

Dynamic Collaborative Websites Keep Teams Connected

InterLab 2005

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PNNL-SA-47801

Presentation Outline

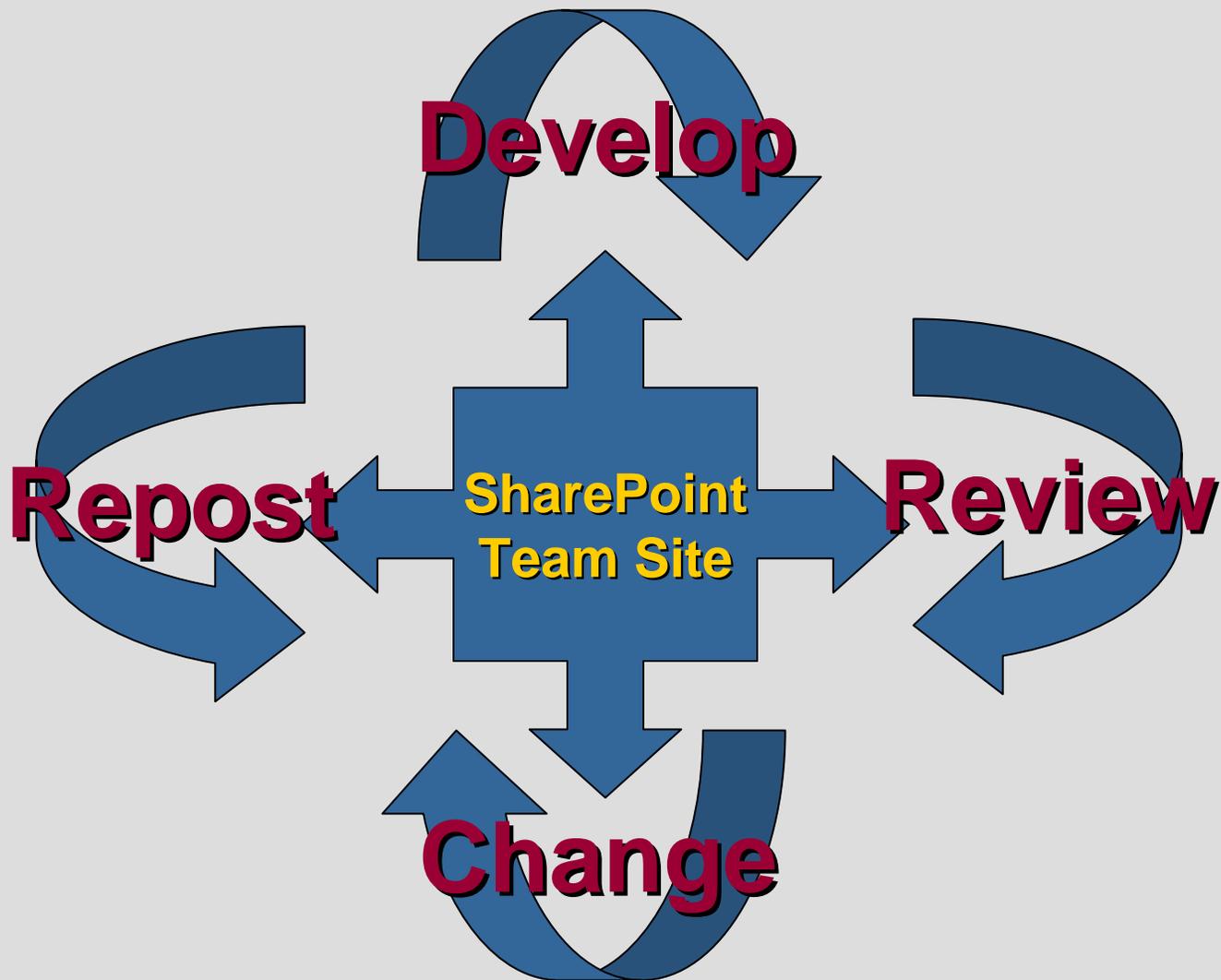
- ▶ A Dynamic Collaborative Website
- ▶ Team Site Capabilities
- ▶ Easy, Self-service
- ▶ Easy Site Management
- ▶ Easy Document Management
- ▶ Easily Capture Metadata
- ▶ Everything Accessible By A Link
- ▶ Geography Is NOT An Issue
- ▶ Meet From Your Desks
- ▶ PNNL's Collaboration Architecture
- ▶ Collaboration "Must Haves"

The team space is

the “one **1 place”**

**for the team to find, access,
and share information and
resources related to the
team’s
mission/project/purpose.**

A Dynamic Collaborative Website





Easier Collaboration

Windows SharePoint Services

Document Repositories (files/folders)

Track Lists (view data)

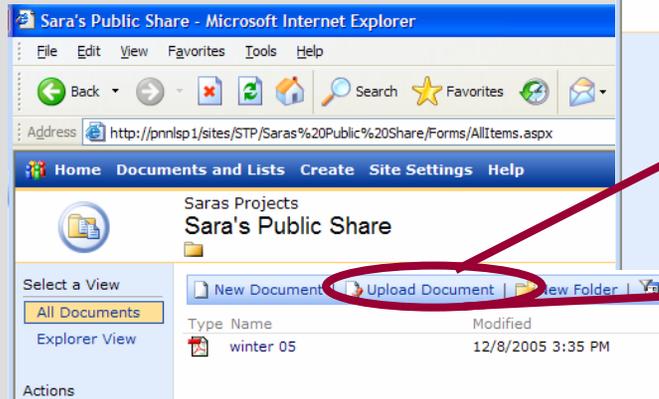
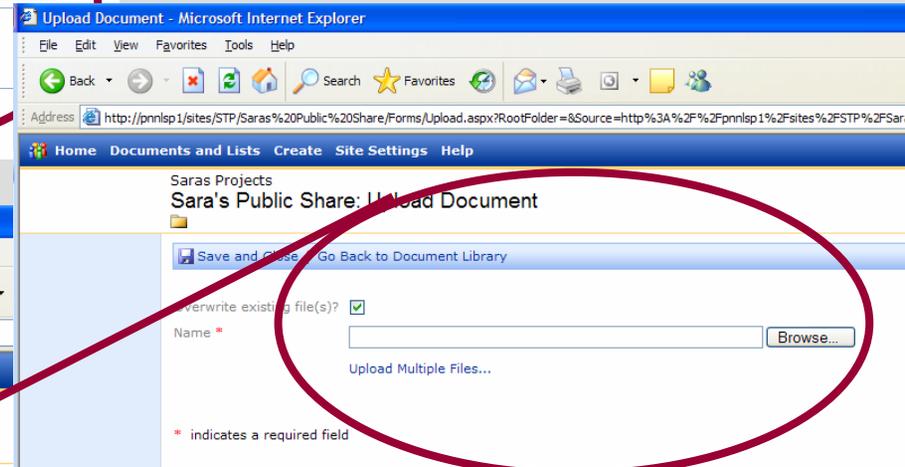
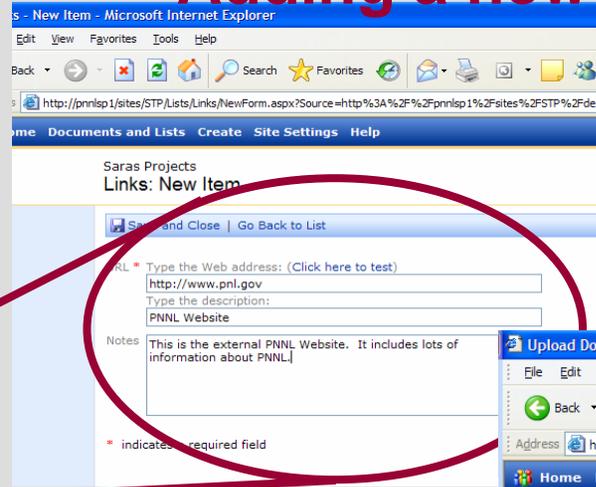
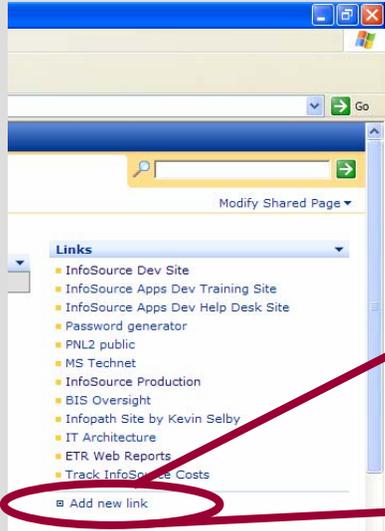
Site Navigator (site hierarchy)

Related Links (favorites, email)

Presence Awareness (IM integration)

Easy, Self-service

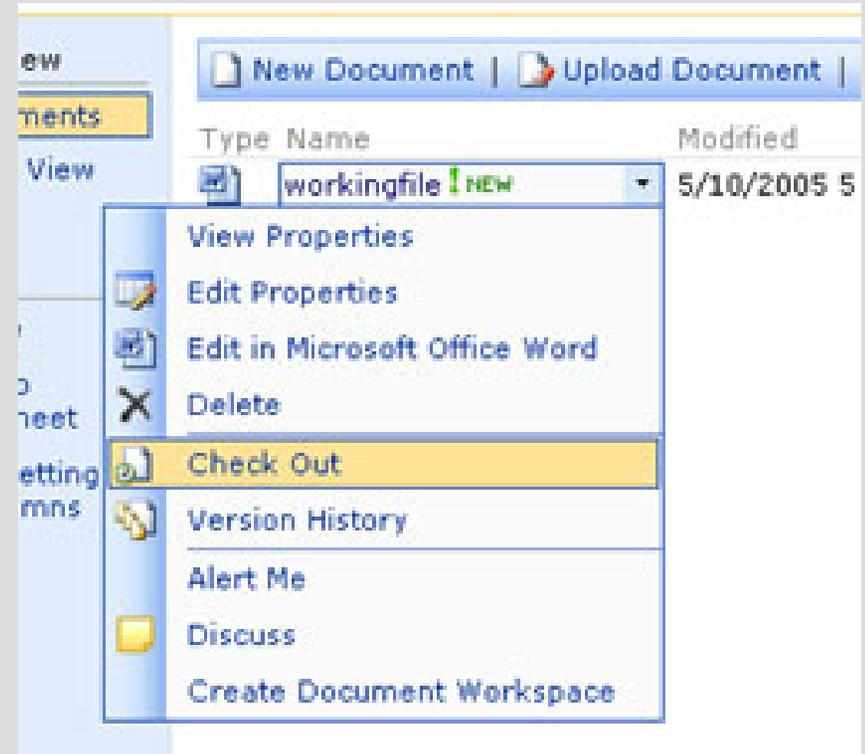
Adding a new item



Easy Site Management

Easy Document Management

- ▶ Post file in library
- ▶ Send everyone the link – NOT the file (attachment)
- ▶ Use Check In/Check Out to make edits
- ▶ Eliminate multiple versions & incorporations



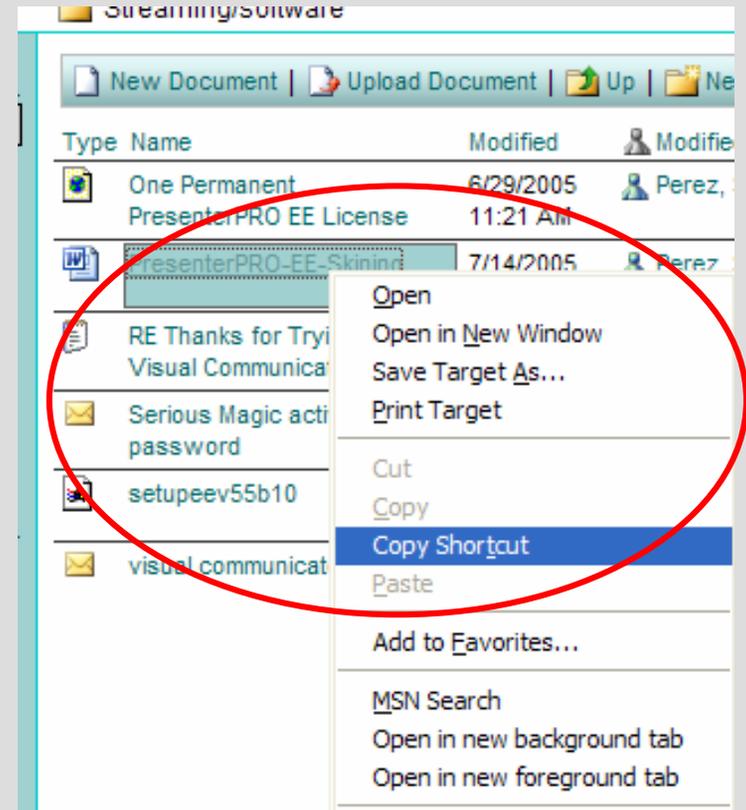
Easily Capture Metadata

- ▶ Add additional columns to capture metadata
- ▶ Add a required field for description/usage column to all Document Library (folders)
- ▶ Build views based on columns (see how you want to see)

Type	Name	Modified	Modified By	Checked Out To	Description/Use
Service : All services/products (3)					
Word Document	Collaboration at PNNL lables no pict	6/14/2005 12:50 PM	Perez, Sara		labels with just words
Word Document	Collaboration at PNNL lables	6/9/2005 12:51 PM	Perez, Sara		labels
Word Document	collaboration tools marketing fy05	5/31/2005 12:38 PM	Perez, Sara		Contains all blurbs, marketing materials, training, etc. related to collab tools. Running document that Joanne updates with each ne item/entry.
Service : Instant Messaging (2)					
Word Document	2005 IM flier	5/31/2005 12:38 PM	Perez, Sara		Instant Messaging flier
Word Document	block contact	5/31/2005 12:37 PM	Perez, Sara		picture showing how IM can block a contact that has added you.
Service : Web Conferencing (4)					
Word Document	livemeetingflier 2005	5/31/2005 12:39 PM	Perez, Sara		VERY DRAFT
Word Document	offise mailer	5/31/2005 12:39 PM	Perez, Sara		went to remote offices and has a note and attached short use guide

Everything Accessible By A Link

- ▶ **Right-click almost anything to send a link to something.**
 - **Keep from sending file attachments**
 - **Add links to SharePoint in Outlook calendar appointments, etc.**



Geography Is NOT An Issue



Members

Online

- Smith, John
- Anderson, Louis
- Jackson, Bill
- Mert, Andrea

Not Online

- Adams, Don
- Sposito, Manuel
- Micheals, Doug
- Johnson, Sandra
- Brown, Terry
- Douglas, Will

Members

Online

rez, Sara

Sara Perez is Online (Away)

Free until 2:00 PM

Office: ISB2/425

Call Work (509) 372-4783

Send Mail (Sara.Perez@pnl.gov)

Send Instant Message...

Additional Actions

Open Outlook Contact...

Outlook Properties...

Busy → ● Anderson, Louis

Online → ● Jackson, Bill

 → ● Mert, Andrea

Offline ↙ ● Adams, Don

 ↘ ● Sposito, Manuel

 ↘ ● Micheals, Doug

 ↘ ● Johnson, Sandra

 ↘ ● Brown, Terry

 ↘ ● Douglas, Will

Meet From Your Desks

Slide control
Toolbar

Audio tools

Annotation tools

Resource
Area
(Manage
files or
slices)

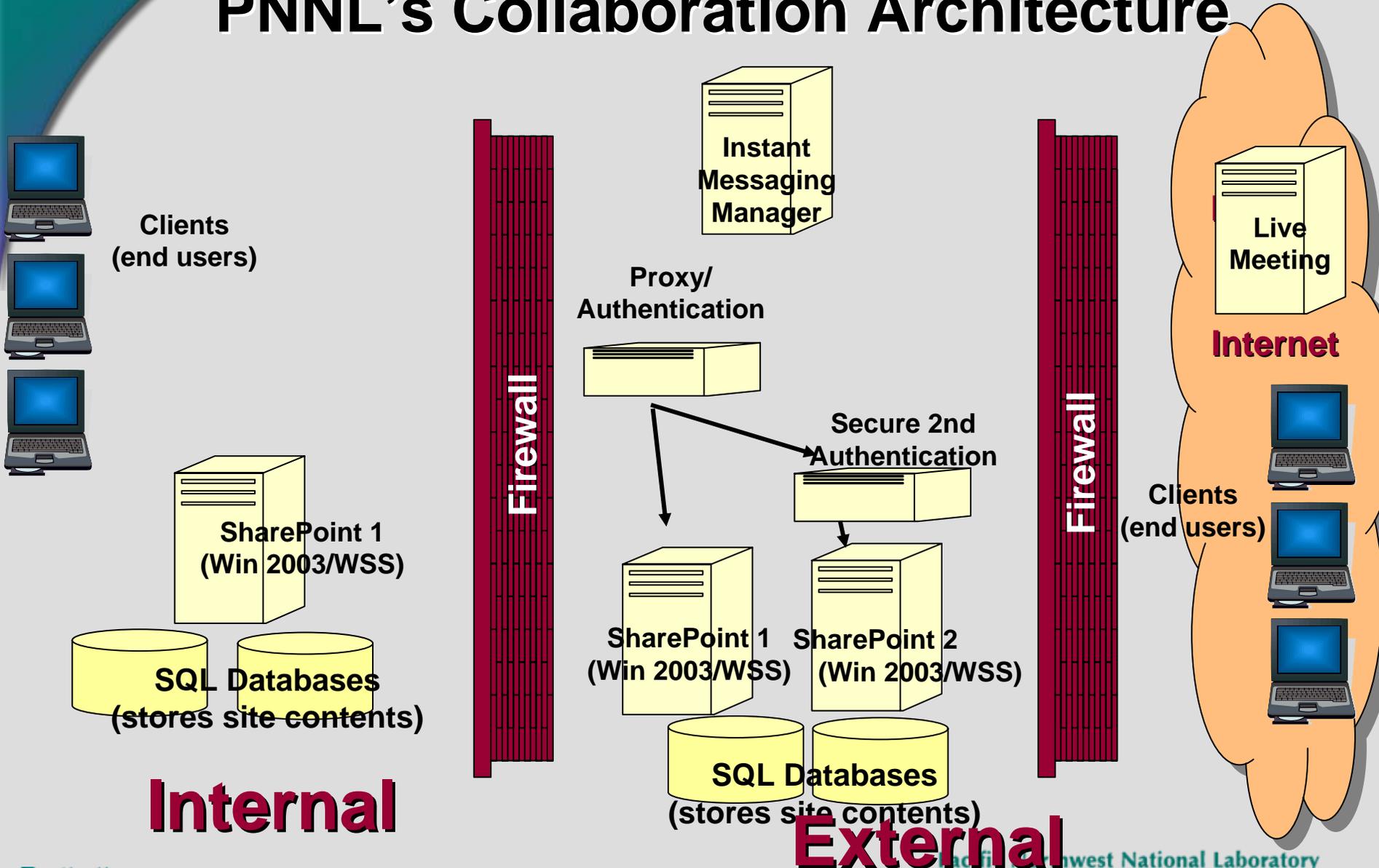
Audience
Info with
Meeting
and Audio
areas

Seating
Chart

Question and
Answer Area



PNNL's Collaboration Architecture



“Must Haves” for Successful Collaboration

- ▶ Must be easy to use (like email)
- ▶ Must be self-service
- ▶ Must be used regularly
- ▶ Must provide more benefits to the individual and/or the team
- ▶ Must be able to capture all project-related materials and information, regardless of form
- ▶ Must preserve and connect associated metadata

Presentation Recap

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Questions?

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