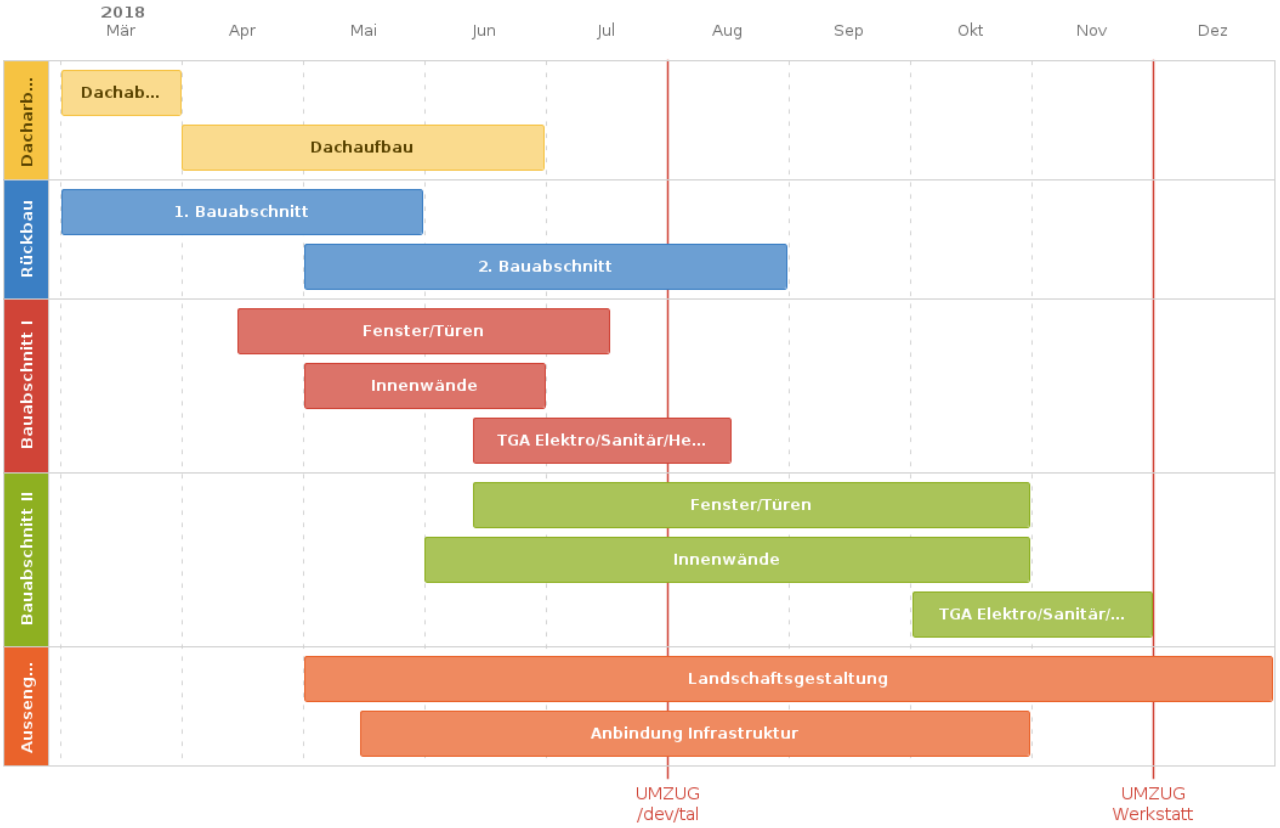Zeitplanung