Ngā Kitenga

EST. 7 MINUTE READING TIME

Kia mōhio mai: I whakamāoritia aunoatia tēnei whārangi mai i te reo Ingarihi taketake, koia tonu te putanga whaimana. Pānuitia ki te reo Ingarihi

Ka whakaatu a *Apollo* Insights i ngā mea i pā ki ō SSSP i roto i tētahi wāhanga wā: ngā mea i hangaia, ngā mea i whakahokia mai kua whakakīia, ngā mea kei te toe tonu i tēnei ata, ngā mea kua whāia i ia ata me te kore mahi i mahia, me ngā mea i kitea e ngā arowhai pae. Ka taea e te tangata ka taea te huaki i te papatohu o Apollo te huaki i tēnei, i konei:

- https://eden.samconsulting.co.nz/apollo/insights

Ka huaki te whārangi ki te wiki tae mai ki tēnei wā. Kōwhiria tētahi wāhanga wā kē mai i te tahua **Period** (te wiki kua pahure, ngā wiki e whā kua pahure, tēnei marama, tērā marama rānei), tautuhia rānei ō ake rā ki ngā āpure **From** me te **To**, ā, whakawhāitihia ngā mea katoa ki tētahi tangata kotahi, maha ake rānei mā te tahua **Person**. Kei roto i te wāhitau o tō pūtirotiro te wāhanga wā, ngā tāngata me te rārangi e titiro ana koe, nō reira ka taea te tārua tētahi tirohanga kua tātaria ka tuku atu ai ki tētahi, ā, ka kite rātou i taua mea tonu.

Ngā Pre-start ki ngā Mahi kua Tīmata

Ko te pae kei runga rawa te ine e pūrotia ana e mātou ki runga: o ngā mahi i tīmata i te wāhanga wā, e hia ngā mea i tukuna he arowhai pae i mua i te tīmatanga o te mahi. Kua wehea te pae ki ngā mea kua arowhaitia i mua i te tīmatanga, kua arowhaitia i muri mai, e tatari ana ki tētahi arowhai me te hononga kua tukuna kē ki te pae mahi, me te tatari ki tētahi arowhai kāore rawa he hononga i tukuna. Ko te mea whakamutunga o aua wāhanga ko te mea whero, nō te mea koia tonu te mea kāore anō tētahi i te pae mahi kia uia atu mō taua mea.

Ngā Tatauranga

Kei raro i te pae ētahi tatauranga e rima, ā, he huarahi tēnā me tēnā ki roto i te rārangi kei raro iho. Pēhia te **Created** mō ngā SSSP i hangaia i te wāhanga wā, te **Filled in** mō ngā mea i whakahokia mai ai he arowhai pae, he toolbox talk (kōroro haumaru) rānei, te **Outstanding now** mō ngā mea katoa kua hipa te wā, kāore i tukuna, kua tawhitotia, kua mahue rānei he kōroro haumaru i tēnei ata tonu (ka wehe tētahi SSSP kua whakaoti e te tari i tēnei rārangi me te whakarāpopototanga o te ata i te wā tonu ka oti), te **Not actioned** mō ngā mea kua whāia e te whakarāpopototanga o te ata i ia rā o te wāhanga wā me te kore rawa o tētahi mea e rerekē (me ngā hononga i tukuna ki te pae mahi kāore rawa i huakina, me ngā whakamaumahara kōroro haumaru kāore he kōroro i whai muri mai), me te **Controls absent** mō ngā mōrearea i whakautua e tētahi arowhai pae kāore he kaupare kei te tū. Ka whai rārangi ki raro te tatauranga kua pēhia, ā, ka rerekē te rārangi kei raro iho kia hāngai.

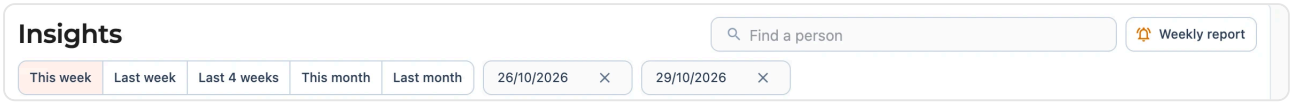
Mā ia rarangi i te rārangi e huaki tōna SSSP, ā, kei reira te whakamārama rārangi-kotahi mō te take kei reira - āhea i tīmata ai, ko wai kei te pupuri i ngā hononga, e hia ngā ata kua whāia - me ngā tohu wāhanga, tohu kōroro haumaru hoki e whakaatuhia ana e te papatohu. Mā te `Open board` e kawe taua tātari tonu ki te papatohu.

I te Roanga o te Wā me te Whai i te Tangata

Ka whakaatuhia e **Over time** ngā arowhai pae i tukuna ki te taha o ngā SSSP i hangaia, mā te rā mō tētahi wāhanga wā e rua wiki iti iho rānei, ā, mā te wiki mō ngā mea roa ake. Ka whakarārangitia e **By person** ngā tāngata katoa i runga i tētahi SSSP i neke i taua wāhanga wā - te tangata nāna i hanga, te foreman (kaihautū mahi) kua whakaritea, te kaiwhakahaere kaupapa me te kaiwhakahaere haumaru, me te hunga e pupuri ana i tētahi hononga hopu mataora - me te whakaatu i te maha o ā rātou SSSP i hangaia, i tukuna ki te pae mahi, i arowhaitia, i tū he kōroro haumaru, e toe ana, kāore hoki i mahia. Pēhia tētahi rarangi hei whakawhāiti i te whārangi katoa ki taua tangata; pēhia anō hei whakawātea i a rātou.

Te Īmēra Whakarāpopoto

Ka taea taua pūrongo tonu te tae mai ki a koe hei īmēra. Pēhia te `Subscribe` i te pane o te whārangi, e huaki ai te pouaka kōrero **whakarāpopototanga Apollo**, kātahi ka kōwhiri kia pēhea te auau me te `Save`. Kia oti koe te ohauru, ka whakaaturia tāu i kōwhiri ai ki te pātene, hei tauira `Weekly report`, ā, ka whakaatu i tētahi pere kua tūrama (🔔).



Te pane o Ngā Māramatanga kia oti koe te ohauru ki te pūrongo ā-wiki.

Koinei ngā kōwhiringa:

- Ko te `None` ka whakamutu i ngā īmēra.
- Ko te `Daily` ka tuku i ia ata, tae atu ki ngā rā whakatā. Kāore he mea e tukuna i te rā mārie.
- Ko te `Weekday` ka tuku i ia ata o ngā rā mahi. Kāore he mea e tukuna i te rā mārie.
- Ko te `Weekly` ka tuku i ia Rāhina.
- Ko te `Fortnightly` ka tuku i ia rua o ngā Rāhina.
- Ko te `Monthly` ka tuku i te Rāhina tuatahi o te marama.
- Ko te `Quarterly` ka tuku i te Rāhina tuatahi o Hānuere, o Āperira, o Hūrae me Oketopa.

Ka kapi i te īmēra ā-wiki, ā-rua wiki rānei te wā mai i tō mua atu. Ka kapi i te īmēra ā-marama, ā-hauwhā tau rānei te marama maramataka, te hauwhā tau rānei o mua atu, mai i te rā 1 ki te mutunga o te marama, nā reira ka kapi a Hepetema i te īmēra ā-marama ka tukuna i Oketopa. Ka tīmata ia īmēra ki tētahi kōwae poto mō ngā mea hei tirotiro, ā, kei roto ngā tatauranga me ngā rārangi me ngā hononga e hoki ana ki ngā SSSP. Ka tāpirihia te pūrongo katoa, me te pae pre-starts (mahi o mua i te tīmatanga), te tūtohi me te ripanga ā-tangata, hei PDF kia taea ai te tuku whakamua, te tuku rānei ki te kōnae. Ka tae mai tonu te īmēra ā-wiki, roa ake rānei i ngā wā katoa, nā te mea he mea pai anō kia mōhiotia mēnā he wiki mārie.

Ko taua kōwhiringa tonu te kapa **whakarāpopototanga Apollo** i raro i **Ngā Tautuhinga Īmēra** i roto i tō pūkete, koirā te wāhi e tau atu ai te hononga i te take o ia īmēra, kia taea ai e koe te huri kia pēhea te auau, te whakamutu rānei i ngā īmēra me te kore e huaki i a Apollo. Ka puta te kapa ki te katoa e āhei ana ki te whiwhi i te whakarāpopototanga, ā, ki te katoa e ohauru tonu ana ki reira. Ka taea hoki e tētahi tangata whakahaere pūkete te tautuhi māu mai i tō pūkete raraunga i roto i ATC.

Kia mahara: e whai ana te whakarāpopototanga i ō tautuhinga whakamōhiotanga. Ki te whakawetohia ngā whakamōhiotanga īmēra mō tō pūkete, ki te whakarite rānei i ngā quiet hours (ngā hāora marino), ka pā anō hoki tērā ki tēnei.

Ki te kore tētahi kaute i runga i te whārangi e hāngai ki tāu i tūmanako ai, kāore rānei tētahi whakarāpopototanga i tae mai, whakamōhiotia mai mā support@samconsulting.co.nz.