



## EFFECTIVE ACTIVITY MANAGEMENT, COLLABORATION AND COMMUNICATION



### Aligning business activity with organisational goals

“ With vast amounts of information streaming in, an information worker needs efficient processes and IT systems in order to work effectively and deliver results on schedule ”

Too much time is spent unproductively seeking out the right content, attending meetings, writing reports and just trying to work out ‘where it’s all at’, at any given point. People spend less time ‘doing’ and more time ‘being busy’, which results in an organisation’s overall productivity being hampered.

- Fragmented Email • Unstructured Project Plans • Duplicated Office Documents
- Multiple To-Do Lists • Out-of-Date CAD Files • Infinite Network File Folders
- Actions Embedded inside Minutes • Unrecorded Ad-hoc Commitments

Delcam PS-Team turns your information workers into knowledge workers by arming them with all the key abilities they need to get today’s jobs done effectively, in a 100% browser-based collaboration environment...

- **searchability**
- **traceability**
- **accountability**
- **visibility...**
- ✓ **profitability**

### Creating order out of chaos

Assimilating data and keeping it in context with the work at hand requires a system that integrates existing office systems, defragmenting them and providing teams with one access point to information. Delcam PS-Team’s activity management software module is designed to accommodate this and help the decision making process, aid task completion and increase team productivity.

### Efficiency gains & benefits

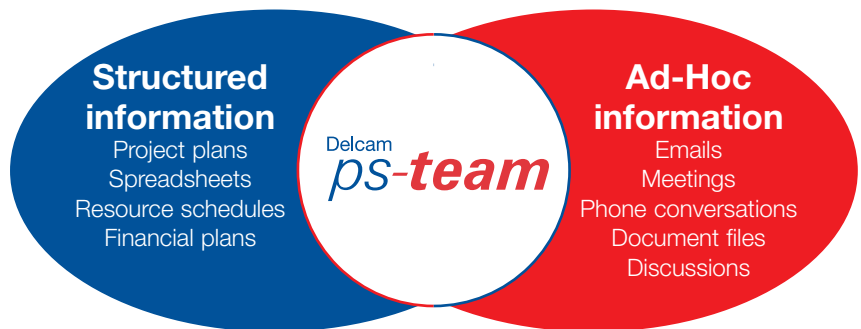
<p><b>Traceability and Accountability</b> – Ensures information workers, teams and disparate workgroups have easy access and complete visibility of all actions and decisions carried out on any given activity.</p>	<p><b>Active Alerts</b> – Passive information becomes active. PS-Team proactively emails participants when an action is updated or is due for attention. If users need to work via email only, alerts can be replied to.</p>	<p><b>Scaleability</b> – Operates as either a stand-alone solution or seamlessly integrates into line of business systems including, Microsoft Outlook, Office, Project and Project Server.</p>
<p><b>Industry Standards</b> – Access via an Industry-standard web browser with no desktop add-ins.</p>	<p><b>Visibility</b> - Keeps disjointed but related information together and in context with a task, project or programme of work.</p>	<p><b>Data Protection and Peace of Mind</b> – Authentication ensures data is fully protected at user, work group and record level.</p>



## Team workspaces

Holding all information in context with the job is vital for members of a team to work together effectively. In PS-Team, you create workspaces and grant the team access rights to see some or all of the content within the workspace. Information can be anything from ad-hoc news updates and email messages to documents, meeting notes or strategic project plans. Members can choose to be notified via email alerts whenever specific events happen within the workspace. For example, if a deadline is looming, an action goes overdue or a task is assigned to you.

All information held in an active or completed workspace is searchable. Keyword searches can run across one or more workspaces and workspaces can be linked to projects.



## Email management

Inboxes are becoming inundated with messages, fragmented discussion threads that may not contain all replies. Files attached to messages maybe out of date. Replies are not guaranteed to be forwarded to the right group of people and important messages are hived off to personal Inbox subfolders only to be forgotten, deleted or duplicated later.

**The key to unlocking the full potential of email is to manage inbound messages more efficiently using effective processes.**

PS-Team's centralised database organises email by keeping all discussion threads in context with each other and in chronological order. Attachments inside messages are extracted and stored in a document library linked to the message.

Security permitting, everyone has access to the most up-to-date attachment and all can see the complete and permanent communication history.

## Time & cost management

Time and cost is recordable against each activity. A group of activities can optionally 'roll up' to provide overall values as well as providing a 'traffic light' view for analysing planned versus actual time and cost.

## Document management

When it comes to document management, organisations are faced with two choices. To opt for a document-centric management system or to set up a myriad of semistructured network file folders.

Both methods store documents outside of an activity, project or plan and this makes the job of finding all work relating to a particular subject extremely time consuming and inefficient for work groups.

Built into PS-Team is a robust and secure web-based document management system with controls for checking a document in/out and automatic revision control. Notes relating to the document can be stored outside of the document together with metadata such as who is working on the document, due date for completion and other business-specific criteria.

PS-Team provides the flexibility of ad-hoc network file stores with the enhanced control and structure associated with generic document management solutions all within one system.

- ✓ Check in/out
- ✓ Revision control
- ✓ Metadata
- ✓ Access control
- ✓ Advanced search
- ✓ Links to related activities

VISIBILITY  
ACCOUNTABILITY  
TRACEABILITY  
CONTROL

**Security**

There needs to be a balance between too much security, which means that information is locked away, hard to find and never used, and too little security where an organisation's main asset, knowledge, is accessed without authority.

Organisations need to provide systems that can capture team knowledge but also ensure access is only available to authorised members of the team.

PS-Team's security model opens up access to the right areas by the right people when it's needed but also ensures other people are locked out when access is unauthorised.

Whether teams are working internally or across a supply chain, information can be exchanged safely, securely and confidently.

**Line of business integration**

PS-Team seamlessly integrates with Microsoft Project Professional 2003 and Project Server 2003 in order to share project-related information.

**Plan the work in Microsoft Project then work the plan in PS-Team.**

Email messages can be transmitted to a POP3 mailbox in order to feed PS-Team with information. For example, a sales enquiry email can be sent to PS-Team for cataloguing, distribution, action and ongoing tracking.

Third-party systems that support Web Services can either expose their data to PS-Team or consume PS-Team data. For example, report writers and office solutions such as Microsoft Excel can query PS-Team data and produce real-time charts and graphs.



**Technology**

PS-Team is based on the Microsoft .NET Framework and uses ASP.NET, SOAP, XML and Web Services to present data to a user or third-party application.

Users access PS-Team via a 100% thin client browser-based application.

PS-Team operates on a web server without requiring client-side software, making deployment, maintenance and upgrades a straightforward process.

“I used to regularly receive email messages from customers containing multiple attachments. Before PS-Team, I had to spend a significant amount of my time moving files to network drives and notifying others. Today, it's simple. I forward the email on to PS-Team. PS-Team sorts it all out and notifies the team on my behalf”

Delcam  
**ps-team**

# Delcam *ps-team*

SOFTWARE SOLUTIONS FOR PROGRAMME,  
PROJECT AND ACTIVITY TRACKING

Delcam is a well-established company with a highly qualified professional team of developers, consultants and project managers whose aim it is to work with clients to identify their needs and ensure that the right solution is implemented and continues to work from day one.

## Why choose the Delcam solution?

**Experience** - Delcam has proven experience in delivering scalable solutions to industry and the public sector. Its people and processes complement the solutions delivered to clients and in recognition of its total quality management procedures, in 2003, 2004 and 2005, Delcam won the prestigious Queen's Award for Enterprise.

**Secure & robust platform** - Delcam's communication, collaboration and project delivery solution is a robust and secure software programme, which enables different groups of people to collaborate with confidence, knowing that tailored access rights ensure that sensitive information remains confidential.

**Easy to get started** - PS-Team is easy to use and requires minimal training to get started. As it is a web-based solution, there is no software to install on the user's PC and its interaction with email means that users can choose to reply and input their updates via email if that's how they'd prefer to work.

**Audit trails** - All updates are logged providing a complete history of actions taken, by whom and when. Information can not be moved or deleted making it an invaluable tool for organisations that need auditability and traceability.

