

Novell Vibe OnPrem 3 Use Case

Project Collaboration

Novell®

About Project Collaboration

Managing projects takes skill, time and effort. You need to make sure all process related information can be accessed by everyone who needs it. Tasks need to be assigned and monitored. Experience and knowledge from one project needs to be maintained so it can be leveraged by other similar projects.

Challenge

Providing access to all information pertinent to a specific project and consolidating it into one central location can be difficult. Teams need a central location not only to store all of their project information but also to facilitate collaboration. Lack of a central location also makes it hard to re-purpose information from one project to a similar project.

Projects often repeat, meaning that the same basic information, structure, and process are used from project to project. In these instances you might be tempted to have individuals use the same areas to store their project information, but this makes it harder to keep different projects separate. Even though the same data sometimes needs to be used for multiple projects, projects still should be kept separate and distinct to avoid overlap and confusion.

In terms of accessibility, while you need to secure your project information, you also need to make it easily accessible to everyone who needs access to it. This includes team members working at branch locations, client sites, on the road, or at home. It might even include individuals external to your organization. Not only do team members need access to project information, but managers need access as well so they can stay current on the progress of team projects. They need to be able to monitor milestones and deadlines. They need tools to help them keep projects organized and that facilitate their role in team management and team collaboration.

The different content tools available today make it difficult for both managers and team members to manage from a single place everything related to their projects. Some people might track calendar events in their e-mail applications, while tracking tasks in a spreadsheet, task list or formal project management tool. When team members create project files, can they be shared and modified by other team members? Are they even stored in a location

accessible by other team members? Wikis, blogs and team Web sites can be effective tools for capturing, updating and sharing team information, but how do you tie these into the other project tools your teams use? Using, managing, searching, and securing all these diverse sets of project tools can introduce a level of complexity that strains the overall collaboration effort.

Novell Solution

Novell Vibe OnPrem 3 Software provides a simple and powerful way to bring together the people, information and resources teams need in order to collaborate at the highest levels of efficiency and productivity. Without IT assistance, Novell Vibe lets individuals easily create their own ad hoc project teams and workspaces, enabling them to identify and bring together team members that can contribute the most relevant expertise, knowledge and value to the project.

The workspaces in Novell Vibe enable project data consolidation, while facilitating re-purposing of information for other projects. Project leaders and team members can leverage Novell Vibe workspaces to store, organize and share all information related to a specific project, including documents, ideas, plans, research, milestones, tasks, expected outcomes, work in progress, and more. As users are added to a team, the team workspace provides them access to all the historical information on that project or team stored in that central location.

If your organization allows external access, Novell Vibe also lets you invite people outside your organization to participate on your teams. Vibe lets you configure access controls that can ensure that your internal and external users only see the information needed to do their jobs.

The centralized workspaces for document storage combined with its rich document management features makes Novell Vibe an ideal medium to store, share and

manage documents. Its wikis and threaded discussions enable teams to collect, refine and aggregate relevant ideas and knowledge. Blogs let users easily communicate ideas, while surveys let them tap into others' opinions and collective wisdom. Novell Vibe micro-blogs let users post quick updates so their team or personal followers can keep track of their activities or status. The support that Novell Vibe provides for these different mediums and many others allows users to consolidate their collaboration efforts within the Vibe environment so they can work smarter, faster, and be more efficient and agile contributors.

Novell Vibe provides users the ability to proactively track people, folders and activities across their teams and within the organization. Additionally, its social search capabilities help users zero in on relevant information, presenting not only the information searched on, but revealing within a social context all the places and people in the enterprise connected to that information. Novell Vibe even has a mobile interface, optimized for mobile devices, so all team members can access project information wherever they happen to be.

Team managers and members can set up personal e-mail notifications when changes occur in team folders or workspaces. In addition, following of individual team members, workspaces or folders allows managers to know

what team members are working on and see their progress. Vibe displays all followed information on users' personal dashboards and in their Vibe Feeds. Areas of key interest can be subscribed to for instant notification by e-mail or by receiving periodic digests of changes. Milestones and tasks can be assigned to multiple users and tracked from their personal workspaces.

Results

Novell Vibe lets team member access their important project information from any location with an Internet connection. Team members no longer have to scramble to look through resources to find needed project information. It's all located in one centralized team workspace. New team members can easily find tasks, training materials, and project information, allowing them to come up to speed on projects faster and easier. It makes it easier for all team members to know their exact responsibilities and stay current on project status, deadlines and expectations. Managers also have the visibility into project status, team member activity, and who needs help keeping up with the pace. Novell Vibe consolidates and integrates project collaboration tools into one powerful and secure solution that empowers team members to work together more intelligently, creatively and productively.