

StarTeam

Version 1.0

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For Questions and Support use email:
software@bitfactory.com.br

Overview

General Description

The **StarTeam** software helps you to rule your team. Its all about developing competences and ensure that everyone is leaded to give the very best in order to make the team's goals to become reality.

The rules are simple: you as the team leader register the team *members*, define the appropriate *skills* and determine the *profile* of each of the participants. This is which *skills*, every single one has to develop to serve the common goal.

That's all. Following, you may go ahead and evaluate every single one of your team members. Simply select one, and choose a vote ranging from 1 to 5 *stars* for each *skill* he is expected to develop. Where you choose 1 *star* for poor skill development and 5 start for excellent skill competence. The other ones, you choose accordingly to the intermediate levels. This is why the software is called **StarTeam**.

One best practice is to repeat this evaluations from time to time, once a week or once a month, depending on the *skills* and the *capabilities* of the team members. Of course you will be able to make annotations for each of the skills you evaluate. In order to apply the stars in a consistent fashion, you may define *orientations* for each star level and for every skill individually, where you define what requirements should be met in order to gain a specific number of stars.

With **StarTeam**, you will own a handy tool to easily control the performance of your coworkers, sports colleagues, kids or whomever you would like to push to better performance.

Even if interoperability features are currently being defined, **StarTeam** already let you save the information to files on your memory card. Future plans are to provide a

conduit mechanism, to allow control of different workgroups with StarTeam and consolidate them to a single system.

Please feel free to send your comments and suggestions: software@bitfactory.com.br

Hopefully **StarTeam** may become one of the most useful and convenient tools in your Palm software collection.

System Requirements

It is expected, that StarTeam runs on any **color** enabled PalmOS 3.5 (or above) compatible device. It should also be able to run on black-and-white devices. The fact it currently does not, is that the required monochrome bitmaps have not been incorporated into the software. If there will be a demand for it, I will provide them in one of the next versions.

Memory requirements are quite low and should not become an issue. The number of employees/members and skills is only limited by the available system memory. For each of the employees you may define individually up to 40 skills to make up a profile. Just to give an example, it will require approximately as less as 12kB for the amount of 50 employees, 50 skills and 50 evaluations.

Installation

Simply transfer the *StarTeam.prc* file to your Handheld. After launching it for the first time, the software will enter in demo mode and will work for 45 days without any restriction. Then it will ask for a registration key. If you decide to use the software beyond this period, goto the website from where you got the software and look for a possibility to register *StarTeam*. Alternatively, you may contact Bit I Factory by email (software@bitfactory.com.br) to point you to a location where you may register the software.

De-installation

Simply remove the software by choosing the *Delete* menu option in the Palm application launcher. This will remove the application along with the databases it will have created during the test period. Observe, that you don't need to remove the software if you decide to register it. In this case, simply enter the registration code to permanently unlock the software.

Operation Manual

Launching StarTeam

After installing StarTeam on your Palm, you should see an icon, like the one near the lower left corner in the screenshot below.



The Welcome Screen

The first time, you will start the application, and unless the application is registered, the welcome screen is shown, to inform you how many days still remain until the trial period expires.



Once registered, the software will bypass this screen and open directly with the *Employee Overview*.

The Employee Overview

The employee overview is the central view of StarTeam. Here you will see a listing of all registered employees along with their last weighted evaluation result. From

here you will have access to all auxiliary functionality, such as defining skills and profiles.

If you are using this application for the first time, follow these outline:

- Register the employees
- Register the skills
- Define the employee profiles
- Evaluate the employees



To register an employee, click *New* and fill-in the input values. At least the name is required, but future versions of the software may make use of the others as well. So it is a good idea to provide them all with meaningful entries. All the fields should be quite self-explanatory.

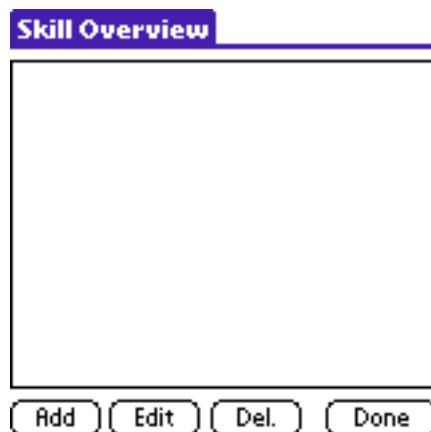
The image shows a form titled "Employee" in a purple bar. Below the title are three input fields: "Name:", "Department:", and "Function:". Each field has a dotted line below it for text entry. At the bottom of the form are two buttons: "Save" and "Dismiss".

How you will continue, depends on the fact, if you have more people with a similar skill profile or not. In case of the first, it will be more efficient to primary define all of the skills, next define the skill profile for the existing employee and then duplicate this one as often as required. Otherwise, if you have all individual skill profiles, you can repeat the step of creating employees for as much as you have in your team.

Obs.: To duplicate an employee, select one and choose the *Duplicate* command from the *Edit* menu.

The Skill Overview

In the skill overview, you will be able to register the different skills which are important for your goals. You may have as much skills as necessary, but a single employee's profile cannot contain more than 40 of them. Another restriction applies, if you want to delete a skill, which is used employee profiles and thus possibly in evaluations as well. If you do so, the StarTeam is required to look for all references to delete them one by one, which may take a while.



In the screenshot above, you see a picture of the empty skill overview screen.

The Skill Details

In the skill details, you will provide several information describing each skill. Of course it is required to have a name. Further, you define the importance or weight of this skill in relation to the goal(s) it will help to achieve. StarTeam provides three levels to express this: *HIGH*, *MEDIUM* and *LOW*. If you don't know how to use this in the first moment, choose *MEDIUM*.

Below the weight definition, there is a group of buttons labeled 1 to 5. This button group represents the scoring orientations for the range of 1 to 5 stars.

Skill Details

Name: _____

Weight: HIGH MEDIUM LOW

Scoring Orientation: 1 2 3 4 5

For each level, you may inform an individual set of orientations. You can enter any text up to 240 characters. This will help you later in applying the stars in a consistent manner. If you don't know, what to put-in here, leave it blank. You will be able to review this at any time.

Save the skill definition by clicking the *Save* button and repeat this for as much skills you would like to have defined.

The Skill Profile Definition

To setup the skill profile for an employee, return to the employee overview and select the one for which you want to define a skill profile and click the *Profile* button. You will see an empty list with the employee's name at the top. Below, you see an example of the profile definition screen.

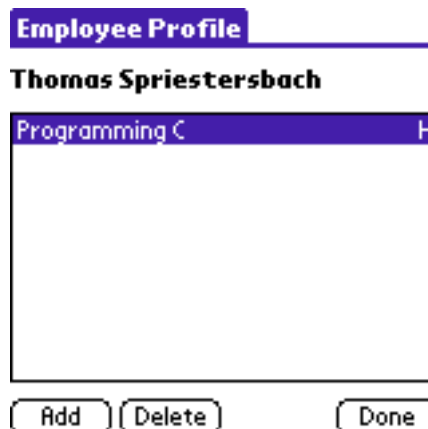
Employee Profile

Thomas Spriestersbach

You can now add or remove individual skill entries. By clicking the *Add* button, the skill chooser form will popup. Simply select the appropriate skill and click *Choose* to add it to the profile. Below, you see an example of the skill chooser screen.



To remove a skill from the profile, select one and then click the *Delete* button. Actually, this will not delete the skill definition, but only remove the skill from the employee's profile. Below, you see an example of a skill profile containing one entry. Observe the *H* at the right of the selected item. This is the abbreviation of the skill weight, where *H* stands for *HIGH*.



The Employee Evaluation

After employees, skills and profiles have been defined, you can start to evaluate your employees. To do this, select an employee and click the *Evaluate* button at the bottom of the employee overview. A screen similar to the following will come up.



At the top, the employee's name will appear and below the list of skills, accordingly the definition of the employee's skill profile. For each of the skills accordingly to the employee's profile, you choose one of the *Result* buttons, which are labeled N and 1 to 5. N means not evaluated, 1 means poor and 5 stands for excellent. Use the numbers 2 to 4 for the intermediate levels.

You may add an annotation by clicking the *Note* button to explain your choice, or click the ? button to consult the orientations for the selected skill. This is why we said, the orientations in the skill definition form would be useful later-on.

Finally click *Save* when you are done, and proceed with the next employee.

Aug., 8th of 2005, Lajeado, RS, Brazil.