Quick Steps to Get Started in Skyjed

Welcome to Skyjed and thanks for joining us!

We can help you get started with a few steps in under 10 minutes to be on your way to drive product excellence.
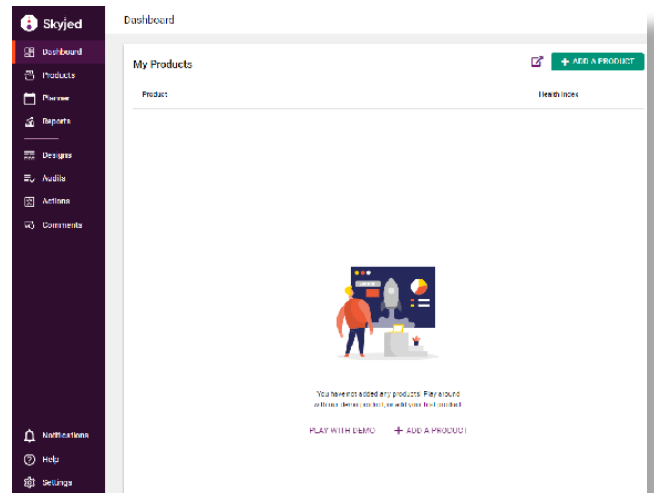
As Skyjed is product centric all product strategies are managed at the product level working from two workspaces: Product Design Workspace and Product Audit Workspace. **Let's get you started!**

1 SKYJED DASHBOARD

When you log-in, you will first see the **SKYJED DASHBOARD** and the purple **SIDE BAR.**

The **SKYJED DASHBOARD** provides an overview and quick access to your products, actions, and comments.

The purple **SIDE BAR** gives access to Skyjed's tools to plan, design and review. Now let's **ADD A PRODUCT**!
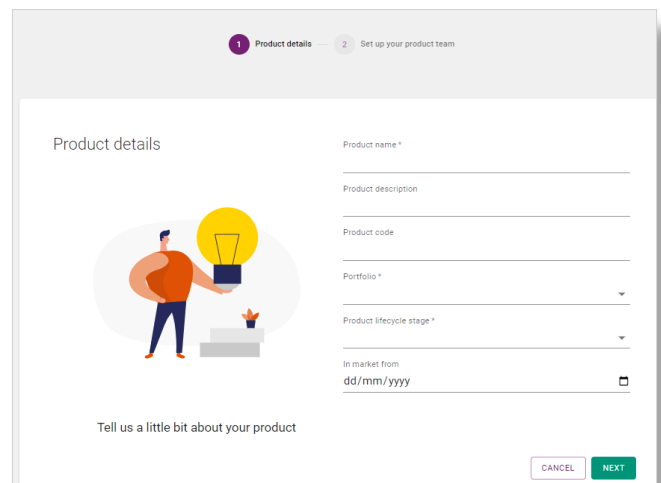
2 ADD A PRODUCT | 2 mins

From the **SKYJED DASHBOARD**, select **ADD A PRODUCT** and follow the prompts to create your product. Congratulations your product is now successfully added!

Now select **GO TO YOUR NEW PRODUCT.**

To create your Product Design go to step 3 or to start Product Reviews straight away skip to step 4.
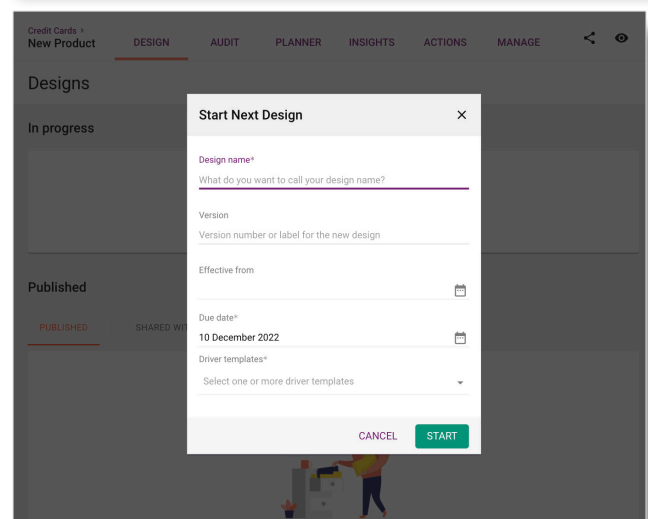
3 START PRODUCT DESIGN | 5 mins

In the Product Design Workspace select **CREATE A DESIGN** and follow the prompts.

Select from Skyjed's pre-built **DESIGN TEMPLATES** e.g. Launch Ready Checklist & Lean Canvas, or create your own in minutes by clicking **SETTINGS**, **DESIGN TEMPLATES** and **CREATE TEMPLATE.** Here select your own drivers under **DESIGN** and mark as **ACTIVE.**

Populate your Product Design and when ready you can **SUBMIT FOR REVIEW, PUBLISH** and **SHARE** your **PRODUCT DESIGN**.
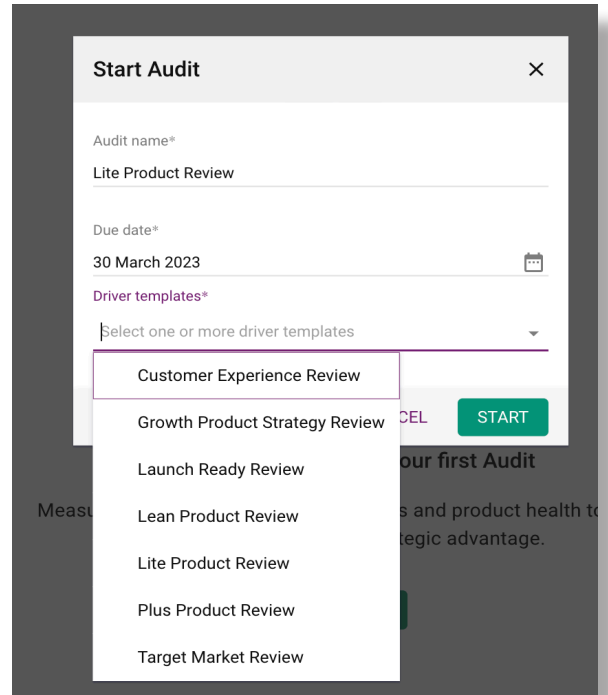
Skyjed

4 START PRODUCT REVIEW | 5 mins

The Skyjed Product Audit Workspace is where you conduct your product reviews and monitoring.

You can schedule product reviews in advance or create them on the fly!

Click **START AUDIT** and select from Skyjed's **AUDIT TEMPLATES.** Develop **RISK** or **STRATEGY ACTIONS** in the panel on the right, as you review your audit. e.g. Launch Ready Review or create your own by clicking **SETTINGS**, **AUDIT TEMPLATES** and **CREATE TEMPLATE**. Here select your own drivers and mark as **ACTIVE.**

Complete your Product Review and when ready you can **SUBMIT FOR REVIEW, PUBLISH** and **SHARE** your **PRODUCT AUDIT**.
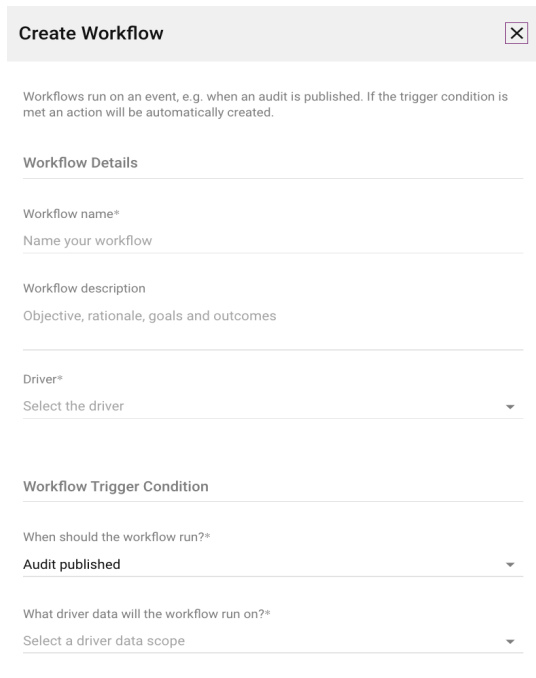
5 AUTOMATED WORKFLOWS | 2 mins

You can set automated workflow triggers so you can monitor the data in your product reviews for early risk identifiers and strategic advantage.

In your **PRODUCT WORKSPACE** under **MANAGE TAB** click on **WORKFLOWS** and create. Follow the prompts selecting the **DRIVER** and **DRIVER PROPERTY** that your conditions relate to. Use "**CALCULATE THE**" to set specific data calculating parameters. Click **SAVE** and your workflow will run every time you publish a product review. If a threshold is met, you will receive a notification and an **ACTION** is automatically created for you to review. It takes minutes, so set up yours today!

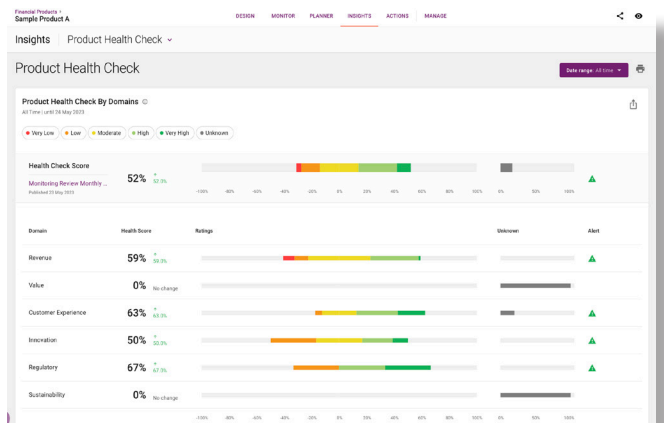**Check out our Knowledge Centre by selecting Help in Skyjed and search Workflows.**

6 REPORTS AND INSIGHTS

From the purple side bar, select **REPORTS** to access a range of product health and performance indicators across all products in your organisation. Identify risks, opportunities, and review results in real-time as soon as you publish your Product Reviews!

From your Products Workspace, select **INSIGHTS** to access your products health check score. Start using **INSIGHTS** as soon as you publish Reviews!

Skyjed

TIPS AND A BIT OF JARGON

PLAN PRODUCT REVIEWS IN ADVANCE

In your Product Workspace click on the Planner Page, select ADD EVENT, click on AUDIT and choose from Skyjed's pre-built AUDIT TEMPLATES. Follow the information prompts to schedule your product review event details and due date.

Once scheduled receive reminders and notifications to stay one step ahead. Plan strategic Product Reviews in advance and review the PLANNER page for what is coming up!

CONSISTENT CADENCE

PRODUCT HEALTH CHECK SCORE

Skyjed AUDIT TEMPLATES are developed with a selection of ratings to evaluate the financial and non-financial metrics you populate in the drivers and domains. When you publish your reviews Skyjed provides a health check score that you can access at anytime on the INSIGHTS tab in your Product Workspace.

This is a valuable indicator areas of product health requiring attention; whether these are risks or opportunities, these insights are at your disposal to make strategic data driven decisions.

360-DEGREE VIEW

APPROVAL CONTROLS

In Skyjed, team collaboration is key in driving product success where product teams can review, edit, comment prior to publishing PRODUCT DESIGNS and REVIEWS. In addition to our standard team collaboration feature organisations can also select Skyjed's APPROVAL CONTROLS to implement gated approval processes to replicate their internal approval framework. Click on SETTINGS and APPROVAL CONTROLS and consider the options best suited to your organisation.

INTEGRATED WORKSPACE

CREATE YOUR OWN TEMPLATES AND DRIVERS*

Developing your own templates is super easy, click SETTINGS and select DESIGN TEMPLATES or AUDIT TEMPLATES, and CREATE TEMPLATE. Check the DRIVERS that you would like to include in your template, these are information prompts for financial and non-financial metrics. Update the status of the template to active and you can now select them in your Product Designs or Product Reviews.To create your own DRIVER, click SETTINGS, then select DRIVER LIBRARY where you can develop your own and later add to your templates.* Available to administrator roles only

HOLISTIC VIEW

Skyjed