

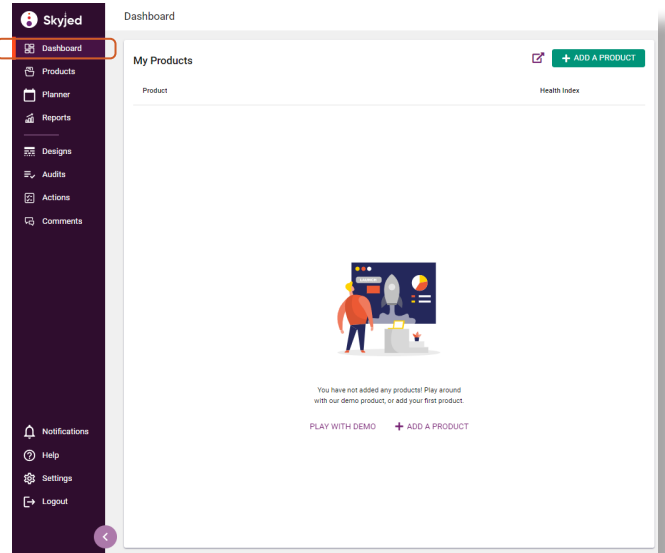
# Quick Steps to Get Started in Skyjed

We are excited that you have signed up to Skyjed. Follow these quick steps to get started and start your journey in product lifecycle management and governance excellence.

## 1 SKYJED DASHBOARD

When you log-in you will first see the Skyjed **DASHBOARD**.

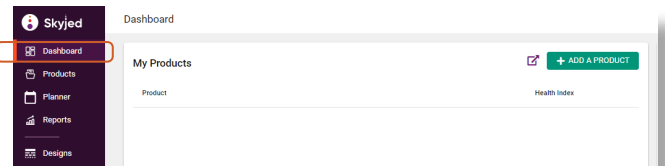
The purple side bar is your global tool in Skyjed and gives you access to an overview of your organisational status of products, designs and audits, planner, actions, comments, reports and settings.



## 2 ADD A PRODUCT

From here you can add your products. Select **ADD A PRODUCT**.

Follow the Skyjed prompts to **ADD A PRODUCT**.



1 Product details 2 Set up your product team

Product details

Product name \*

Product description

Product code

Portfolio \*

Product lifecycle stage \*

In market from dd/mm/yyyy

Tell us a little bit about your product

CANCEL NEXT

# 3

## CREATE A DESIGN

Now that your product is set up, you can **CREATE A DESIGN** in your Product Design workspace.

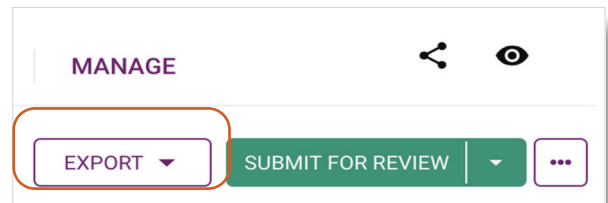
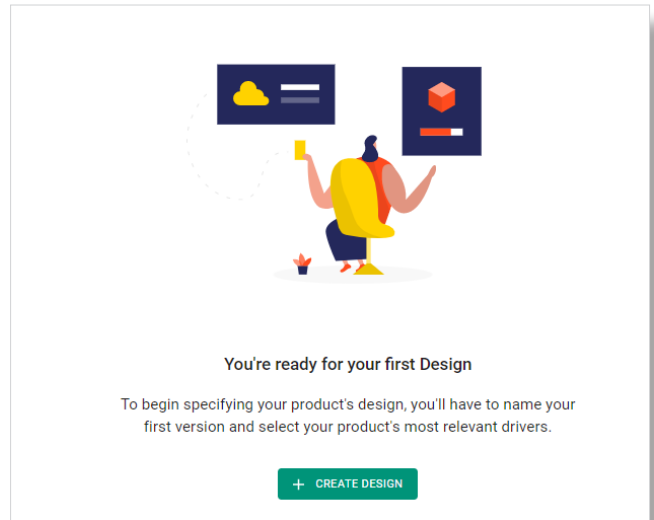
Select from pre-built Skyjed Design templates which are groups of drivers that are information prompts for areas of Product Design. You can also create new drivers or tailor existing drivers in the **DRIVER LIBRARY** and then allocate them to an existing **DESIGN TEMPLATE** or create a new **DESIGN TEMPLATE** in **SETTINGS**.

Follow our **CREATE DESIGN** prompts to commence your first Product Design.

Complete your Product Design and when ready you can **SUBMIT FOR REVIEW** or **APPROVE AND PUBLISH**.

Try exporting your Product Design with our **EXPORT** tool. Once published you can commence a new Product Design.

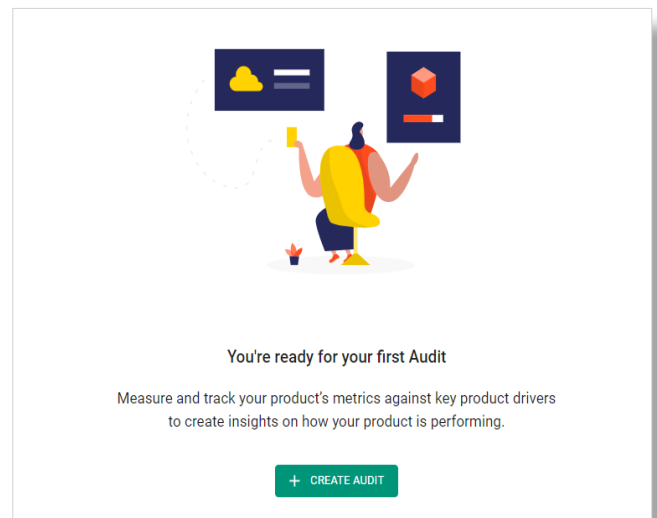
The status progress bar at the top will show where you are at each stage of the Product Design review and approval process.



# 4

## CREATE AN AUDIT

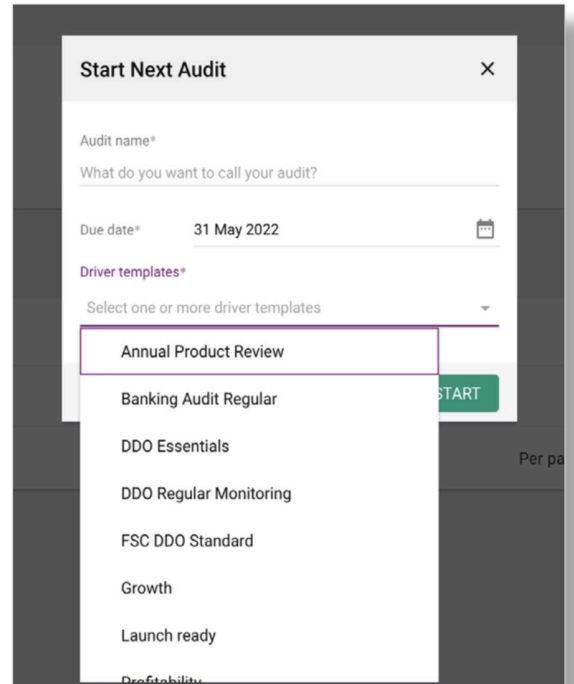
In your Product Audit workspace, you can also **CREATE AN AUDIT** for ongoing monitoring and review of your products' health or your published Product Design.



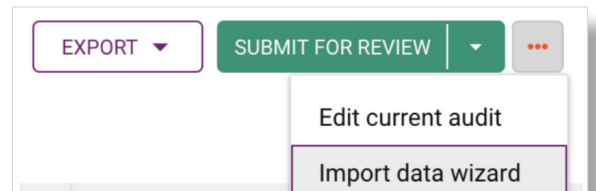
Select from pre-built Skyjed **AUDIT** templates by selecting **CREATE AUDIT** and follow the prompts. Here you can select from Skyjed's range of **AUDIT** templates.

Remember you can also create your own in the **AUDIT TEMPLATES**.

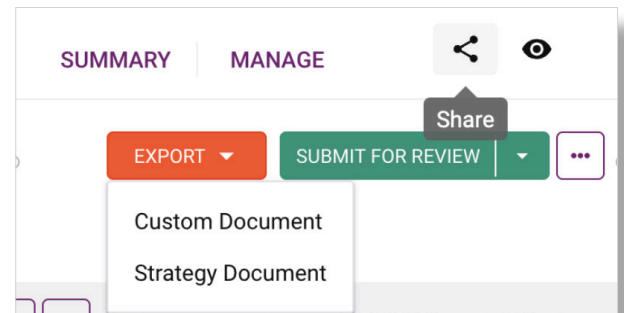
Under **SETTINGS**, you can create new drivers in the **DRIVER LIBRARY** or tailor existing drivers, and then allocate them to an existing or new **AUDIT TEMPLATE**.



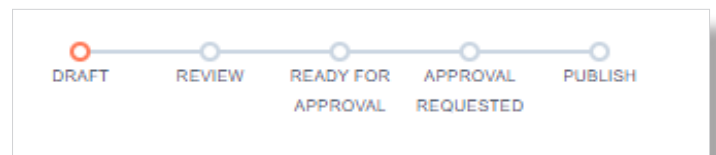
You can populate your driver data manually or updated via a CSV file. To upload via CSV, click on the 3 dots/meatball menu and select **IMPORT DATA WIZARD**. Follow the prompts by selecting the driver you want to export as a CSV, download the file, and populate with required information. Upload the populated CSV file to automate the driver data field entry.



Complete your Product Audit and when you are ready you can **SUBMIT FOR REVIEW** or **APPROVE** and **PUBLISH**. Follow the steps in green until you are ready to **PUBLISH**.



The status progress bar at the top will show you where you are at each stage of the Product Audit review and approval process. You can also share and export your Product Audit at any stage.



# 5

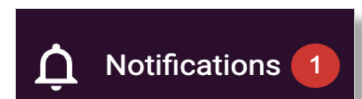
## CREATE WORKFLOWS\*

In Skyjed, you can also create **WORKFLOWS**. This is where you can set conditions and thresholds to monitor your audit data and trigger automated actions for early risk identification and course correction or for strategic advantage.

In your product workspace, go to the **MANAGE** tab, click on **WORKFLOWS** and **CREATE WORKFLOW**. Here you need to enter as much descriptive information about the workflow objectives and the resulting action. You will also need to select the driver of the audit data you want to review and select the **DRIVER PROPERTY**, which is the individual data column the workflow will run on.

The field '**CALCULATE THE**' refers to the rows of data the workflow will run on when you upload driver data in your audit templates. For example, if you select **SUM**, all the rows of the data will be aggregated. Populate the rest of the workflow and **SAVE**. Once completed, every time you enter data in the Product Audit workspace and hit **PUBLISH**, the workflow will run and review your audit data.

If your data meets the **WORKFLOW** conditions you set, you will get a notification by the bell icon in the purple side bar and on your dashboard under **MY ACTIONS**. You will also receive an email notification.



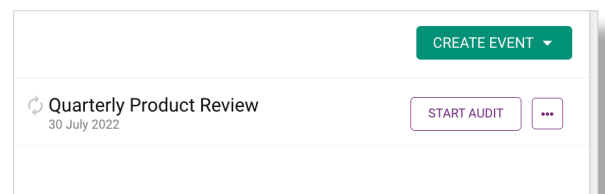
# 6

## ACTIONS AND PRODUCT AUDIT REVIEWS

In the event of a **WORKFLOW** threshold being met, this will trigger an action to be created. You will need to triage this action and update its status along with a rationale to outline your course of action for this product **ACTION**.

Best practice Product Governance recommends to conduct a Product Review in the form of a Product Audit in order to ensure a thorough analysis and to implement course correction activities if further risks or issues are identified.

You can start this in the Product Audit workspace and select from the available **AUDIT TEMPLATES** or you can create your own Product Review Audit Templates in **SETTINGS**.

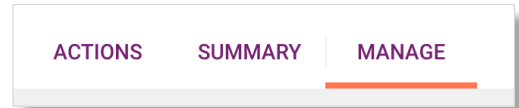


\*Workflow or Workflow Trigger actions are only available in Enterprise Tier.

# 7

## EVENT SCHEDULER AND PLANNER

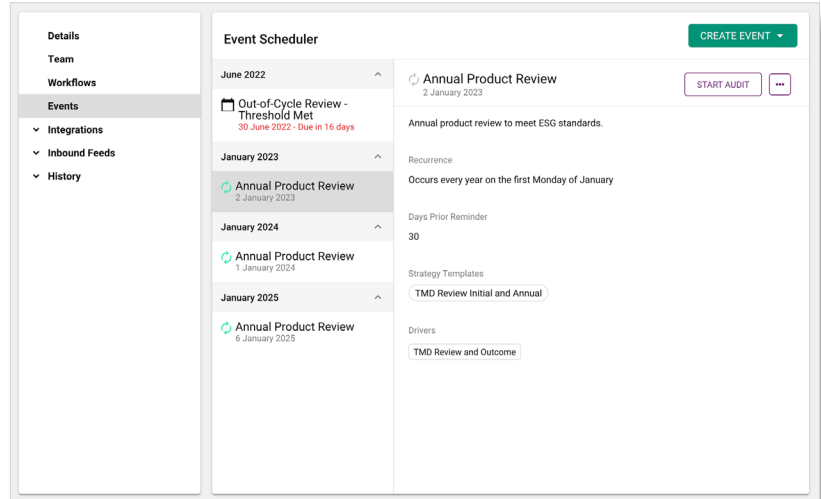
Skyjed has a prebuilt **EVENTS SCHEDULER** to help you schedule your Audit events ahead of time with reminders. To access the **EVENTS SCHEDULER**, go to the **MANAGE** tab.



On the left hand side, navigate and select **EVENTS**.

From here, you can select **CREATE EVENT** to schedule your Product Audit events.

You can choose from a **ONCE-OFF EVENT** or a **RECURRING EVENT** to schedule your product monitoring and reviews.



When you set up a once-off or recurring audit event you will be able to view all your product events from this area or a collective view will also be available by selecting **PLANNER** from the purple side bar.

