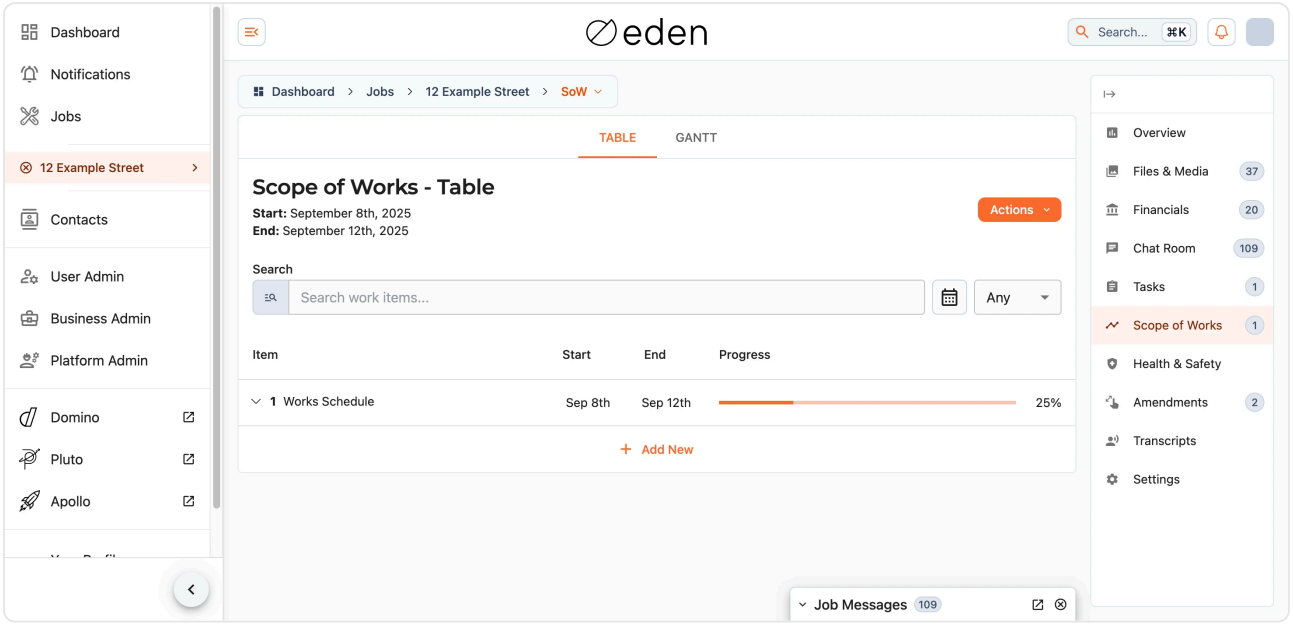
# Te Whānuitanga o ngā Mahi

EST. 8 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 whakatakotoria e Te Whānuitanga o ngā Mahi ngā mahi hei whakatutuki i runga i tētahi mahi, kua wehea kia noho hei tūemi takitahi me ōna ake rā, tōna raupapa, me tōna ahunga whakamua. Ka kitea e koe i te wāhanga **Te Whānuitanga o ngā Mahi** o te tahua whakatere o tētahi mahi. E rua ngā huarahi hei tirotiro i tēnei - hei **Tēpu** rānei, hei tūtohi **Gantt** rānei - mā te whakamahi i ngā ripa kei runga, ā, e whakaatu ana rāua e rua i aua tūemi mahi anō me ngā rā tīmata, rā whakaoti whānui o te mahi.

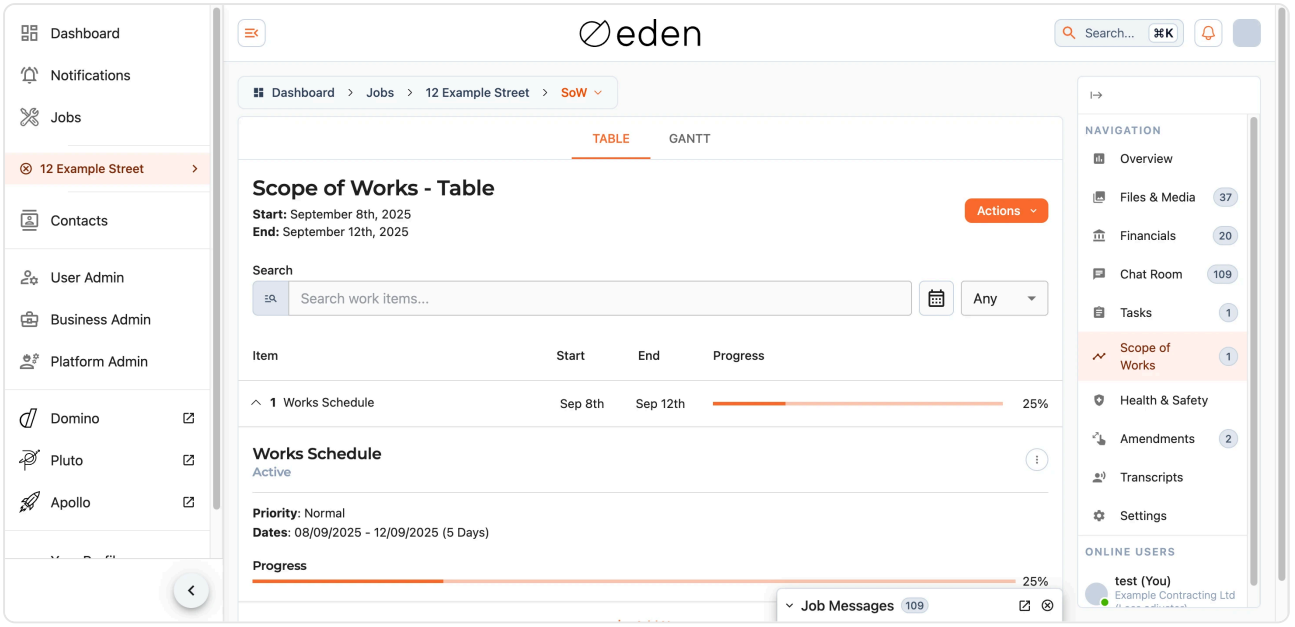



*Te whānuitanga o ngā mahi i te tirohanga tēpu.*

## Te Tirohanga Tēpu

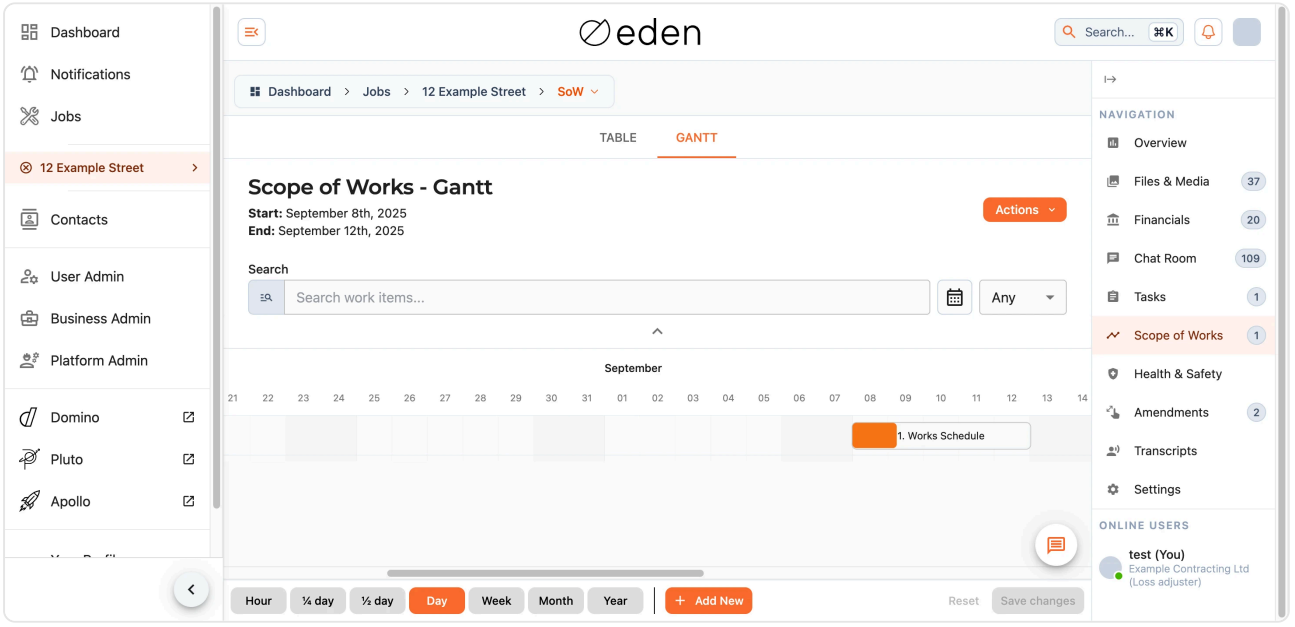
Ka whakarārangihia e te tēpu ia tūemi mahi me ōna rā tīmata, rā whakaoti hoki, me tētahi pae ahunga whakamua. Kua hoatu he nama ki ngā tūemi hei whakaata i te raupapa e mahia ai me te whirinaki hoki o tētahi ki tētahi, nō reira ko te tūemi kua namaia ki te `2.1` ka whai mai i muri i te tūemi `2`. Tīpakohia tētahi upoko tīwae hei kōmaka mā reira.

Mā te tīpako i tētahi rārangi e whakawhānui ake hei whakaatu i ngā taipitopito katoa o taua tūemi: tōna whakaarotau, ngā rā, te ahunga whakamua, tētahi tangata kua tohua ki reira, he whakaahuatanga, me ērā atu tūemi e whirinaki ana ia ki reira.



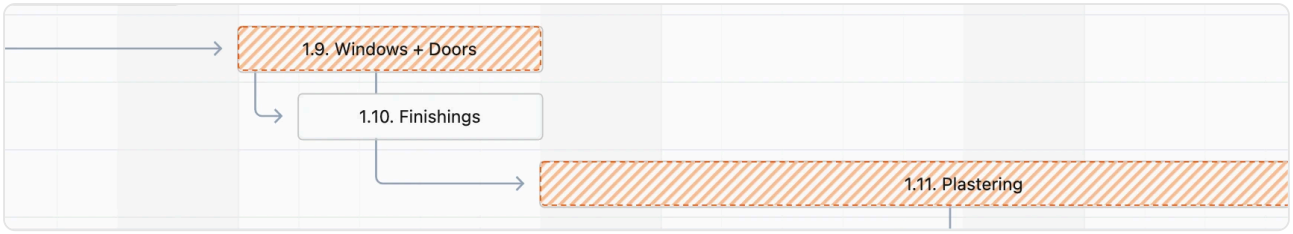

## Te Tirohanga Gantt

Ka whakatakotoria e te tūtohi Gantt aua tūemi mahi anō ki runga i tētahi rārangi wā, kia māmā ai te kite i te rere o te mahi mai i tētahi tūemi ki tētahi atu, me ngā wāhi e inaki ai ngā mahi. Whakamahia ngā mana whakahaere tirohanga kei raro hei topa i waenga i ngā tauine rā, wiki, marama hoki, ā, whakakopatia te upoko mā te chevron (tohu koki) kia nui ake ai te wāhi mō te tūtohi.




## Te Anga Whakamua Tohu

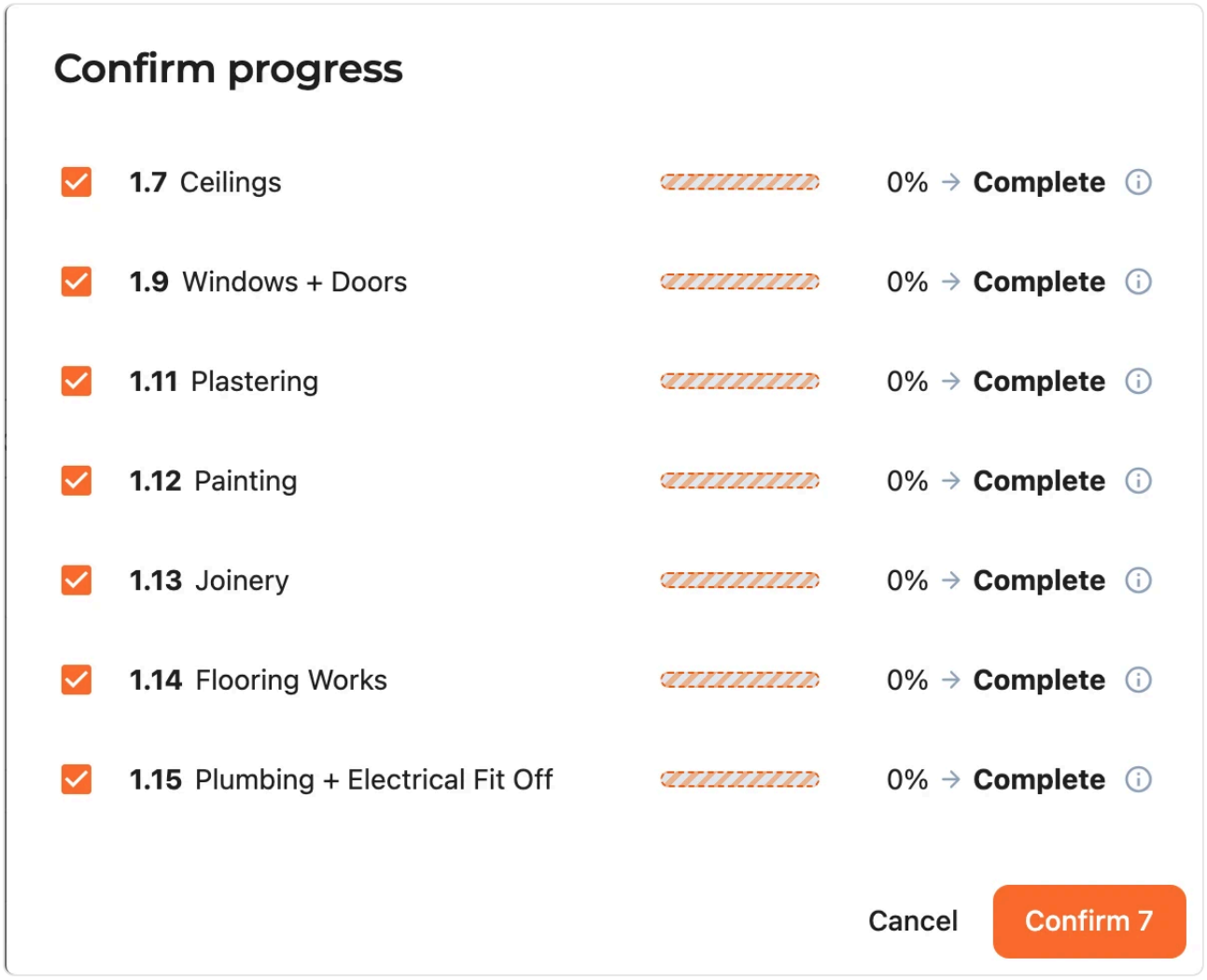
Kia kotahi i te rā, ka pānuitia e *EDEN* ngā pūkete o ia mahi tuwhera - ngā puka wā, ngā tuhipoka pae mahi, ngā whakaahua, me te taumata kua ekea e ia wāhanga o te mahi - ā, ka whakatauhia te tawhiti o te haere o ia tūemi mahi ki te titiro atu. Ki te kitea he tawhiti kē atu te ahunga o tētahi tūemi i te anga whakamua kua tuhia mōna, ka whakaatuhia te rerekētanga ki tōna pae hei wāhanga rārangi tītaha he tapa rārangi motumotu tōna, ā, ka puta a `Indicative` ki raro i ngā rā o te mahi hei tohu whakamārama.




He kitenga noa iho te tau tohu mai i ngā pūkete, ehara i te tau kua whakapūmautia. Kāore e tatauria ki roto i te anga whakamua whānui o te mahi, kāore hoki e kitea ki ngā pūrongo kia whakapūmautia rā anō e tētahi tangata e whakahaere ana i te mahere wā, ā, ka ngaro tonu atu ina whakaritea taua anga whakamua o taua tūemi e rātou tonu, ka noho ngaro ai kia tae rā anō ki te pānuitanga o te rā e whai ake nei. Whakapaparangatia te tohu ⓘ kei tōna taha i roto i ngā taipitopito o tētahi tūemi i runga i te tūtohi Gantt kia kitea ai ngā tūāpapa me te wā i whakahoutia whakamutungatia ai.

## Te Whakapūmau i te Anga Whakamua Tohu

Me he mana tōu ki te whakatika i te mahere wā, ka puta he pātene `Confirm progress` ki te taha o **Actions** i ngā wā katoa he tau tohu hei whakapūmau māu. Ka whakarārangihia ia mea me te anga whakamua kua tuhia ināianei me te tau tohu, he mea tohua katoa ki te tohu tika, kia taea ai e koe te tango i te tohu tika mō ngā mea kāore koe e whakaae ana, ka whakapūmau ai i te toenga i te wā kotahi. Ka taea hoki e koe te whakapūmau i tētahi tūemi kotahi mai i ōna taipitopito i runga i te tūtohi Gantt. Mā te whakapūmau e tiaki te tau hei anga whakamua mō te tūemi, he rite tonu ki te mea nāu anō i nuku, ā, ka whakamōhiotia te hunga katoa e whai ana i te tūemi.



Ka tohua anake tētahi tūemi kua oti ina whakaatu mai ōna pūkete kāore e kore kua oti te mahi. Ki te kore, mā te whakapūmau i te 100% tohu ka whakaritea te anga whakamua o te tūemi ki te 100%, ka waiho tuwhera tonu ai hei whakaoti māu.

Ki te kore koe e hiahia ki te tatari mō te pānuitanga ā-rā e whai ake nei, kōwhiria te `Estimate progress` mai i te tahua **Actions** kia pānui anō ai i ngā pūkete o te mahi i reira tonu.

## Te Rapu

He pouaka rapu tahi kei ngā tirohanga e rua, kia taea ai e koe te tātari i te rārangi ki ngā tūemi e whai pānga ana ki a koe mā te ingoa, ā, ka whakawhāiti ake hoki ki tētahi awhe rā motuhake.

## Te Tikiake

Mā te tahua **Actions** i tēnā, i tēnā tirohanga ka taea e koe te tikiake i tētahi PDF pai mō te tā o te hōtaka hei tiritiri, hei pupuri rānei.

## Te Whakatika i ngā Tūemi Mahi

Mehemea he whakaaetanga tāu ki te whakahaere i te hōtaka, ka puta mai he tahua whakatika ki ia tūemi mahi (ā, ka taea te mahi whakarerekētanga tōtika i runga i te tūtohi Gantt). Ka uru pea ki ngā kōwhiringa e wātea ana ki a koe ko:

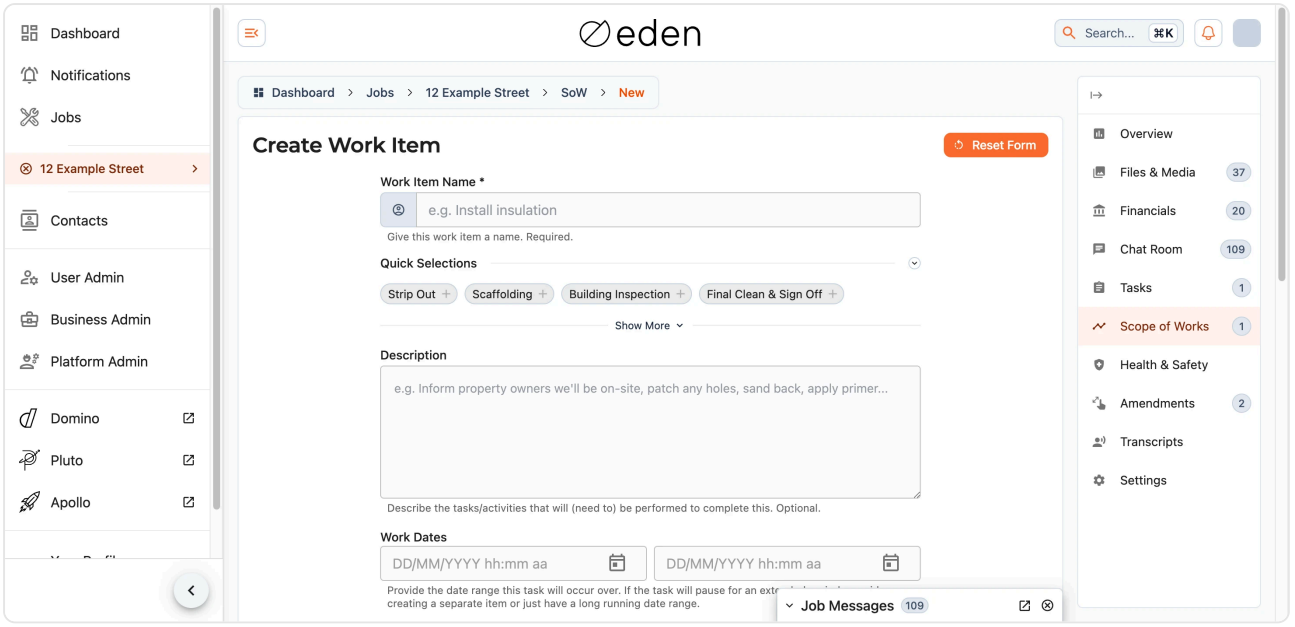
- **Edit Values** - whakarerekē i te taitara, te whakaahuatanga, te tūnga, te whakaarotau, te kokenga, me ngā rā o te tūemi.
- **Set Assignees** - kōwhiri ko wai kei te haepapa mō te tūemi.
- **Change Parents** - whakatika ko ēhea tūemi e whirinaki ana tēnei ki runga.
- **Add New Child** - waihanga i tētahi tūemi whai muri e whirinaki ana ki tēnei.
- **Edit Permissions** - whakahaere ko wai ka taea te kite me te mahi ki te tūemi.
- **Delete item** - tango i te tūemi mai i te hōtaka.

I runga i te tūtohi Gantt, ka taea hoki e koe te tō i tētahi tūemi hei whakahōtaka anō, te tō rānei i tōna kokenga, kātahi ka tiaki i ō whakarerekētanga mai i te hiku.

***Tuhipoka:*** mō ngā whakarerekētanga e whai pānga ana ki te hōtaka - pērā i te neke rā, te whakaiti kokenga, te whakaingoa anō rānei i tētahi tūemi - ka tonoa he take poto mai i a koe. Ka tiritiria tēnei take ki te hunga katoa e whai ana i te tūemi, nō reira me whakarite kia mārama, kia whai tikanga hoki, kaua e pērā i te "tbc".

## Te Waihanga Tūemi Mahi

Mehemea he whakaaetanga tāu ki te tāpiri mahi, ka taea e koe te waihanga i tētahi tūemi hōu mai i te tahua **Actions**, hei whai muri rānei i tētahi tūemi o mua mā te whakamahi i te **Add New Child**. Ina tāpiri koe i tētahi tūemi tamaiti, ka āwhina a *EDEN* mā te kawe mai i te tūemi matua me ōna kaimahi kua tohua, ā, ka marohi i tētahi rā tīmata tōtika.




He taitara anake e hiahiatia ana; kei reira ērā atu mea katoa hei tāpiri atu ina hiahiatia:

- **Taitara** - he ingoa poto mō te tūemi. Koinei anake te āpure e hiahiatia ana.
- **Whakaahuatanga** - he taipitopito anō mō ngā mahi e whai wāhi ana.
- **Ngā Rā** - te wā e whakapaetia ana ka tīmata, ka oti hoki te tūemi.
- **Whakaarotau** - te hiranga o te tūemi e pā ana ki ērā atu.
- **Parent Work Items** (ngā tūemi mahi matua) - ngā tūemi e whakawhirinaki ana tēnei ki runga, kia whakaritea ai hei whai i muri i a rātou.
- **Ngā Kaimahi Kua Tohua** - ngā tāngata kei a rātou te haepapa mō te whakatutuki i te mahi.

Ka tiakina tō kokenga i a koe e mahi ana, nō reira ka taea e koe te wehe atu, ā, ka whakaoti i muri mai. Whakamahia te **Reset Form** (Tautuhi Anō i te Puka) hei tīmata anō, ā, ko te **Create Work** (Waihanga Mahi) ina rite koe. Ka noho monokia te pātene kia whai ingoa rā anō te tūemi.

***Tuhipoka:*** ko ngā rā me te kokenga e whakaaturia ana puta noa i te Scope of Works (te whānuitanga o ngā mahi) he whakatau tata mahi hei āwhina i te katoa ki te whakamahere, ehara i te taurangi ka oti hei tētahi rā motuhake.