

Quick Steps to Get Started in Skyjed

Welcome to Skyjed and thanks for joining us!

We'll help you get started in a few steps, and in under 10 minutes you'll be on your way to driving product excellence.

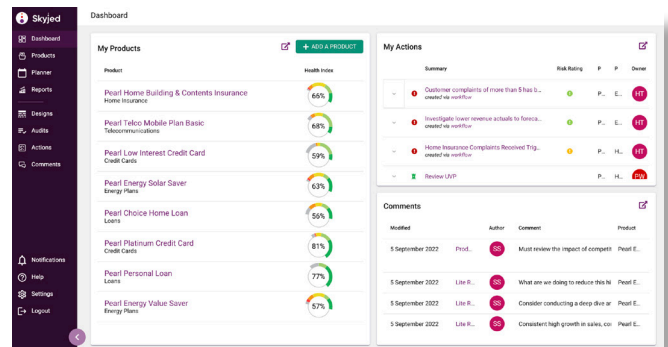
As Skyjed is product centric all strategies are managed at the product level working from a product workspace which includes a Design and Audit Workspace. **Let's get you started!**

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!**

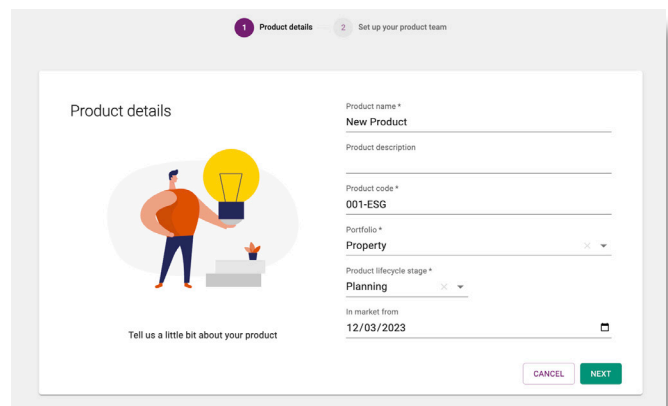


2 ADD A PRODUCT | 2 mins

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.

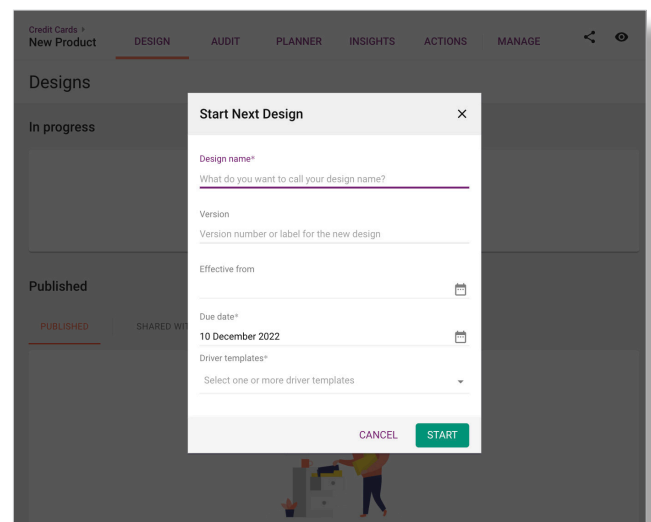


3 START PRODUCT DESIGN | 5 mins

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**.



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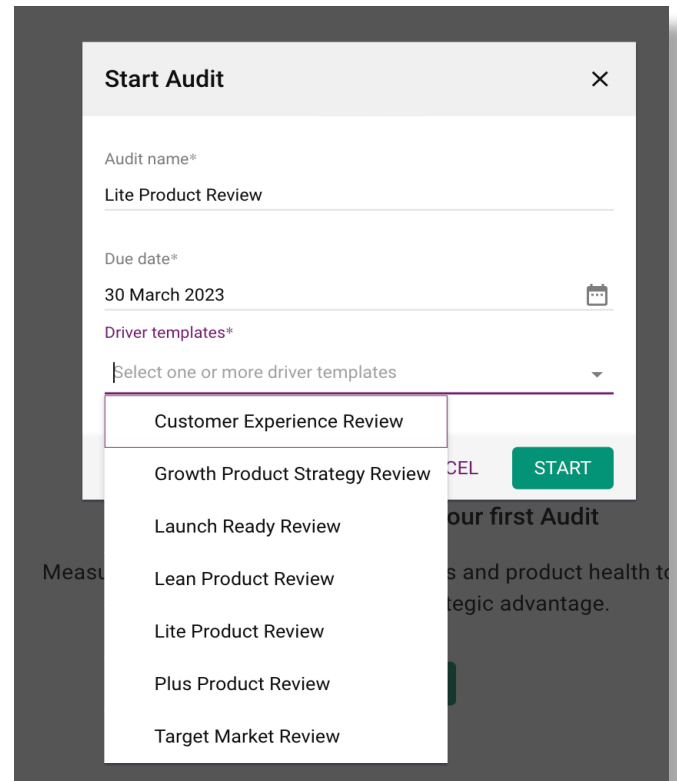
START PRODUCT REVIEW | 5 mins

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**.

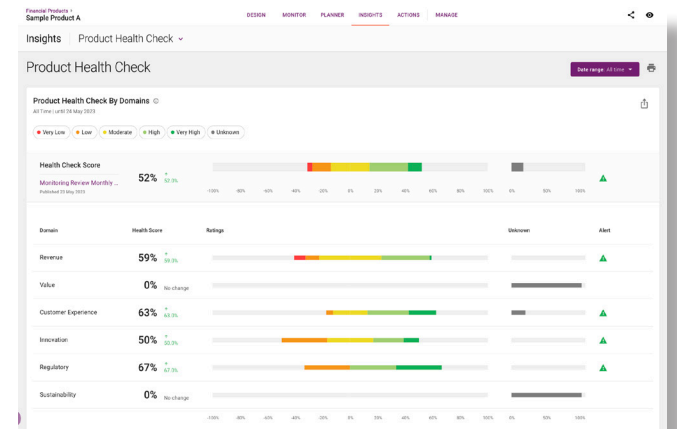
Complete your Product Review and when ready you can **SUBMIT FOR REVIEW**, **PUBLISH** and **SHARE** your **PRODUCT AUDIT**.



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PRODUCT LEVEL INSIGHTS

On the **INSIGHTS** tab, check out the **PRODUCT HEALTH CHECK DASHBOARD** providing you with your product's health performance ratings based on your audit data. The **RISK AND STRATEGY ACTIONS DASHBOARD** populates any risks or strategy actions you created in your audits giving you visual indicators of risk and strategies for better prioritisation. The **PERFORMANCE INSIGHTS DASHBOARD** charts key performance metrics based on your data. Click through on the data metrics to direct you to your related audit data.



HAPPY DESIGNING AND REVIEWING!

Skyjed loves all things product - developing, monitoring, reviewing & improving products for success!

We also greatly welcome feedback so we can continually improve on providing more value.

We would love to hear from you! Send feedback to skyjedteam@skyjed.com

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!



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 within each 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 of product health areas requiring attention; whether these are risks or opportunities, these insights are at your disposal to make strategic data driven decisions.



MEAT BALL MENU ...

This is the 3 dot icon offering more actionable tools within the page you are on, click on it to check what's available. For example, on the products page you can edit product details or duplicate items and on the Product Audit Workspace you can import data.



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

