

Novell Vibe OnPrem 3 Use Case

Distributed Teams

Novell®

About Distributed Teams

It's a simple fact that most organizations have employees in different geographic locations that need to work together. Whether they're at corporate headquarters, branch offices, at home, or on the road – people across town, time zones, and the world might need to work together on the same project. Regardless of work location, a timely exchange of information between people and groups is critical for any organization.

Challenges

Information access can be a major obstacle to success for most distributed teams. Geographic, and even firewall related, separation often leaves teams without a central location to store important team information. As a result, people tend to store information on their own computers, a local office system, or even as attachments to their e-mail, making it even more difficult to break down these barriers to information access.

Differences in time zones also have the ability to obstruct a project's success and progress. When people on the same project work at different times of the day it can interfere with a team's ability to determine in a timely manner the availability of individual team members, state of shared work-in-progress documents, status of projects steps and milestones, and who has what project responsibilities and are those responsibilities being executed on.

Information duplication also creates problems for distributed teams. Significant time is wasted if team members work independently to create their own versions of similar documents, or if teams members work on different versions of the same document. People need to have access to the most current information and be able to see what other members of their team are working on in order to prevent duplication of effort.

Novell Solution

To increase team efficiency and effectiveness, team workspaces in Novell Vibe OnPrem 3 Software provides a centralized area where teams can create, store and share information in a variety of ways (i.e., documents, wikis, blogs, tasks, etc.). Team workspaces make it easy for anyone to create their own team area and to allow anyone in the organization to be a part of the team.

As a browser-based product, all information in Novell Vibe can be accessed from any location with an Internet connection. Information can be uploaded to and access from Novell Vibe from both inside and outside the organization's firewall, including from mobile devices.

So, as soon as you store information in Novell Vibe, it becomes accessible to everyone who needs it. Not only does this real-time information sharing cut down on duplication, but it greatly facilitates collaboration efforts. You can allow shared documents in Teaming to be accessed and edited by other team members. And whenever a document is edited, Teaming automatically versions the document, providing you a record of and easy access to all previous versions of the document.

Novell Vibe also lets you assign tasks with due dates to individual users, multiple users, entire teams, or all users in your Teaming environment. The progress of each task can be tracked, and assigned users can update their own progress each day until task completion.

You can also set up workflow notifications in Novell Vibe that let users know when they need to take a certain action on a project. Notifications can be displayed when the workflow moves into a desired state, after a specified time period has elapsed, or when the workflow moves out of the state. This allows for users and managers to keep track of what is going on with the different stages of a project. Workflows can also let you know if people are falling behind in the project, notifying you if a workflow has remained in a certain state for an extended period of time.

Also, to make it easier to stay current with what's going on with people in other locations and time zones, Novell Vibe lets you follow specific people, folders, and workspaces. When you follow a person or place, it posts regular updates on your personal dashboard about what's happening with those people and places.

Results

Novell Vibe provides a centralized, team-based environment with browser-based access from any Internet connection. With Teaming, you no longer have to store your information on individual computers. Instead, you can use central workspaces where all team members have secure instant access.

Novell Vibe lets individual users create their own teams without requiring IT assistance. Users can also create projects the moment they're needed, instead of waiting for

IT to set them up. Team leaders can add and remove team members as needed, greatly simplifying project management.

Task folders and “following” in Novell Vibe can be used to manage work and follow project progress. Workflow notifications and reminders can keep everybody on top of project progress, enabling projects to be completed in a more timely manner. With team documents stored in a single centralized location, team members can have instant access to the information they need, streamline document sharing and editing, and simplify document version control. All of this combined functionality works together to save you time, travel, and money.