

# Collaborative Project Resource Management with Elastic Collaboration (EC)

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**With EC all project resources always exist in a collaborative environment; increasing individual productivity, information sharing and decreasing project time-to-completion.**

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## **Elevator:**

**Elastic Collaboration (EC) allows** every team member, manager and executive within an Enterprise, to have immediate access to all project resources and status in a collaborative environment. This greatly reduces time wasted keeping up with emails, storing and finding Files and sharing information in meetings and collaboration sessions.

Unlike other project management software, EC automatically provides both management and team members a comprehensive solution to correctly and efficiently share, view and manage all project information.

EC can provide a savings of over 90% in storage requirements for the project group by limiting the proliferation and redundancy of information throughout the Workgroup. EC does not affect network security or file permissions and is scalable throughout the Enterprise.

## **Important Information:**

### **What does EC do for your project?**

- The project is completed faster with fewer resources and better results. All Project resources are automatically available to all team members ensuring:
  - Efficient & flexible management of team, status and results.
  - Automatic communication between team members, management and company executives.
  - Delivery of action items, problems and reports.
  - Consistency of information and goal setting throughout the team.
  - Retention and training of project knowledge.
  - Adaptability to changing resources, requirements and goals.
  - Reduction of multiple repositories of information, broadcast emails and non-productive meetings.
  - Reuse of existing information and designs.

- Capturing the entire project scope for add-on development, reuse and redevelopment.
- Accessibility and sharing of project Files = [designs, documents, requirements, analysis, tools, data, programs, specifications, drawings, spreadsheets and web sites] that are developed by multiple team members and management.

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In today's Enterprise, the finding and use of project Files continues to become more difficult as projects progress through their life cycles. Similar to a living organism that has grown uncontrollably, the files and folders of mid to large size projects spread across many servers in the network making it difficult for anyone to find, use and manage the project information.

Besides difficulties in:

- Finding,
- Storing,
- Reusing and
- Sharing all the content related to a project.

This has caused the additional (and some cases very severe) problems of:

- An explosion of emails to assist team members in finding information,
- An alarming amount of redundancy of information within the Workgroup
- The inability of new members or adjunct project teams to become productive in the project for long periods of time and

The inability of management to correctly and efficiently view and manage projects.

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**Without needing to know where files are located in your Enterprise, everyone in your Workgroup can automatically share, find and open every file, specification, and document needed for any task or project.**

With EC, everyone in your Workgroup can stop wasting time and effort:

1. Sharing results, analysis, drawings and documents related to multiple projects stored anywhere on your network. EC automatically broadcasts virtual projects to every Workgroup member.
2. Searching through network servers for Files\*<sup>1</sup> for a project, task or design. EC conveniently stores links to all your local and network projects on your desktop.
3. Looking for attachments in a bloated email Inbox. EC allows everyone in the Workgroup to update their Files and status to others by virtual e-folder\*<sup>2</sup> broadcasts.
4. Navigating through the network or personal folders a "file at a time" to open Files. EC automatically and simultaneously opens every File, program and web site you need for any local or group project with a single-click.

5. Wasting time with outdated Files. Everyone automatically gets all the most recent File versions when they start their job.
6. Keeping local copies of any document, spreadsheet or project File from network servers, web sites or email attachments. Saves time and storage space.
7. Spending time building project reports, blogs or wikis. Reporting comes for free as you use EC e-folders.
8. Training new group members on project File, server and folder organization. EC instantly empowers every new employee to automatically access group project Files and status.
9. Managing complex tasks or projects. EC automatically assists managers in keeping track of status, analysis and reports without having to search through email Inboxes or network servers.
10. Leaving your own desk to achieve the same results as a Simulation Design Room. You can see and use everything you need on one monitor without overlap.

EC allows entire virtual projects and collections of Files\* to be broadcast to everyone in your Workgroup or Enterprise. EC sits above Microsoft Windows (XP and 2000) and therefore does not affect existing network security or file permissions.

\*Notes:

- 1) File represents all Documents, Drawings, Programs, Websites, Portals, Files, Content and Data.
- 2) An e-folder is a reusable virtual collection of open and iconized Files.

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