

Project Collaborator

Online Project Management and Communication Tool

Introduction

The Project Collaborator is a web-based project management and communication application designed to enhance client engagements by streamlining communications and coordination between trusted team members, vendors and customers. It provides a simple and concise mechanism for sharing a project's requirements, reports, comments, and emails, while at the same time tracking the progression and member participation from kickoff to completion. The Project Collaborator will improve customer satisfaction, employee communication and management oversight.

How It Works

The Project Collaborator stores all of the project information in one central data repository. This repository serves as a distribution hub, which authorized users can access with an internet connection and a web browser. This structure allows participants access to the information from anywhere in the world as soon as it is available.

In addition, the application comes equipped with a multi-tiered access system which enables the account administrator to maintain project by project control over who may view, create or modify the project information. These variable clearance levels enable sensitive internal information to be stored directly alongside publicly distributed project details without having to worry about unintended disclosure. Finally, a project management system intended to support employee, vendor, and customer participation

What It Does

The Project Collaborator enables an organization to store specifications on multiple projects in one central location. The information may include: objectives, milestone dates, tasks, deliverables, assignments, status and attachments. Access to each project is then controlled by its membership roles, which enable an administrator to specify who may have access to each project and which features they may utilize for it. This allows project by project control over who may view or edit a project's information.

Next the Project Collaborator provides oversight by reporting on status and upcoming events ensuring members are aware of deadlines. It also supports team communication with targeted mechanisms for sharing thoughts and ideas.

Benefits: Project Management

Improved interaction, oversight, and accountability are the first advantages of implementing the Project Collaborator. By placing a project's objectives and directives online all participants gain a clear understanding of what will happen, how things are progressing and what is expected of them individually.

Customer's will benefit from reviewing the specification and tracking the steps to completion. Vendors will benefit from knowing when their portion is required, and how it interfaces with the rest of the project. Team members will benefit from having clearly defined tasks to complete. Managers will benefit from instant status oversight. Everyone will benefit from knowing where to find the information they want.



In addition, the Project Collaborator provides a number of extra tools for staying on top things. For example, the event calendar and Gantt chart quickly inform users of important due dates and status trends. The automatic update notifications inform interested users when project information has been modified. The report generators create printable documents that may be downloaded and stored off-line. The usage logs track and analyze trends so services may be improved and budgets may be justified.

Minimizing the management effort is the second major advantage of the Project Collaborator. With its template repository, project catalogs may be created and individually implemented. These templates trivialize any set up time for recurring projects and enforce standardization from one project to another. For less common structures, set up times may be drastically reduced by utilizing the copy and move features of the projects and project tasks. This enables members to build on past work and apply it to new directives.

Benefits: Team Interaction

The Project Collaborator is more than just an information hub. It is also designed to augment the interaction between the project participants even though they may be scattered around the world. It enhances the interaction by integrating a number of convenient communication tools into the project management system.

The first tool is a targeted task-by-task comment entry form. This form allows customers a mechanism to provide instance feedback on the project directives. It enables team members

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to share explanations as to why things are progressing the way they are or why they made one decision over another. Finally, it enables everyone to ask open questions which anyone may answer.

The second tool is a file sharing service. Here reports may be distributed; datasets collected; or component solutions shared throughout the group. The service provides a consistent single source for information that is instantly available, and as a bonus attachments may be distributed internally or publicly.

The next interaction feature is the integrated broadcast mail service which simplifies and tracks communications between participants. Now messages can be distributed to all or a portion of the group with the touch of a button. As a bonus these messages can be recorded alongside the project information eliminating the need to search through old emails.

The final service is the integrated project survey. The online survey rapidly collects and compiles customer feedback allowing team members to gain insight on where to make improvements for the future.

Benefits: Knowledge Repository

Learning from and building on past experiences is an incredible asset to any organization. This is why the Project Collaborator facilitates storage and retrieval of previous solutions and reports. As your projects are completed, they may be archived for future reference. Then as new projects are begun related work may be retrieved through full text searches of the archived material. Team members will kick off projects with instant access to past lessons learned, and if it turns out that one project is repeatedly referenced that project may be used to automatically generate a project template further assisting the team members.

Our Advantages

The Project Collaborator operates entirely on the W3C HTML 4.01 standard. This may not seem like much, but in today's global marketplace one can not assume that a partner or customer will have the latest version of Internet Explorer or even utilize the Windows operating system. By fully depending on the HTML standard, everyone with a browser will be ensured full access and functionality, without having to install or upgrade software on their computer.

In a similar matter, the Project Collaborator has been designed to be adaptive to different monitor sizes and user display preferences. Through a single interface a user can customize the display size, the font size and even switch between

international and United States date formats. Keeping the operator comfortable will ensure that they fully utilize the tool.

The accounts for the Project Collaborator have also been structured to ensure maximum flexibility and pricing consistency. There is no limit to the number of projects that may be active in an account at one time. Likewise there are no limits to the depth and complexity of a project's structure. Users are free to establish their project architecture however it best fits their individual needs.

The account plans are equally as flexible with plans based on membership or concurrent usage numbers. The membership plan is ideal for teams with steady dedicated operators. Where as the concurrent usage plan is perfect for organizations with a large number of occasional users, such as clients that pop in to check on progress. These two plans ensure that the application pricing is tailored to your specific needs.

Features

- Accessible by any HTML compliant Browser
- Clear and concise user interface
- Extensive information tracking
 - Project description, requirements and participants
 - Schedule and status oversight
 - Action item ownership
 - File sharing
- Instant member communication
 - Targeted comment entry
 - Broadcast email announcements
 - Automated update notifications
 - Integrated online surveys
- Informative project reports
 - Detailed PDF project and survey results
 - Event Calendars highlighting deliverable dates
- Project and user usage trends and analysis
- Maximized information reuse
 - Templates for streamlining project setup
 - Finding related solutions utilizing full text search
- Project and task move and copy capability
- Flexible account plans starting at \$75/month
 - Per registered user - ideal for dedicated teams
 - Per concurrent user - perfect for flexible usage