



Collaborative work management for business projects

Accessing OpusView

Entry to OpusView begins by secure connection through the web. Designed for multiple devices and time zones, OpusView enables organizations to work together effortlessly at any time and from any place. A new user can access an organization's private sub-domain through a speedy online new account registration process. The central administration of user access policies, in conjunction with secondary verification of a user's identity through their business email system, allows initial authenticated access to the company's managed OpusView environment.

First impressions

A modern interface greets the user, with a responsive design that presents content optimized for the physical constraints of the viewing device. Personalization features allow the user to fine-tune their OpusView experience, including customization of the interface theme, event notifications, and start page. Online help is always accessible, if needed, to guide the user through the product.

A convenient navigation panel allows quick access to helpful views, actions, and shortcuts, with the option to collapse the panel to maximize the screen real estate for more involved task-based activity in the work area.

As a user begins to explore the product, it very quickly becomes clear to them that they are intuitively moving across a broad yet seamlessly integrated set of productivity tools: there's no toggling between multiple applications or need to change user interfaces.

Executives can be reassured that resources are being deployed on projects aligned to strategically important goals. Real-time project status updates can be monitored at any time, and areas of concern instantly drilled down into within a few clicks. This not only connects the strategically focused executives to the implementation but also removes a huge burden from PMOs gathering and collating this information, which invariably is presented, several days later.

The knowledge that accumulates through projects implemented using OpusView generates and populates a repository that delivers enduring value for future projects to leverage. Project teams can apply keyword searches to identify associated projects, artefacts and people, thereby accelerating the project initiation and learning curve from previous organizational efforts.

Confidently informed

Work and project status are clearly presented and visible to the arriving user, ensuring individuals and teams keep track of project milestones, scheduled events, and unexpected results.

Requests for collaboration, event notifications, and project status summaries facilitate an immediate, informed response to work in progress, and calls to action. Project and team requests are neatly organized into logical categories in the navigation panel, with one-click actions to view high priority items.

Project Rooms provide an instant summarized view of all projects connected to the user, offering quick and seamless navigation to any part of an active project. Project members are offered a 360-degree view including projects they own, those they shared with others, have been asked to participate in, and have extended project invitations for others to join.

Social by design

New users can connect right away to current initiatives within the organization through Project Boards - which communicate project awareness to the user community and seek to recruit valuable new team members. User profiles help support qualified users with their requests to join a project by organizing and presenting their skills and biography to project owners for consideration as prospective future stakeholders.

This supports the emerging demands of a generation that sets a high value on the intrinsic rewards achieved through engagement in initiatives they feel passionate about. This will be a key driver in talent acquisition and retention in increasingly competitive markets.

Users can search for institutional experts and identify potential team members to build and extend their social networks. Further, users can connect powerful collaborators into groups and drive business results together.

Always-on, real-time Chat provides direct messaging, team broadcasting, and group conversations, with integrated project notifications to save time and share knowledge between team members. Furthermore, text and voice-enablement ensures that all user and conversation types are supported, with privacy features to provide confidentiality when needed. Additionally, file sharing and inclusion of emoticons will humanize your interactions with others. Finally, helpful profile, online status, and locale information will guide Chat users and project teams when seeking collaborators with the right skills, bio, and availability.

Opportunities for social interaction multiply as users participate with team members in project execution and delivery.

Purposeful team collaboration

Project owners can drive business value and benefit by aligning the direction and activities of their teams towards realizing organizational goals. Company, team and personal objectives can be connected to measurable results, using communication features in OpusView to move people together in the same direction. Work results are driven through coordinated tasks and activities to ensure project commitments are seen through to completion.

Users can easily build prioritized personal and project-oriented to-do lists to ensure deadlines are met and that vital project actions are not over-looked. Start and end dates assist users to track their progress, with comments and file-uploading features to support the collection and organization of resources for each piece of work. To-dos can include multiple stakeholders – include Likes for noteworthy excellence – and have a sign-off facility that completes the successful conclusion to the work lifecycle.

Blogs allow teams to share views, comments, and documents about published project news, articles and advice. Team members can post entries for discussion or information sharing, and co-workers can comment and add documents to extend the blog, with the option of rating individual contributions to help others identify valuable content. Owner dashboards provide an easy-to-read tabular breakdown of user blog activity.

Users can easily create and share content with co-workers through integrated Wikis to continually develop and increase the quality of information. Authors can nest Wiki pages and manage the content through the lifecycle of the Wiki using a draft and sign-off approval process for submissions.

Flexible voting surveys allow the team to gain consensus and make decisions based on stakeholder choices. Real-time feedback polls people's preferences and viewpoints inside the project team and beyond.

Build and share mind maps to help clarify thinking by visually structuring thought processes to understand what's important and when, whilst Sketcher can be used to collaboratively build and review project visualizations in a powerful, graphical, whiteboard style world.

For live project collaboration, the Mission Room organizes multiple real-time participants and their contributions. For example, create and deliver time-sensitive projects together from scratch, driving consensus and decision-making toward a common group goal.

Initiating a project

Enter the Project Studio – the powerful, easy-to-use builder – to create your project structure, visualize workflows, and coordinate team working. OpusView allows large initiatives to be broken down into smaller projects, to simplify their delivery and enhance team productivity.

Initiative owners can turn successful, proven project patterns into reusable and repeatable best-practice templates, or alternatively utilize out-of-box project services from IdeasCast and expert third-party consultancies. The creation of templates accelerates the start-up of projects, introduces consistency and also enables best practice to be shared and constantly refined building upon internally generated intellectual property.

Monitoring progress and results

Project Center presents a clear view of all projects in which the user is participating. User-configured project color coding provides easy visual support to highlight critical or priority work, for example. Selection of a project displays a meaningful summary of project status, team membership, and recent activity streams. Furthermore, clicking through links and buttons provides integrated navigation to related or source information.

Team Boards provide visual Kanban-style status lanes to monitor work across the lifecycle of a project, inherently providing an end-to-end view of progress across the tasks required to complete a project. Status views can be easily organized, for example, alphabetically or by date, to provide logically presented information.

Project Dashboards reveal key real-time information about project performance. They provide executives and key stakeholders with a configurable level of detail and offer fast navigation to sections of interest. Interactive calendars and Gantt charts allow teams to view tasks, plan and monitor project timelines.

Meaningful outcomes

Prepare and distribute meaningful project information and summary reports to key stakeholders for current and next-stage processes. Custom-configure the content of documents and open resulting reports in your word processing software for further editing beyond the scope of the project.



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