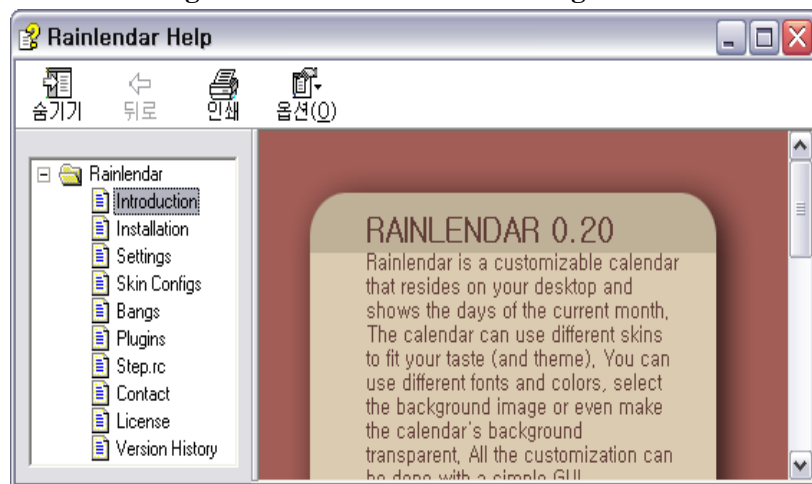


Figure 1.3 : Help Menu Help Window

- 3) **Windows Menu** lets the user to show/hide or lock the windows of the Calendar, Todo, or Event list on their desktop. [Figure 4]

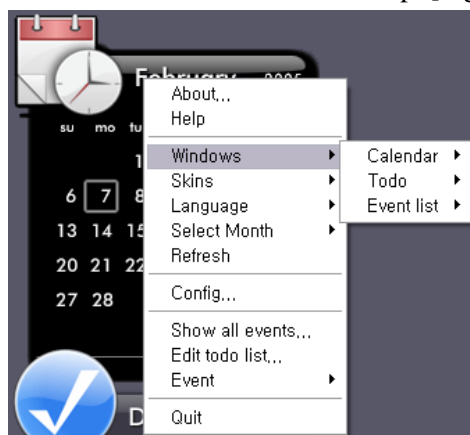


Figure 1.4 : Windows Menu

- 4) **Skins Menu** lets the user to edit the current skin, select another skin, or lets the user to get other skins by opening up a website of application skins.

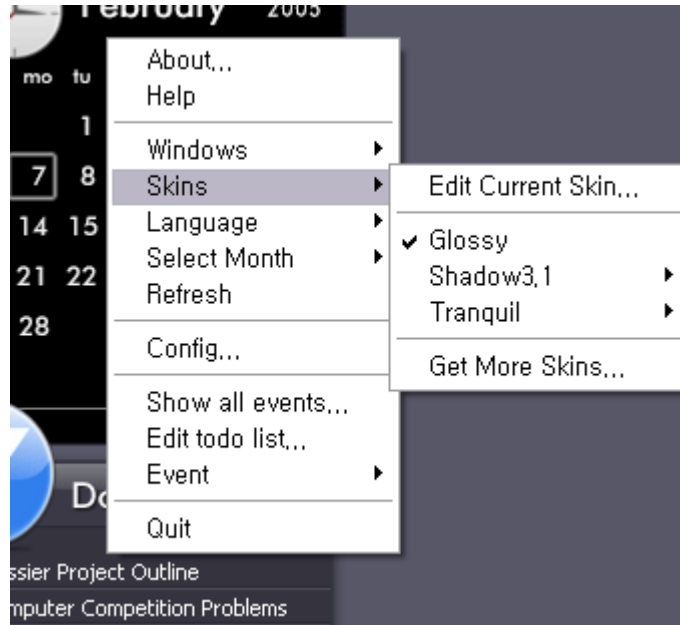


Figure 1.5 : Skins Menu

Click “Edit Current Skin...” [Figure 5] to retrieve the “Skin Config” dialogue box. [Figure 6]. The Skin Config dialogue box sets the detailed style settings of the application.

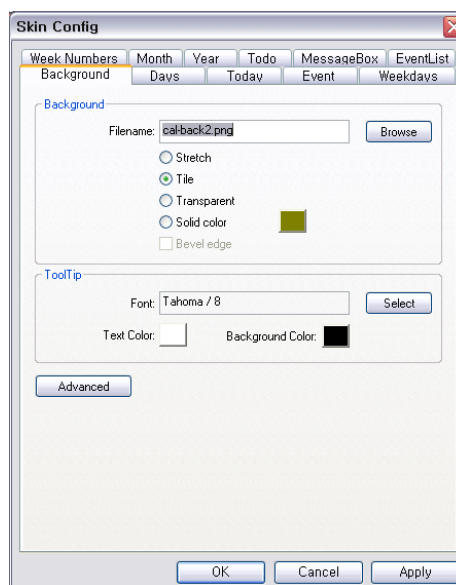


Figure 1.6 : Skin Config Dialogue Box

5) **Language and Select Month Menu** is used to select the language pack and month for which appears in the Main Menu and the desktop.

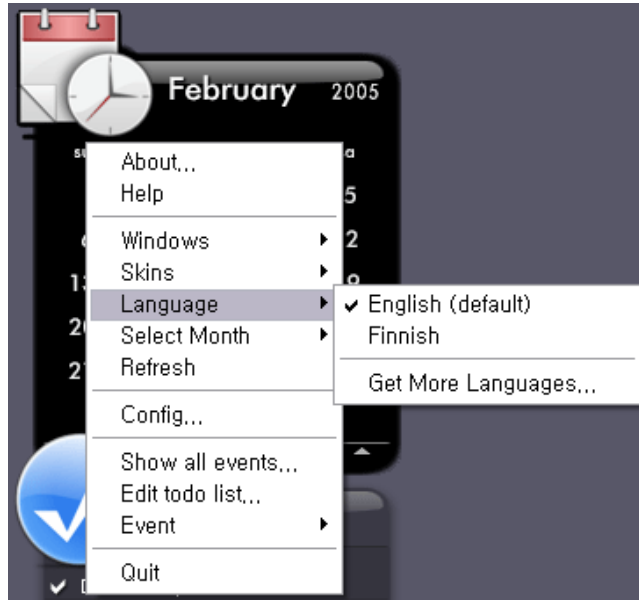


Figure 1.7 : Language Menu

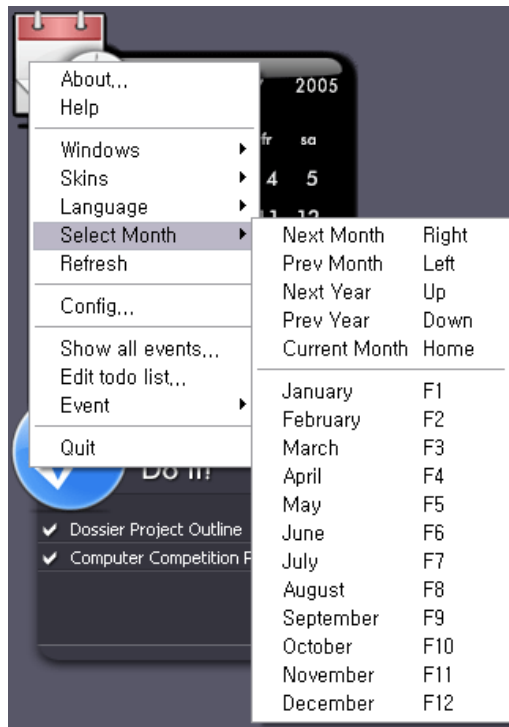


Figure 1.8 : Select Month Menu

- 6) **Refresh Menu** reloads the files of Rainlender to the latest from the program folder.
 - 7) **Config Menu** opens up the “Rainlender Config” dialogue box which is used to set the default settings of the program.
- General Tab** of the menu lets the user to set the general settings, transparency of the program, log, and edit in advanced mode.

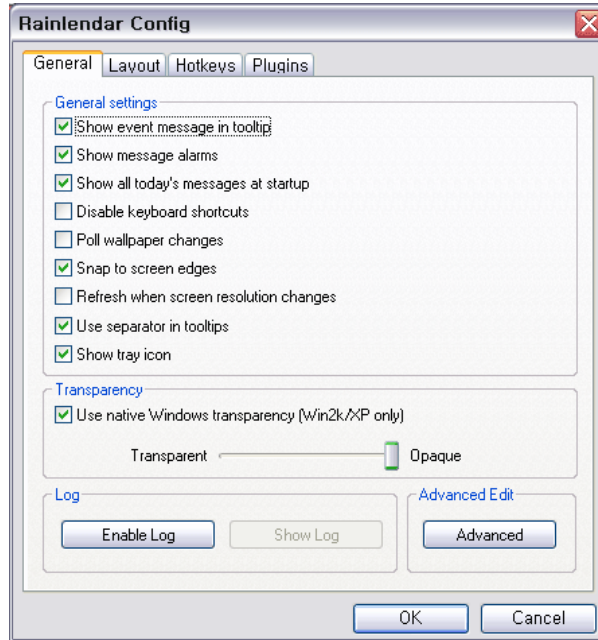


Figure 1.9 : General Tab of Rainlender Config Dialogue Box
 Click “Advanced” [Figure 9] to retrieve the “Rainlender.ini” file.
 The Rainlender.ini gives detailed and advanced setting values for the program.

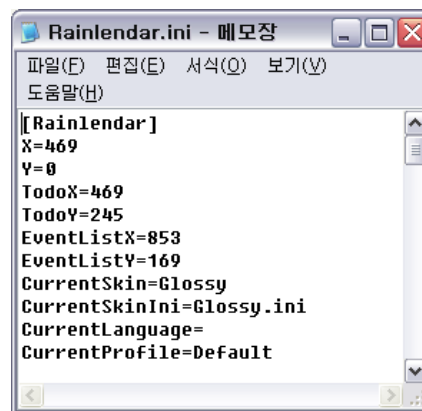


Figure 1.10 : Rainlender.ini

Layout Tab of the menu lets the user to set the position of the window, number of days for showing in the event list window, number of calendars, and other settings to layout the windows.

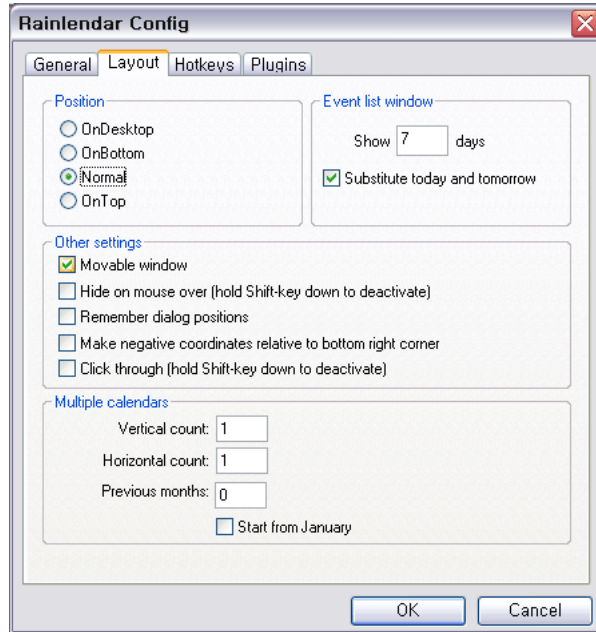


Figure 1.11 : Layout Tab of Rainlendar Config Dialogue Box

HotKeys and Plugins Tab of the menu lets the user to customize the application by setting the hotkeys or add plug-ins to suit the user’s needs.

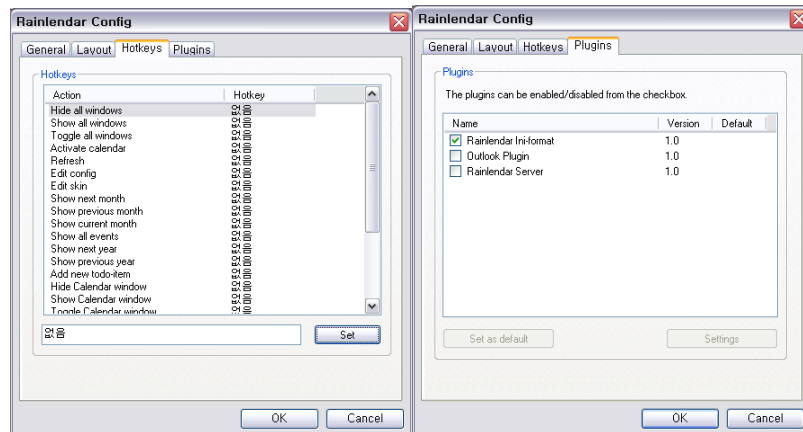


Figure 1.12 : HotKeys Tab of Rainlendar Config Dialogue Box

Figure 1.13 : Plugins Tab of Rainlendar Config Dialogue Box

- 8) **Show all events Menu** opens up “All Events” dialogue box where the user can read or save Rainlender ini file of events, using the “Import” and “Export” buttons.

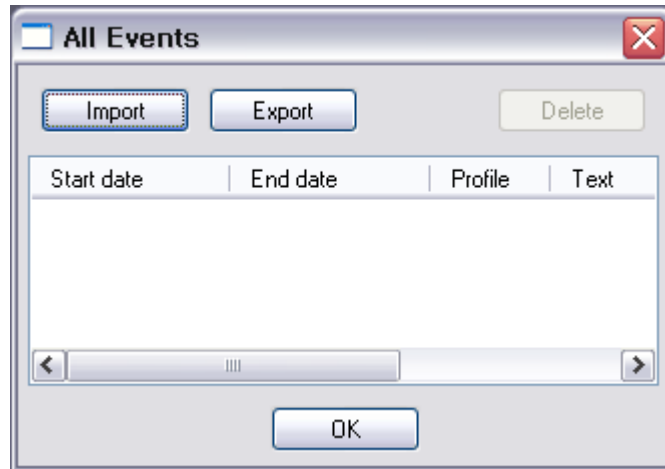


Figure 1.14 : All Events Dialogue Box

- 9) **Edit todo list... Menu** opens up “Todo dialogue box” where the user can add or edit the Todo List, which appears on the Todo Window of the program. Todo dialogue box arranges the Todo items in order, and separates them in Todo and Done Tabs. Users also can add Notes in the Todo list in Notes Tabs.

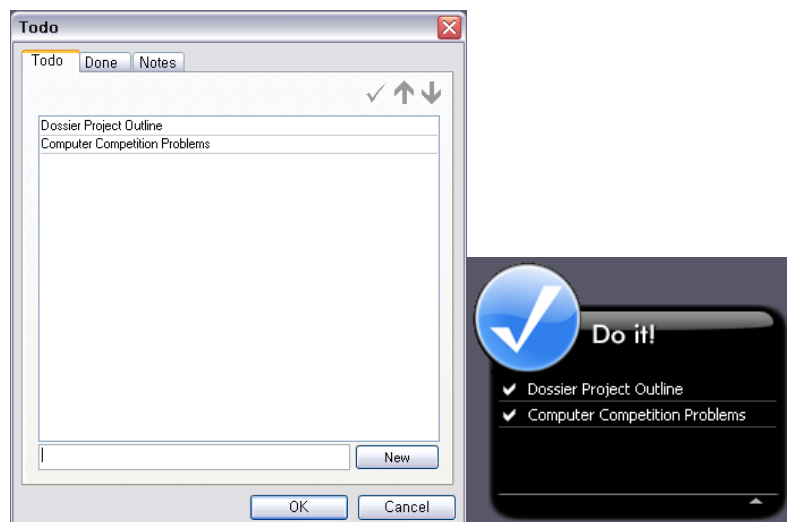


Figure 1.15 : Todo Dialogue Box

Figure 1.16 : Todo Window

10) **Todo/Event Menu** lets the user to modify the status of Todo items and create/delete an event

Todo Menu lets the user to check or edit items to keep track of how the user's doing in terms of their works.



Figure 1.17 : Todo Menu

Event Menu lets the user to create an event by opening an “Edit Event Dialogue Box”, or delete an event.



Figure 1.18 : Event Menu

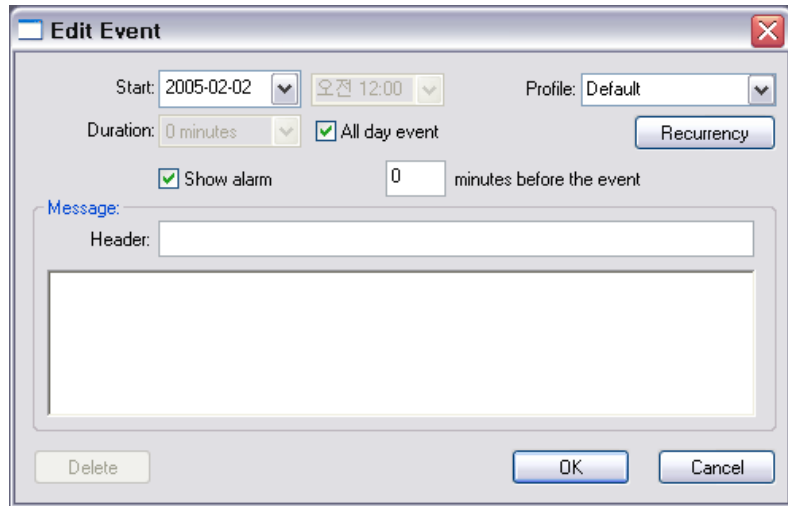


Figure 1.19 : Edit Event Dialogue Box

2. Microsoft Outlook 2003 (<http://www.microsoft.com/office/outlook/prodinfo/default.msp>)

Microsoft Outlook 2003 keeps track of important dates and appointments by dividing days into quarter hours, display and switch between multiple time zones. Outlook 2003 has different features from Rainlender. It lets one share dates and calendar details using a Windows SharePoint Services, link people who are important in the specific events, and synchronize with Outlook mail services.

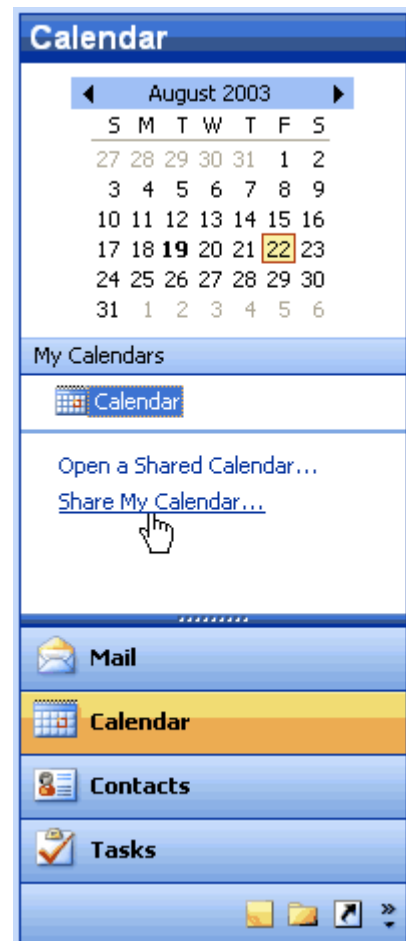


Figure 2.1 : Calendar bar of Microsoft Outlook 2003

3. Teamspace Groupware System (www.teamspace.com)

Teamspace application is different from Rainlender and Microsoft Outlook as it provides tools, features and services emphasized for a team work. The calendar feature shows all team dates, tasks and issues to remind the members. It also synchronizes with Microsoft Outlook and team members can share calendars to see all the appointments in a daily, weekly or monthly view. There's also a unique feature of the Teamspace, which let the team members to see and keep track their tasks by online.

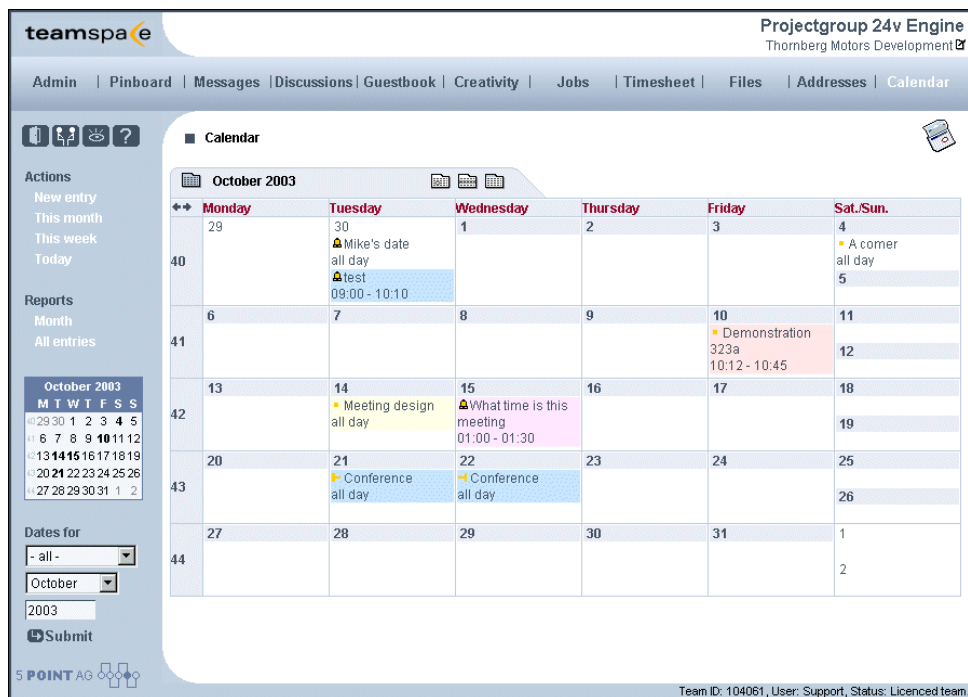


Figure 3.1 : Calendar menu of Teamspace

Teamspace lets group members to manage their project online. Assigning Todos, priorities, expenditures, planned budgets, assigned workers and start and finish date to each item are possible. By diagrams, it is easy to overview the current state and how a whole project is separated into sub-tasks.

teamspace Projectgroup 24v Engine
Thornberg Motors Development

Admin | Pinboard | Messages | Discussions | Guestbook | Creativity | Jobs | Timesheet | Files | Addresses | Calendar

Development (343-a) / Testcenter

Testcenter
4 tasks from 01/09/2003 to 10/18/2003, Progress: 60%, Costs: 11000.00 EUR (23400.00 EUR), Effort: 12 d (16 h)

Task	Completion	Priority	Timelimit	Process	01/09/2003-10/18/2003	Workers	Actions	Owner	Actions
Decision 234s	100%	3	1 days			Support		Support	📄 🗑️
Test Aircharger	50%	3	-3 days			Support		Support	📄 🗑️
Test oil 23w-xqj	0%	3	-161 days			cyrus		Support	📄 🗑️
Test sparkings plugs	0%	3	-37 days			jsw, Support		Support	📄 🗑️

Planning start → End → Start and end → Running in time | Running out of time | Task done in time | Done over time

5 POINT AG Team ID: 104061, User: Support, Status: Licenced team

Figure 3.2 : Project and Task Management of Teamspace