

## Terms and Conditions of Use for the Makeo Platform

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## Service Description of the Makeo Platform

### § 1 Subject Matter

- 1.01 The service description provides an overview of the scope of the functionalities of the Makeo platform, the roles and their authorizations. The service description is subject to continuous change, as the existing functionalities are constantly being further developed and new features are constantly being added. Against this background, we reserve the right to continuously adapt this service description.

### § 2 Project Planning

- (i) Creation of project plans with service areas, work packages, processes, tasks
- (ii) Versioning of project plans
- (iii) Creation of milestones

### § 3 Takt Planning

- (i) Creation of takt ranges
- (ii) Creation of takt sequences in the project and at the company level
- (iii) Insert takt sequences into the project plan

### § 4 Task Board (Last Planner)

- (i) Presentation of trade activities
- (ii) Progress, Completion, Status, Commitment
- (iii) Completion of tasks, checklists
- (iv) Recording of deviations

### § 5 Quality Board

- (i) Task-related recording of quality (adherence to deadlines, quality, logistics, cleanliness, occupational safety)
- (ii) Evaluations according to trade, subcontractor, service area

### § 6 Recording and tracking of deviations

- (i) Preparation of project plans
- (ii) Versioning of project plans

### § 7 Checklists

- (i) Creation of checklists
- (ii) Connecting checklists to activities

### § 8 Integration of Project Plan, Task Board and Deviations

- (i) End-to-end connection of all information with the project plan (tasks, checklists, deviations)

### § 9 Filter

- (i) Central filtering on project plan, task board and task list (type of information, function/trade, service area, project participants, progress, completion, status, commitment)

### § 10 Print

- (i) Output of the project plan as PDF in common page formats and A0 continuous paper (plotter)

### § 11 Offline Mode

- (i) Temporary use of the application without an internet connection (e.g. for status recording on the construction site)
- (ii) Upload of changes when an internet connection is available

### § 12 Interfaces

- (i) Project plan import (MS Project, Asta Powerproject)
- (ii) Project plan export (MS Project, Asta Powerproject, Excel)
- (iii) Project plan synchronization (MS Project)

- (iv) Project export and import (JSON)
- (v) Import of checklists (Excel)

### § 13 User

- (i) Invitation/deletion of users
- (ii) Invitation/deletion of subcontractors with limited viewing and processing rights

### § 14 Reporting

- (i) Daily reporting (completed tasks, deviations, weather, attendance, special events)
- (ii) PDF export of daily reports
- (iii) PDF export of filtered lists (processes, deviations, checklists)
- (iv) Document    Attaching documents and photos to tasks

### § 15 History

- (i) End-to-end recording of change history
- (ii) Multilingual capability German, English

### § 16 Single Sign On

- (i) Authentication via existing directories (Microsoft, Google, Apple, LinkedIn)

### § 17 Data Protection & Backups

- 17.01 Backups of the entire Makeo database are executed at the following times (with retention periods):
- (i) daily backup, at 00:00 (CET) with 7 days retention period
  - (ii) weekly backup, Tuesdays at 00:00 (CET) with a 30-day retention period
  - (iii) monthly backup, on the 1st Tuesday of the month 00:00 (CET) with retention period of 365 days

## § 18 Roles

18.01 This paragraph describes the roles and permissions that are implemented on the Makeo platform. They are used to control the access of the main users and the subordinate users to various functions and data in the software. The exact authorizations of a user result from the sum of the roles that have been assigned to this user by any main users with corresponding authorizations.

Function	Rolle							
	Platform-Manager	Template-Manager	Company-Manager	Company-Observer	Project-Manager	Project-Observer	Project-Participant-Editor	Project-Participant-Observer
open Tenant list / create Tenant	r/w							
open Project list / open and create Projekt			all projects	all projects	own projects	own projects		
create Project / archive Project			r/w					
open sequence template / create and edit sequence template		r/w	r/w	r	r	r		
open project sequence template / create and edit project sequence template			r/w	r	r/w	r		
open list of crafts / create and edit crafts			r/w	r	r/w	r	r	r
open list of participants / create and edit participants			r/w	r	r/w	r	own projects	
open list of users / create and edit users			r/w	r	r/w own projects	r own projects		
open and edit Project plan, Task-Board, List View (Work packages, Tasks, Milestones, Performance Outcome, Deviation, Documentation, Check lists)			r/w	r	r/w own projects	r own projects	assigned Projects read all tasks and milestones edit own tasks	assigned Projects read all tasks and milestones
read and evaluate dashboard			r/w	r	r/w own projects	r own projects		
execute reports			r/w	r	r/w own projects	r own projects		
open list of check lists / open and create check list			r/w	r	r/w own projects	r own projects	r	r
read and evaluate history			r/w	r	r/w own projects	r own projects		
execute mass actions on crafts			w		w			
execute mass actions on participants			w		w			
plot project plan			w					
export project			w		w			
execute project versioning			w		w			
read and edit master datt			w		w			
create report from list elements			r	r	r	r	r	r
create report from work packages and tasks			r	r	r	r	r	r
read and evaluate quality assignments			r	r	r	r		

### 18.02 Platform-Manager

- (i) Function: This role has the right to create new companies.
- (ii) Permissions: Read and write for the creation of companies.

### 18.03 Template-Manager

- (i) Function: The template manager is responsible for managing templates.
- (ii) Permissions: Read and write for managing templates.

### 18.04 Company-Manager

- (i) Function: This role is an enterprise-level administrator and has full control over the company's data.
- (ii) Permissions: Read and write for various business functions such as clock sequences, trades, users, and more.

### 18.05 Company-Observer:

- (i) Function: This role can only read company data and does not have write permission.
- (ii) Permissions: Read for all company data.

### 18.06 Project-Manager

- (i) Function: Responsible for the management of projects and their data.
- (ii) Permissions: Read and write for project functions such as cycle sequences, trades, project participants, users, project plan, and more.

- 18.07 Project-Observer:
  - (i) Function: This role can only view project data, but does not have write permission.
  - (ii) Permissions: Read for all project data.
- 18.08 Project-Participant-Editor
  - (i) Function: Stakeholders have access to specific project information and can participate in activities.
  - (ii) Permissions: Read and write for selected project functions.
- 18.09 Project-Participant-Observer
  - (i) Function: This role can only view project data and does not have write permission.
  - (ii) Permissions: Read for selected project features.

### § 19 Special features of the "Project-Participant-Editor" role

19.01 This paragraph describes the various actions that a "project participant" may or may not perform in relation to his or her own operations.

own Tasks editable by "project participants"	allways	for 30min after creation
edit promise flag	x	
edit task status	forbidden	forbidden
edit task progress	forbidden	forbidden
edit performance outcome check box	x	
create performance outcome entry	x	
edit/delete performance outcome entry		x
create deviation	x	
edit/delete deviation		x
create deviation comments / photos	x	
createdocumentation comments/photos	x	
edit/delete documentation comments/photos		x
create task	x	
edit/delete task		x
reschedule task		only the own, not the predecessors, not the successors
edit checklist check box	x	
create checklist comments/photos	x	
edit/delete checklist comments/photos		x
edit quality assignments	forbidden	forbidden