

plandisc®

Unique overview of important meetings



Visualize your rhythm of business

Many meetings in a complex organization

Are you responsible for managing the rhythm of business activities such as Monthly Business Reviews, Quarterly Business Reviews, and other cadenced meetings?

Maybe you are trying to get an overview of the important meetings in your organization by manually typing them all into an Excel sheet?

Manually updating an excel sheet is a time-consuming task and like other manual tasks, and is easy to make mistakes. Maybe you are multiple people working on the same excel sheet or have your own version of it, and then share it with each other every time someone makes a change.

The overview drowns in the excel sheet

A complex organization has many meetings. So, excel quickly becomes unmanageable, and maybe especially for your coworkers.

You try to color coordinate, so different types of meetings have their own color. Maybe your colleague is doing the same for another department in the organization. And in the end, you merge the excel sheets to get a complete overview.

Suddenly, a harlequin pattern appears in the sheet and the confusion is even larger than it previously was. If only Excel had a filter, so you could choose which meetings you wanted to see.

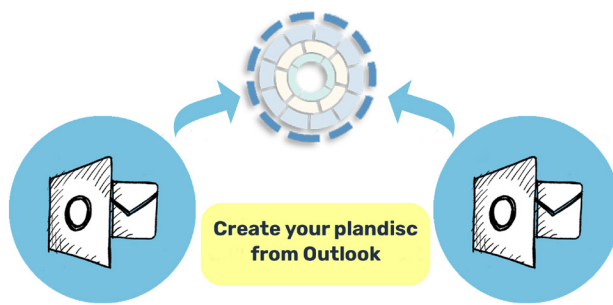
A plandisc gives a unique overview

With a plandisc you will get a complete overview. The plandisc is customizable, and you can make it fit your organization perfectly. You can add multiple rings to the calendar, which is often used to visualize a department or a specific type of meeting. Usually, a plandisc consists of 4-5 rings.

Create the overview directly in Outlook

With a Plandisc, you no longer have to manually update the meeting overview. You have the possibility of synchronizing certain meetings from your calendar with a plandisc.

You just pick and choose which activities from your Outlook calendar you would like to show in the plandisc. If you change the date of a meeting in Outlook, it will automatically change in your Plandisc. Furthermore, it is also possible to have multiple employees visualizing meetings in one common plandisc.



Strengthen the collaboration throughout the organization

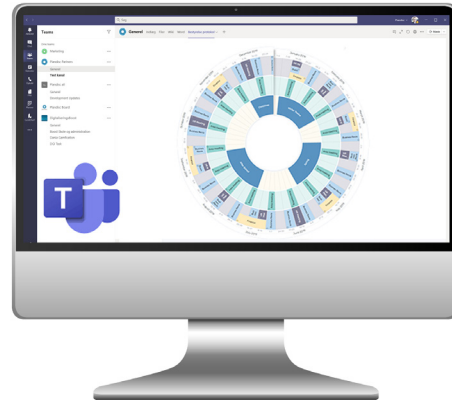
Create transparency throughout the organization

Sure, meetings can be found in Outlook, but the information is not available to everyone and it can be hard for stakeholders to get access to an overview of meetings. Maybe you get a lot of calls, requesting a date for a meeting. Many Plandisc users have embedded their plandisc on Sharepoint, Teams or their intranet. This creates transparency and all stakeholders have access to the information. The plandisc will always be 100% synchronized and will automatically update any changes made in Outlook.

Avoid silos - share the overview in Sharepoint/Teams

Miscommunication is a part of most people's day and sharing important information across an organization is a well-known challenge. One person might be unaware of a meeting and another person might have gotten the time wrong. Sounds familiar? By synchronizing meetings from the Outlook calendar with the plandisc, this can easily be avoided. Everyone with access to Sharepoint or MS Team

- can see the plandisc to get an overview of important meetings, which limits the miscommunication.



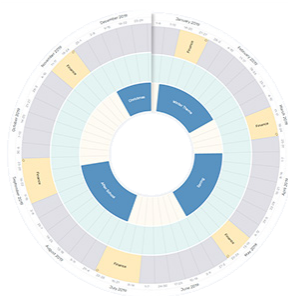
Dynamic view of the overview

You can adjust the overview display in a plandisc depending on who the target group is. This means that you and the reader can choose, which specific meetings they want to see. You can easily select or deselect rings and meetings. Maybe you don't want everyone to have access to all 5 rings, but rather just 3 of them. Thereby you and your colleagues suddenly have a simple and easily readable overview.

Without filter



With filter



ACTIVITIES

- ☒ Meetings
- ☒ Events
- ☒ Assignments

Show: All | None

 7

6

5



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planning

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flyer, please do not hesitate to contact us at
info@plandisc.com

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