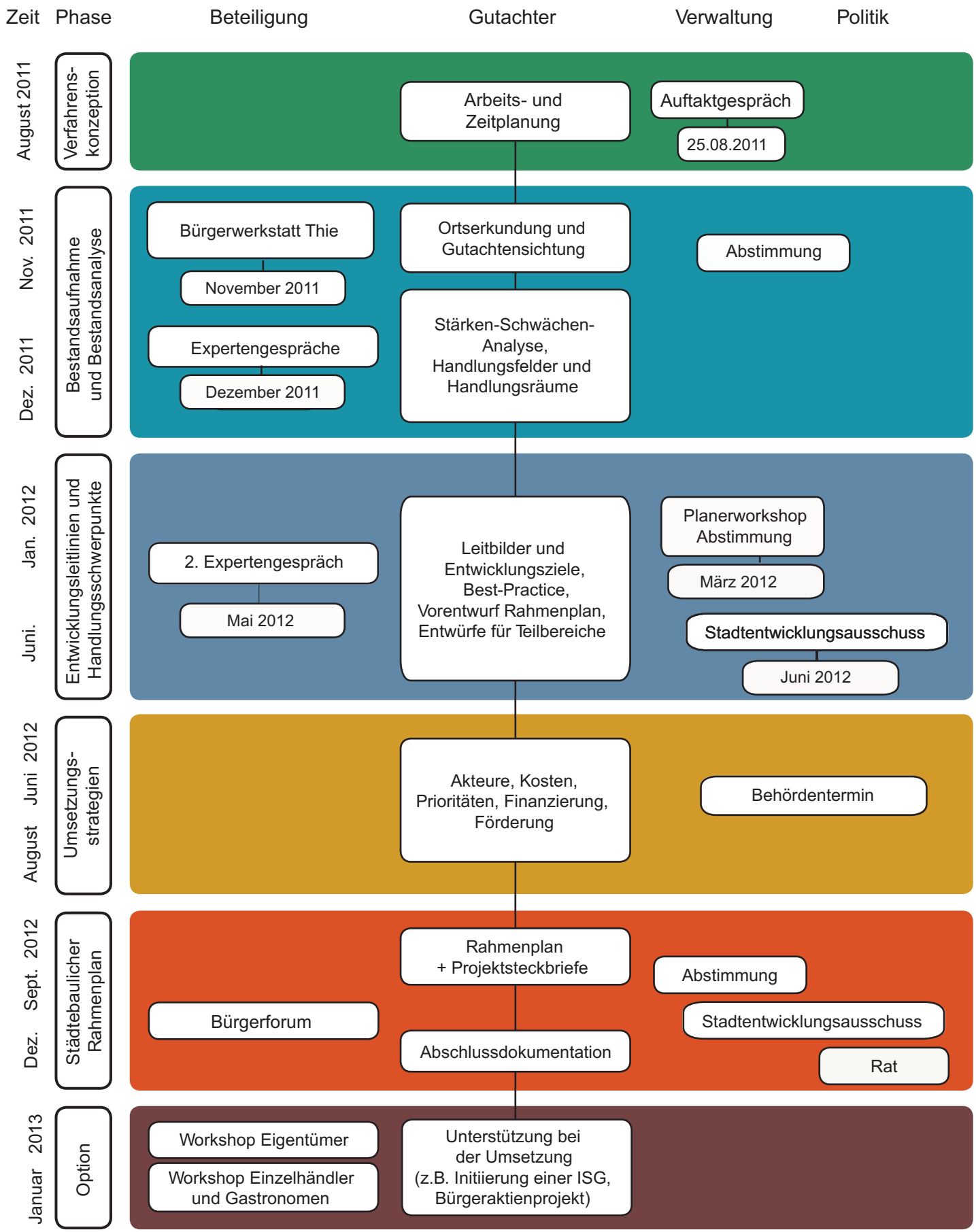Arbeits- und Zeitplanung