

Web-Based Solution
For **Collaborating**
Toward a Common Goal

Now you can share any information
...with anyone ...anytime ...anyplace!

INFORUM[®]
VIRTUAL CENTER 



Web-based

The Challenge: Collaborating toward a common goal. You've just assigned a *big* job. Perhaps it involves managing an important project, or achieving a goal for your organization. But an array of challenges lies ahead. The effort is daunting in scope and complexity. Your contacts are distributed geographically and organizationally. And while security remains a top priority, information-sharing is key to your success. What's more, an aggressive schedule and tight budget leave no room for error or communication mix-ups.

The Solution: INFORUM Virtual Center.

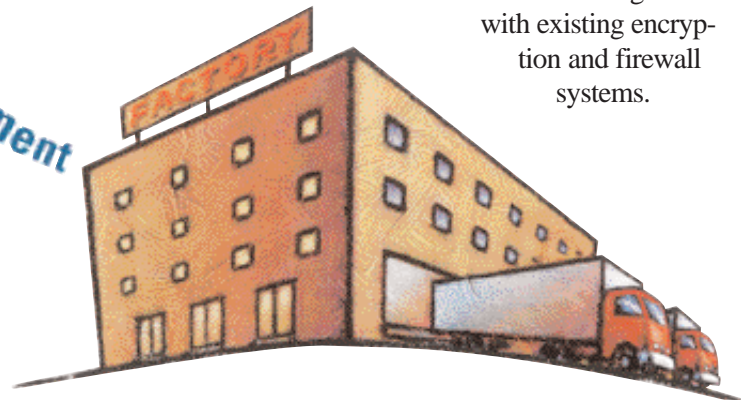
INFORUM Virtual Center[®] is a proven solution to challenges such as these. It's a unique Web-based system that helps you work faster and smarter by communicating in a virtual office environment ... a flexible system that grows with your needs so you can manage any size any-size organization and any-size project ... a powerful system that expands your local virtual center into a networked "virtual office park" for global data-sharing.

INFORUM Virtual Center breaks down communication barriers. Individuals or project teams can share information and work together, regardless of their location. With the ability to collaborate across organizational and geographic boundaries, users meet their goals more quickly, simply and effectively.

Leveraging the power of the Internet, INFORUM Virtual Center lets users create one or more virtual "offices". Each "office" can contain any number of "rooms", each of which can perform specific functions and link to external information. Rooms also

include "doors" to control access. All offices and rooms in a virtual center consist of a set of interactive pages for bi-directional communication. Using these pages and a point-and-click interface, users can easily collect and share all the information they need to meet their goals and ensure their project's success. The system's unique data collection capability even helps build consensus among users. As information is collected, it is conveniently stored and managed in electronic libraries shared by users. Meanwhile, a built-in user authentication system rigorously controls access. For additional security, INFORUM Virtual Center can also be integrated with existing encryption and firewall systems.

Program management





open-ended flexibility

What makes INFORUM Virtual Center unique? The system's unparalleled functionality lets you create a virtual center ... modify it at any time ... build offices and rooms embedded with powerful functionality and links to external files and URLs...add "doors" for other users to enter your center and access the specific information they need ... expand into a virtual park by connecting multiple virtual centers ... create automatic links to information residing beyond your virtual center ... scale the system from one to hundreds of users ... and do it all quickly and easily!

INFORUM Virtual Center includes the following unique features designed to help you meet your goal-oriented challenges in today's deadline-oriented, data-hungry, ever-changing work environment.

Multiple viewpoints for peak productivity: While hundreds of users can access a single virtual center, each views only relevant information tailored to his or her needs. That's because you can create different doors or "viewpoints" into a virtual center. This improves user productivity by eliminating data clutter ... enhances security by controlling data access ... and optimizes resources by reducing system overhead requirements.

Linking capabilities for maximum flexibility: Develop virtual office park "networks" by simply linking multiple virtual centers together. This extends communication far beyond your project team members. In addition, it enables knowledge bases to be developed and maintained in different sites, yet shared by all.



100% scalability to grow with your needs: Complete scalability means the system can handle an unlimited volume of data and number of users while ensuring that all users are only connected to the people and information they need. As a result, it actually increases in value as goals become more complex and users become more dispersed.

Customize your virtual center in a snap: Using a simple process and easy-to-use templates, you can quickly add new offices and rooms. Then completely change their look and feel – adding, deleting and replacing their data topics, functions and users in seconds without any technical or HTML know-how. Simply make the change once, and it's automatically reflected everywhere!

Strategic/tactical planning to ensure future success: Use INFORUM Virtual Center to develop strategic plans, integrate them with their tactical implementation plans, and measure the results. Or capitalize on its open architecture by integrating your own planning or analytic software.



all-in-one solution

An end-to-end solution that's as powerful as it is easy to use! As a fully comprehensive solution, INFORUM Virtual Center integrates the complete "end-to-end" functionality needed to support the entire process as you manage your project and advance toward your goal – from setting initial objectives, to tracking progress throughout each phase, to measuring final results. Best of all, an intuitive graphical user interface ensures that even novice users can gain quick and easy access to the system's full functionality.

INFORUM Virtual Center includes the following components:

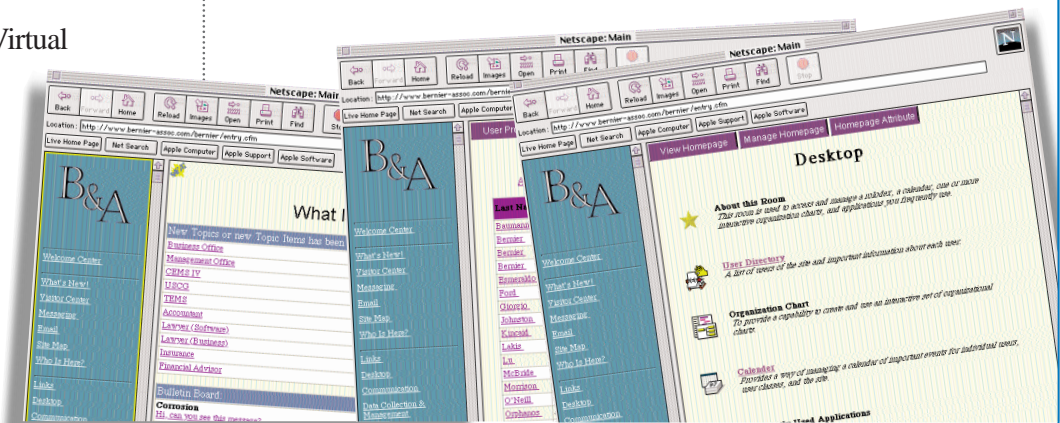
Desktop Utilities: The system's valuable set of desktop utilities is designed to introduce and orient users to a project or goal. With these utilities, users can view organization charts, access user directories, send electronic messages, maintain calendars, and keep up-to-date with new developments. They can even link directly to other INFORUM Virtual Center sites, external Web sites, databases, or software applications without ever leaving their INFORUM Virtual Center environment.

Communication Mechanisms: INFORUM Virtual Center provides a wealth of communication options – creating a collaborative work environment in which users can share information and feedback as they work toward a common goal. For example, each virtual center consists of a set of interactive pages that enable two-way communication among users. Through these pages, users can send and receive information quickly,

easily and cost-effectively. The system also includes e-mail, messaging, broadcasting, bulletin board, Digital Express for electronic file transfer, Internet Relay Chat (IRC), video teleconferencing, fax and telephone capabilities.

Data Collection Systems: With INFORUM Virtual Center, you can easily collect, correlate and evaluate all the information you need to manage major goals or projects. For maximum versatility, the system supports three popular methods of data collection. You can access digital data stored in external data-

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As the program manager responsible for developing and maintaining a jet engine diagnostic and maintenance system, I faced several challenges. First, I had to coordinate the day-to-day activities of more than 500 geographically dispersed people including software developers, end users, third-party vendors, and engine manufacturers. Second, I had to transform this diverse group into a cohesive team capable of sharing critical information quickly and easily – despite the fact that its members are scattered throughout the world.

“The INFORUM Virtual Center enabled me to meet these challenges by creating an environment in which communication flows freely and relevant information is instantly available to everyone in the program. As a result, software development is far more efficient and effective – a fact which translates into significant time and cost savings. INFORUM VirtualCenter also enables us to involve end users in the development process – resulting in software that is now widely accepted throughout the user community.”

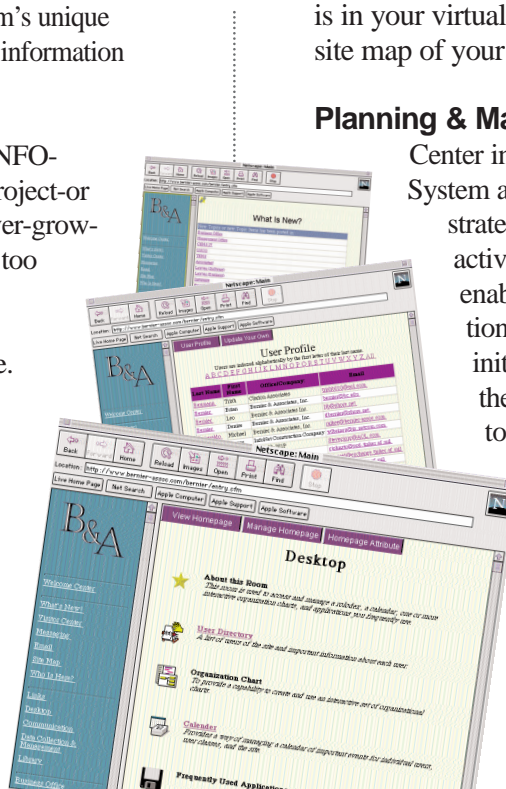
Albert H. Morrison, Former Program Manager- U.S. Air Force

bases for Web sites; use scanning techniques to digitize, store and retrieve written information; or rely on the system’s unique electronic questionnaire capability to collect original information directly from individuals.

Knowledge Management Capabilities: INFORUM Virtual Center organizes and manages all project-or goal- related information as it is collected in an ever-growing electronic library. As the project develops, so too does the quality and volume of collected information. Users can search the library and retrieve the precise information they need by clicking a mouse. Meanwhile, the library can be quickly structured and re-structured to meet the needs of particular user groups – and easily prepared to automatically disseminate relevant information as soon as its importance becomes recognized.

Center Management Capabilities: Let you identify who is in your virtual center, manage Web-site traffic, and create a site map of your virtual center.

Planning & Management Tools: INFORUM Virtual Center integrates a unique new Problem Management System along with powerful tools designed to support strategic and day-to-day planning and management activities. As a result, INFORUM Virtual Center enables you to collect and prioritize all the information you need to develop more effective strategic initiatives. It even provides the ability to capture the project’s key benefits which can then be used to promote its success. Once your strategic initiatives are in place, INFORUM Virtual Center also helps you successfully implement them. That’s because the system lets you track progress against the strategic plan on a daily basis ... coordinate activities ... isolate and address issues as they arise ... solve problems ...and assess end results using metrics correlated to program goals.





global teamwork

Turning a communications advantage into a competitive edge. Consider the case of a mid-size manufacturing firm with only five days to respond to a request for a multi-million dollar new business proposal. A quick turnaround is critical. How can you prevent a missed deadline from becoming a lost business opportunity? The answer is simple. By using INFORUM Virtual Center, you can accelerate each step of the proposal development process – avoiding the time-consuming delays and miscommunication that can jeopardize your organization’s competitive edge.

Step 1. Set up your team environment: Rely on INFORUM Virtual Center’s e-mail, messaging and teleconferencing capabilities to create your “team” and delegate tasks by communicating with the globally dispersed participants responsible for developing, reviewing and approving the proposal. Use the system to distribute all proposal criteria along with predefined templates for formatting the final document.

Step 2. Create desktop access to all research data: Ensure that your team members have rapid access to all the reference data needed to develop the technical, cost and contractual sections of the proposal by capitalizing on the system’s sharable electronic library capabilities and by providing automatic links to relevant Web sites and databases.

Step 3. Streamline the writing and reviewing processes: Using the predefined templates, team members submit their input for the proposal. You consolidate this input to create the first draft of the proposal for review. The system accelerates the review process by providing anytime/anywhere access to the first draft. Feedback can then be incorporated into a revised draft as quickly as it was collected.

Step 4. Identify and resolve issues: Feedback uncovers a number of unresolved issues. You schedule an online meeting for all team members. At the designated time, team members log onto the virtual center – entering an electronic conference room to review and resolve these issues. During the meeting, members access relevant reference data from the electronic library and build consensus regarding issue resolution.

Step 5. Complete new business proposal: Having resolved all outstanding issues in the revised business proposal, you submit the final new business proposal – on time!

Step 6. Continuously improve the proposal development process: By enabling your team to capture lessons learned, update reference documents, and develop centralized libraries of format templates, success criteria and sample proposals, INFORUM Virtual Center can drive continuous improvements in the proposal development process.

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quick start-up

Get started today! The INFORUM Virtual Center can be easily tailored to your company or organization in just days. Give it a try today – without any obligation – and experience its communication benefits firsthand! For a free trial, online tour, sample demonstrations and additional information, simply log onto our Web site at www.inforumsolutions.com

Comprehensive Customer Services: INFORUM Solutions, Inc. provides a wide array of customer services designed to maximize the benefits of INFORUM Virtual Center. These services include the development, hosting, and management of your virtual center, along with comprehensive training and a convenient help desk.

Based on your needs, you can locate INFORUM Virtual Center at your own site, or use a site provided by INFORUM Solutions. Similarly, you can manage your site completely on your own, or rely on INFORUM Solutions for all or some system administration support.



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