

PROCESS-DRIVEN COLLABORATION

Collaborative Team Workflow for Microsoft SharePoint 2007



- Visual process presentation and guidance for the entire team
- One place for team members to go for all process content
- Real-time management visibility
- Flexible, accountable team collaboration

Effective business process teams are essential for organizational success. Many critical processes that businesses and government thrive on require people to combine and grow ideas, innovate, collect and analyze data, review and iterate submissions, and make decisions. However, you know there are problems with the way your distributed teams are doing things and you know you should be able to make it easier for them to get work done. But you don't quite know how to do this...

...but we do.

The Future of Workflow: Collaborative Team Workflow

Process-Driven Collaboration (PDC) is innovative workflow software that provides one place, the *digital table*, which connects people, content and process in a visual, online workspace so team members can collaborate more effectively and managers can manage more efficiently.

PDC is an ideal solution for business processes that involve distributed business teams, require collaboration to achieve a common goal and must be extremely agile to accommodate unforeseen situations. Examples include new product development, RFP responses, preparation of funding proposals, general project management, preparation of tender documents, grant management, loan reviews and major sales proposals.



Past and Present: Workflow that isolates



Traditional workflow tools work best with well defined, transactional processes such as managing account payables or processing vacation requests. When these traditional tools are applied to collaborative team-based business processes your team members may feel cut off from one another unless everyone is sitting around the same table.

- Team members are isolated from one another: they see only their own tasks, one at a time. There is no overall process or team context
- Time is wasted by team members looking for information because there is no common "table" to sit around
- New situations must be handled outside of the process since the workflow cannot be easily modified on-the-fly
- Management is often left in the dark as to process status

In team-based business processes, this isolation makes effective collaboration nearly impossible and leads to confusion, frustration, wasted effort and lost opportunities. This rigid "top-heavy" approach isolates rather than empowers teams.

Moreover, when there are no common procedures visible to the team and no one place to go for information, team members often feel forced to abandon their software solutions just to get their job done. Often they:

- Set up inefficient communication systems (email leads the pack, of course)
- "Wing-it", reinventing processes with the result that they spin their wheels trying to figure out what to do, when, with what and with whom

So, we leave the past behind and look toward the future...

Process-Driven Collaboration is

a SharePoint 2007 module for business teams that **combines team collaboration with business process workflow.**



Business Process Workflow Features

Process modeling and process repository

- Non-technical managers can easily model processes and store templates in SharePoint

Process flexibility and continuous improvement

- The process can be easily modified on-the-fly without losing auditability

Workflow rules engine

- The workflow engine drives the routing of tasks through the process stages, ensuring compliance

Document /content repository

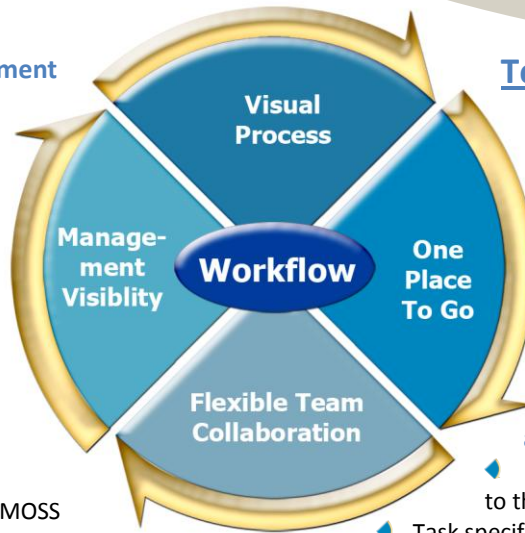
- Document and records management of all content (documents, images, video, forms and data)

Integration with systems

- Tight integration with legacy systems using MOSS Forms Server
- Integrate with other ECM systems, such as Livelink, Hummingbird DM (RDIMS) or Documentum

Process Reporting

- The PDC dashboard provides management with real-time status of all processes and projects so management can easily monitor work and decide where their help can be best applied



Team Collaboration Features

Visual process presentation for the entire team

- ◆ Visual presentation of the stages and tasks of the process, providing guidance on what to do, with whom how and when
- ◆ Visibility of what other team members are doing and how it interrelates

One place for team members to go for all project content

- ◆ A wide variety of shared content types specific to the process instance
- ◆ Task specific information and services are delivered to team members as needed

Flexible, accountable, team collaboration

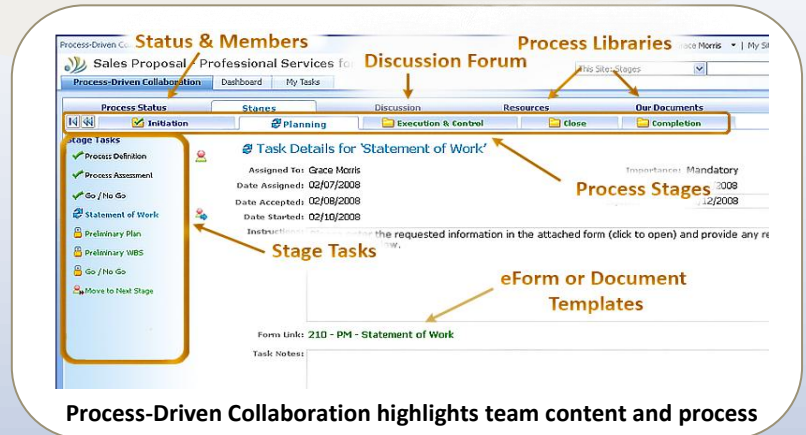
- ◆ Team members can see who the other members are in the process, and how to contact them
- ◆ Team members can share and manage information in a variety of ways including common libraries, discussion forums, wikis and blogs

Real-time management visibility

- ◆ Process status visibility so managers can see when they need to provide assistance

Benefits

- **Increase individual and team productivity:** provide everything the team needs in one place
- **Enhance creativity and innovation:** leverage the collaborative synergy of cross-functional distributed teams
- **Reduce process time and costs:** eliminate the uncertainty over what needs to be done next
- **Improve decision-making:** provide all the information decision makers need in one place
- **Reduce business risk:** ensure that process decisions are explicit and recorded (evidence based)
- **Reduce project management overhead:** eliminate the manual tasks of project managers freeing them to concentrate on the process itself
- **Continually improve business processes:** modify the workflow 'in-process' and save changes for reuse



Process-Driven Collaboration highlights team content and process

Most importantly, it will give your teams the maximum freedom to use their greatest asset.... **their creativity.**

WELCOME TO THE FUTURE OF TEAM COLLABORATION