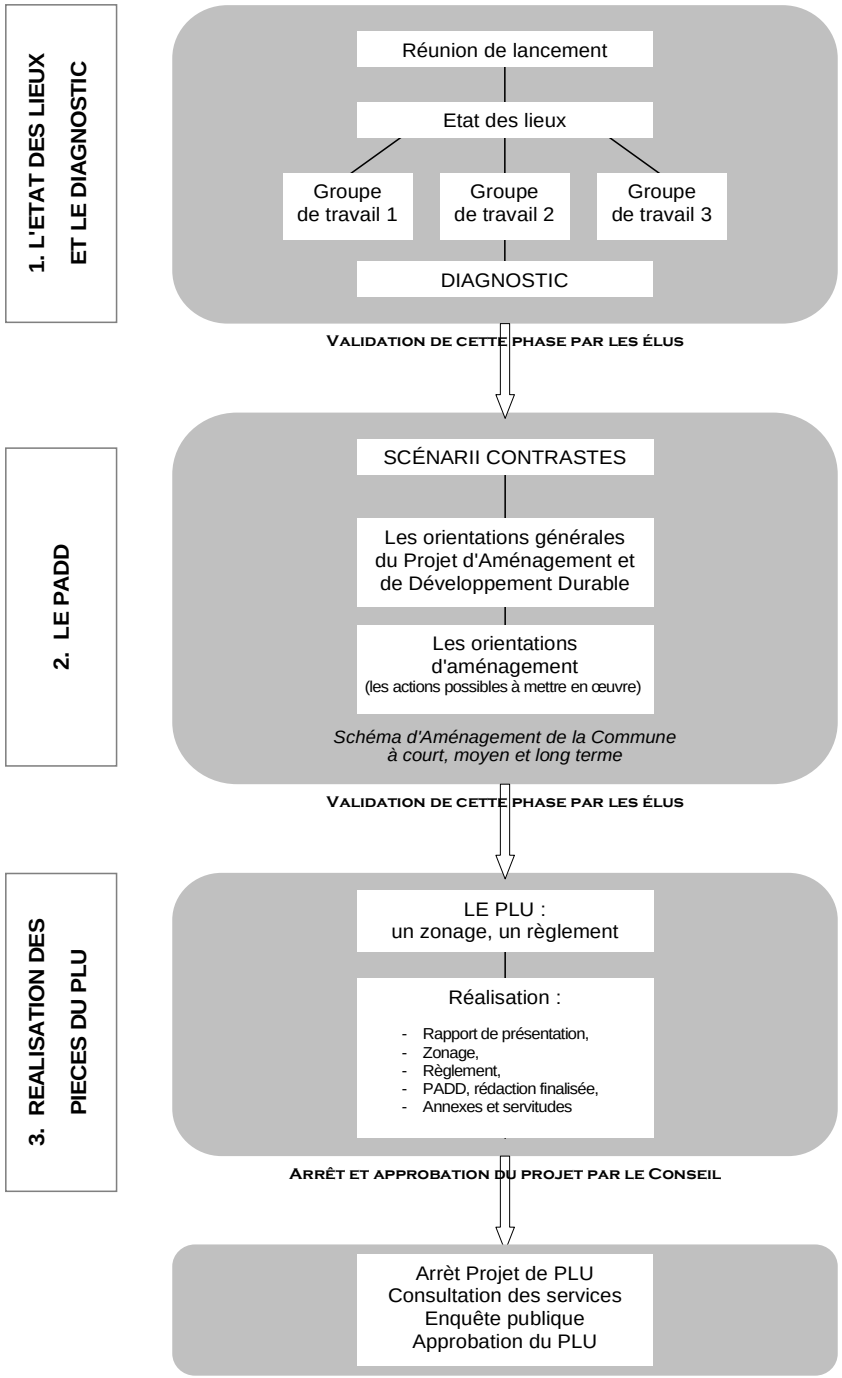METHODE DE TRAVAIL ET PLANNING