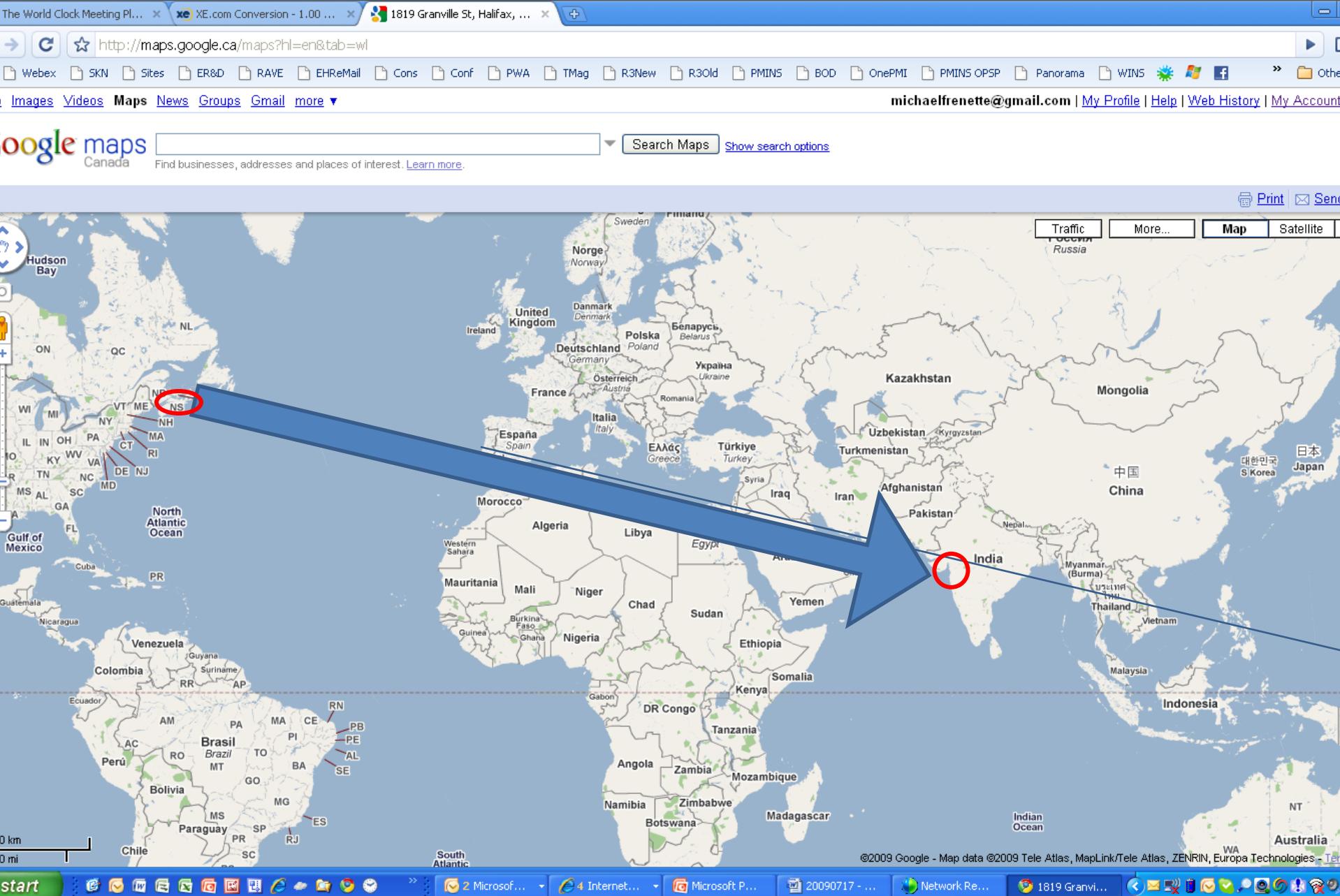


Project Teams in a Collaboration Space

A presentation for PMI Mumbai Chapter

Michael J. Frenette, CCP, ITCP, CMC, PMP
Sierra Systems, www.SierraSystems.com
MichaelFrenette@SierraSystems.com (business)
MikeFrenette@Eastlink.ca (home)
(902) 425-6688 ext. 260 (business)





Agenda

- Today's Communication Tools for the Virtual Team
 - Collaborative Portals
 - Desktop Sharing
 - Integrated Teleconferences
 - Vertical Portals – Focus on Projects
- A Final Word About Virtual Teams

Agenda

- Today's Communication Tools for the Virtual Team
 - Collaborative Portals
 - Desktop Sharing
 - Integrated Teleconferences
 - Vertical Portals – Focus on Projects
- A Final Word About Virtual Teams

Collaborative Portals

- One of the most important aspects of virtual teaming

Definition

- Collaborative Portals permit participants to collaborate with one another asynchronously over the Web
- Like a LAN, but on the Web – BUT secure and accessible anywhere, anytime
 - MORE than a file storage area, though
 - Your project team's information repository, enabled by Content Management
- Very little technical knowledge needed
 - Those who can use a word processor or a spreadsheet can use a collaborative portal
 - Content Management is the name of the game
 - Allows distribution of the workload
 - Some paradigms have shift

Collaborative Portal Software

- Package Options
 - Commercial Offerings
 - Microsoft SharePoint
 - Oracle Collaboration Suite
 - SAP Enterprise Portal
 - ...
 - Open Source
 - DotNetNuke
 - Joomla
 - Drupal
 - ...
- A host of hosting options
 - Mainstream Providers
 - Bell Canada
 - Intermedia
 - Znet India
 -
 - Smaller Providers
 - Atlantic Web Fitters
 - Blue Tango
 - WebHog
 - ...

Virtual Documentation

Beyond Meeting Minutes and Document Storage

- Minutes and action items
- Document repository
- Announcements
- Surveys/votes
- Discussion groups
- Lists
- Pictures

Use Your Collaboration Portal Effectively

Home - RRP - HRM Revenue Resolution Program - "SuPeR" - Windows Internet Explorer
https://km.sierrasystems.com/clientprojects/HAL_HRM-RSP/default.aspx

File Edit View Favorites Tools | Google | Settings | Links | Customize Links

Home Documents & Lists Create Site Settings Help Training About Template

Sierra Systems

RRP - HRM Revenue Resolution Program - "SuPeR"
Sharepoint Program Repository

Documents

- Program Planning
- Program Procedures and Processes
- Contracts
- Pictures
- Program Team Pictures
- Other Pictures

Lists

- Contacts
- Change Control
- Expense Tracking
- Lessons Learned
- RRP Projects

WEEKLY TIME SHEETS

Discussions

- General Discussions
- Questions for Hansen
- Questions for HRM-IT
- Questions for HRM Web Services, other
- Contract Discussions
- Surveys
- Food Preferences

Home Schedule Deliverables My Items Management Working Docs

HRM RRP

HALIFAX REGIONAL MUNICIPALITY Revenue Resolution Project

Announcements

Action Items

Title	Assigned To	Status	Priority	Due Date	% Complete
Retirement of Richter	John [Redacted]	Not Started	(2) Normal	10/20/2006 12:00	
Technical Architecture	Dave [Redacted]	In Progress	(2) Normal	6/18/2007 0:00	80%

Add new item

Links

- HRM Web Site
- Hansen web site
- Sierra Systems Web Site
- prosci change management

Add new link

Members

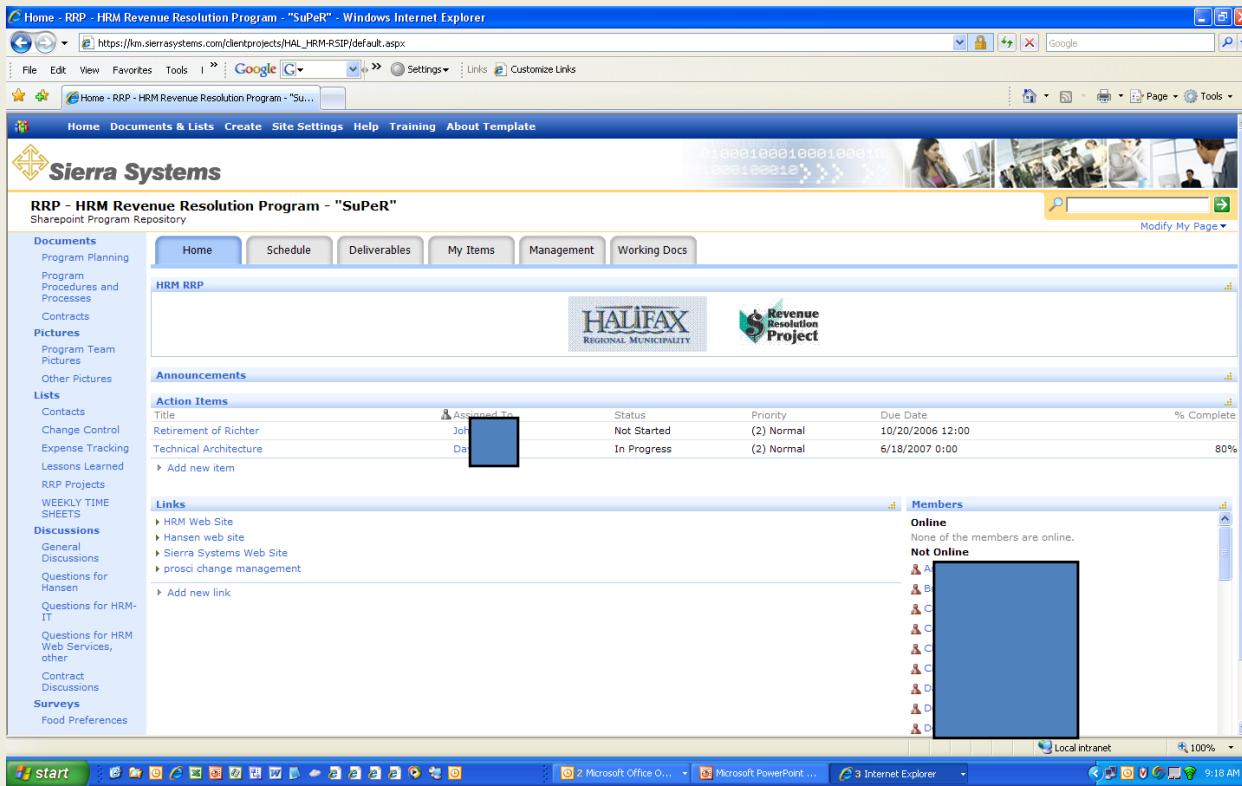
Online

None of the members are online.

Not Online

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y
- Z

Local Intranet 100% 9:18 AM



File Edit View Favorites Tools | » Google G » Settings Links Customize Links

Home - RRP - HRM Revenue Resolution Program - "Su..."

Home Documents & Lists Create Site Settings Help Training About Template



RRP - HRM Revenue Resolution Program - "SuPeR"

Sharepoint Program Repository

Documents

Program Planning

Program
Procedures and
Processes

Contracts

Pictures

Program Team
Pictures

Other Pictures

Lists

Contacts

Change Control

Expense Tracking

Lessons Learned

RRP Projects

WEEKLY TIME SHEETS

Discussions

General
Discussions

Questions for
Hansen

Questions for HRM-
IT

Questions for HRM
Web Services,
other

Contract
Discussions

Surveys

Food Preferences

Home

Schedule

Deliverables

My Items

Management

Working Docs

HRM RRP



Announcements

Action Items

Title	Assigned To	Status	Priority	Due Date
Retirement of Richter	John [Redacted]	Not Started	(2) Normal	10/20/2006 12:00
Technical Architecture	Day [Redacted]	In Progress	(2) Normal	6/18/2007 0:00

» Add new item

Links

- » HRM Web Site
- » Hansen web site
- » Sierra Systems Web Site
- » prosci change management

» Add new link

Members

Online

None of the members are online.

Not Online

[User icons] Angie

[User icons] Brian

[User icons] Cath

[User icons] Cath

[User icons] Chuck

[User icons] Cindy

[User icons] Daya

[User icons] Della

[User icons] Denn





Home - RRP - HRM Re...

File Edit View Favorites Tools >

Sierra Sys
RRP - HRM Reven Sharepoint Program Repo

Documents
Program Planning
Program Procedures and Processes
Contacts
Pictures
Program Team Pictures
Other Pictures

Lists
Contacts
Change Control
Expense Tracking
Lessons Learned
RRP Projects
WEEKLY TIME SHEETS

Discussions
General Discussions
Questions for Hansen
Questions for HRM-IT
Questions for HRM Web Services, other
Contract Discussions

Surveys
Food Preferences

P/default.aspx

Home - RRP - HRM Reven...

Pictures

Program Team Pictures

Other Pictures

Announ

9:18 AM

This screenshot shows a Microsoft Internet Explorer window displaying a SharePoint site titled "Home - RRP - HRM Re...". The URL in the address bar is "P/default.aspx". The left sidebar contains a navigation menu with sections like "Documents", "Lists", "Discussions", and "Surveys". A red oval highlights the "Pictures" section under "Documents", which includes links for "Program Team Pictures" and "Other Pictures". The main content area features large, stylized text for "Pictures", "Program Team Pictures", and "Other Pictures". To the right, there's a sidebar with icons for "Up", "Down", "Left", "Right", "Checkmark", and "Uncheckmark". The taskbar at the bottom shows standard Windows icons and the system tray indicates the date and time as 9:18 AM.

Project Team Pictures - Windows Internet Explorer

https://km.sierrasystems.com/clientprojects/ALR_1

File Edit View Favorites Tools Help

Google | Go | Bookmarks | 48 blocked | Settings

Project Team Pictures | Welcome to Tabbed Brow... | https://km.sierrasystems...

Home Documents & Lists Create Site Settings Help Training About Template

RAVE - Records and Registries Add Value to e-Health

Project Team Pictures

Select a View

- All Pictures
 - Details
 - Thumbnails
 - Filmstrip

Selected Pictures

Explorer View

Actions

- View slide show
- View all folders
- Add to My Links
- Alert me
- Modify settings and columns

Share a picture with the team by adding it to this picture library.

Add Picture | New Folder | Filter | Delete | Edit Pictures | Download |

Picture

Barry Brian Carol

Chervl Debbie Don

javascript:ClickThumbnail(2)

Local intranet

100%

Name	Action
Barry	<input type="checkbox"/>
Brian	<input type="checkbox"/>
Carol	<input type="checkbox"/>
Chervl	<input type="checkbox"/>
Debbie	<input type="checkbox"/>
Don	<input type="checkbox"/>



Home - RRP - HRM Revenue Resolution Prog...



https://km.sierr



Google



Home - RRP - HRM Revenue Res...



RRP

Sharep

Docu

Prog

Prog

Proc

Proc

Cont

Pictur

Prog

Pictu

Other

Lists

Cont

Char

Expe

Lesso

RRP

WEBS

SHEE

Discus

Gene

Discu

Ques

Hans

Ques

IT

Ques

Web

other

Cont

Discu

Survey

Food



start



9:18 AM

Action Items

New Item | Filter

ID	Task
+ Lead Responsibility : Carole	(1)
+ Lead Responsibility : Debbie	(1)
+ Lead Responsibility : Don	(2)
+ Lead Responsibility : Elizabeth	(12)
+ Lead Responsibility : Elly	(3)
+ Lead Responsibility : Fiona	(3)
+ Lead Responsibility : Mike Frenette	(2)
+ Lead Responsibility : Robin	(4)

Local intranet | 100%

Local intranet | 100%

start Microsoft Office O... Microsoft PowerPoint ... Internet Explorer 9:18 AM

Home - RRP - HRM Revenue Resolution Program - "SuPeR" - Windows Internet Explorer

File Edit View Favorites Tools

Home Documents & Settings

Sierra Systems

RRP - HRM Revenue Resolution Program Repository

Documents

- Program Planning
- Program Procedures and Processes
- Contracts

Pictures

- Program Team Pictures
- Other Pictures

Lists

- Contacts
- Change Control
- Expense Tracking
- Lessons Learned
- RRP Projects
- WEEKLY TIME SHEETS

Discussions

- General Discussions
- Questions for Hansen
- Questions for HRM-IT
- Questions for HRM Web Services, other
- Contract Discussions

Surveys

- Food Preferences

start

Home - RRP - HRM Re... https://km.sierrasy...

?/default.aspx

Home - RRP - HRM Revenue Resolution Program - "SuPeR"

Modify My Page

Action Items

Title

Retirement

Technical

Add new

Links

HRM Home

Local intranet

100%

9:18 AM

Home - RRP - HRM Re... https://km.sierrasy...

?/default.aspx

Home - RRP - HRM Revenue Resolution Program - "SuPeR"

Modify My Page

Action Items

Title

Retirement

Technical

Add new

Links

HRM Home

Local intranet

100%

9:18 AM

The screenshot shows a Windows Internet Explorer window displaying a SharePoint site titled "Home - RRP - HRM Re...". The page lists various document libraries and discussion forums. A red circle highlights the "Contacts" link under the "Lists" section. The browser's address bar shows the URL as "?/default.aspx". The status bar at the bottom right indicates "100%" and "9:18 AM". The background of the desktop shows a "Sierra Systems" logo and a "RRP - HRM Revenue Resolution Program Repository" folder.

Contacts - Windows Internet Explorer

File Edit View Favorites Tools Help

Google Bookmarks 48 blocked Settings

Home Documents & Lists Create Site Settings Help Training About Template

RAVE - Records and Registries Add Value to e-Health

Contacts

Select a View

All Contacts (highlighted)

By Parent Organization

SharePoint Access, Collapsed

By Project, Collapsed (highlighted)

Addresses

Actions

Add to My Links

Alert me

Export to spreadsheet

Modify settings and columns

Count = 47

+ Project : (16)

+ Project : CR (1)

+ Project : EHR (3)

+ Project : EHR-CM (2)

+ Project : EHR-Privacy (2)

+ Project : EHR-TA (4)

+ Project : iEHR/Lab (6)

Count = 31

Ray iEHR/Lab Test Lead iEHR

Brian iEHR/Lab Application Architect

Debbie iEHR/Lab Project Manager, iEHR Project

Tracey iEHR/Lab Application Specialist

Barry iEHR/Lab JCAPS Specialist, iEHR & Registries

Sue iEHR/Lab Business Analyst, iEHR Project

(902) 28707

(902) 49867

(902) 20492

(902)

(902)

Local intranet

100%

This screenshot shows a comparison between two versions of a SharePoint contacts list interface. The left side displays the classic 'Windows Internet Explorer' style interface, while the right side shows a modern 'SharePoint' style interface. Both interfaces are titled 'Contacts' and show a list of contacts categorized by project. The left interface has several items circled in red: 'All Contacts' (under 'Select a View'), 'By Project, Collapsed' (under 'Select a View'), and 'By Project, Collapsed' (under 'Actions'). The right interface has a large red circle drawn around the entire contact list table.

File Edit View Favorites Tools Help

Google Go Bookmarks Check Settings

Windows Live Hotmail Current local time in Mumbai ... Glossary of Terms

Home Documents & Lists Create Site Settings Help Training About Template Up

RAVE - Records and Registries Add Value to e-Health

Glossary of Terms

Select a View

Sorted by Term

Sorted by Project

Sorted by Category2

Actions

- ▶ Add to My Links
- ▶ Alert me
- ▶ Export to spreadsheet
- ▶ Modify settings and columns

New Item | Filter | Edit in Datasheet

Term	Description	Category1	Category2	F
Count = 18				
Active Integration	Generally refers to front-end integration. This mode is typically used when integrating the Client Registry search components with the existing stakeholder ADT systems.	Registries		
ADT	Admitting, Discharge and Transfer. The hospital information system that performs these three basic functions of the admitting department that facilitates keeping track of clients throughout their hospital stay.	General		
CHI	Canada Health Infoway. Infoway is an independent, not-for-profit corporation that represents a strategic response by federal, provincial and territorial governments to the various health information and technology initiatives (particularly in the area of EHR solutions) that are underway across Canada. Infoway's immediate priority is to foster and accelerate the development and adoption of cost-effective, sustainable and effective EHR solutions with compatible standards and communication technologies across Canada. For more	General		

Done Local intranet 100%

Home - RRP - HRM Revenue Re... Internet Explorer - "km.sier... - Windows Internet Explorer

File Edit View Favorites Tools

Home Documents & Settings Sierra Systems RRP - HRM Revenue Sharepoint Program Repository

Documents

- Program Planning
- Program Procedures and Processes
- Contracts

Pictures

- Program Team Pictures
- Other Pictures

Lists

- Contacts
- Change Control
- Expense Tracking
- Lessons Learned
- RRP Projects

WEEKLY TIME TRACKERS

Links

- HRM Web Services
- Hansen
- Sierra Solutions
- prosci.com

Discussions

- General Discussions
- Questions for Hansen
- Questions for HRM-IT
- Questions for HRM Web Services, other
- Contract Discussions

Surveys

Food Preferences

start

Home - RRP - HRM Re... https://km.sierr...

Home - RRP - HRM Revenue Sharepoint Program Repository

Discussions

General Discussions

Questions for Hansen

Questions for HRM-IT

Questions for HRM Web Services, other

Contract Discussions

HRM Web Services

Hansen

Sierra Solutions

prosci.com

Add new discussion

Online

None of the members are online.

Not Online

- Angie
- Brian
- Cathy
- Cathy
- Chuck
- Cindy
- Daya
- Della
- Denn

Local intranet

Point ...

3 Internet Explorer

9:18 AM

100%

The screenshot shows a Microsoft Internet Explorer window displaying a SharePoint page titled "Home - RRP - HRM Revenue Sharepoint Program Repository". The page content is a list of discussions categorized under "Discussions". A red circle highlights the "Discussions" section in the left navigation bar. The main content area lists several discussion topics: "General Discussions", "Questions for Hansen", "Questions for HRM-IT", "Questions for HRM Web Services, other", and "Contract Discussions". To the right of the main content, there is a sidebar with sections for "Online" and "Not Online" users, and a "Members" list which is currently empty. The status bar at the bottom shows "Local intranet", "Point ...", "3 Internet Explorer", and the time "9:18 AM".

Frequently Asked Questions - Windows Internet Explorer

https://km.sierr

File Edit View Favorites Tools Help

Google

Settings

Windows Liv... Current loca... Frequen... X

Home Documents & Lists Create Site Settings Help Training About

RAVE - Records and Registries Add Value to e-Health

Frequently Asked Questions

Select a View

Threaded

Flat

Actions

Add to My Links

New Discussion | Expand/Collapse

Subject

+ Is there a Project Start-up Guide?

+ How do I rename, delete, check in, check out a document in SharePoint?

Local intranet

100%

Home - RRP - HRM Revenue Resolution Program - "SuPeR" - Windows Internet Explorer

https://km.sierrasystems.com/clientprojects/HAL_HRM-RSIP/default.aspx

File Edit View Favorites Tools I » Google Settings Links Customize Links

Home - RRP - HRM Revenue Resolution Program - "Su..."

Home Documents & Lists Create Site Settings Help Training About Template

Sierra Systems

RRP - HRM Revenue Resolution Program Repository

Documents

- Program Planning
- Program Procedures and Processes
- Contracts

Pictures

- Program Team Pictures
- Other Pictures

Lists

- Contacts
- Change Control
- Expense Tracking
- Lessons Learned
- RRP Projects

WEEKLY TIME SHEETS

Links

- HRM
- Hansen
- Sierra
- prospective

Discussions

- General Discussions
- Questions for Hansen
- Questions for HRM-IT
- Questions for HRM Web Services, other
- Contract

Surveys

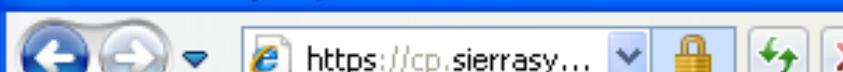
Food Preferences

Della
Denn

Local intranet 9:18 AM 100%

The screenshot shows a Microsoft Internet Explorer window displaying a SharePoint page titled "Home - RRP - HRM Revenue Resolution Program - 'SuPeR'". The page URL is https://km.sierrasystems.com/clientprojects/HAL_HRM-RSIP/default.aspx. The browser's address bar also shows this URL. The SharePoint navigation bar includes links for Home, Documents & Lists, Create, Site Settings, Help, Training, and About Template. On the left, there is a vertical navigation menu with sections for Documents, Pictures, Lists, and Links. The "Surveys" section is highlighted with a red oval. A blue callout box is overlaid on the page, containing a back arrow, a forward arrow, a search bar with the URL https://km.sierr..., a star icon, a plus icon, and another link to "Home - RRP - HRM Revenue Resolution Program - 'Su...'. Below this, the word "Surveys" is displayed in large blue letters, followed by "Food Preferences". The status bar at the bottom shows "Local intranet" and the time "9:18 AM".

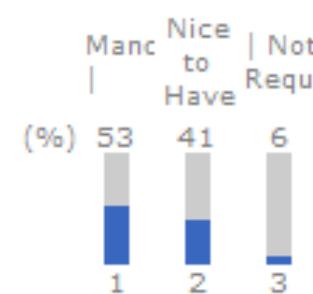
Cross-Company Communities of Interest Survey - Windows Internet Explorer



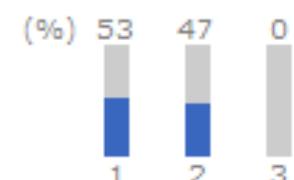
4. Section 2: Access to a team of experts:

Please indicate "Mandatory," "Nice to have", or "Not required" for each of the following functions:

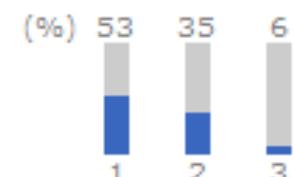
Discussion board



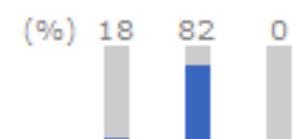
Self identified members list



Self-identified "experts" list



Various other views of the members list (such as location, certifications, etc.)



Home - RRP - HRM Revenue Resolution Program - "SuPeR" - Windows Internet Explorer

https://km.sierrasystems.com/clientprojects/HAL_HRM-RSIP/default.aspx

File Edit View Favorites Tools | Google | Settings | Links | Customize Links

Home - RRP - HRM Revenue Resolution Program - "Su..."

Home Documents & Lists Create Site Settings Help Training About Template

Sierra Systems

RRP - HRM Revenue Resolution Program - "SuPeR"

Sharepoint Program Repository

Document

- Program Planning
- Program Procedures and Processes

Home Schedule Deliverables My Items Management Working Docs

RRP RRP

Home - RRP - HRM Revenue Resolution Program - "SuPeR" - Windows Internet Explorer

https://km.sierrasystems.com/clientprojects/ HAL_HRM-RSIP/default.aspx

Google

Home - RRP - HRM Revenue Resolution Program - "Su..."

Home Schedule Deliverables My Items Management Working Docs

RRP RRP

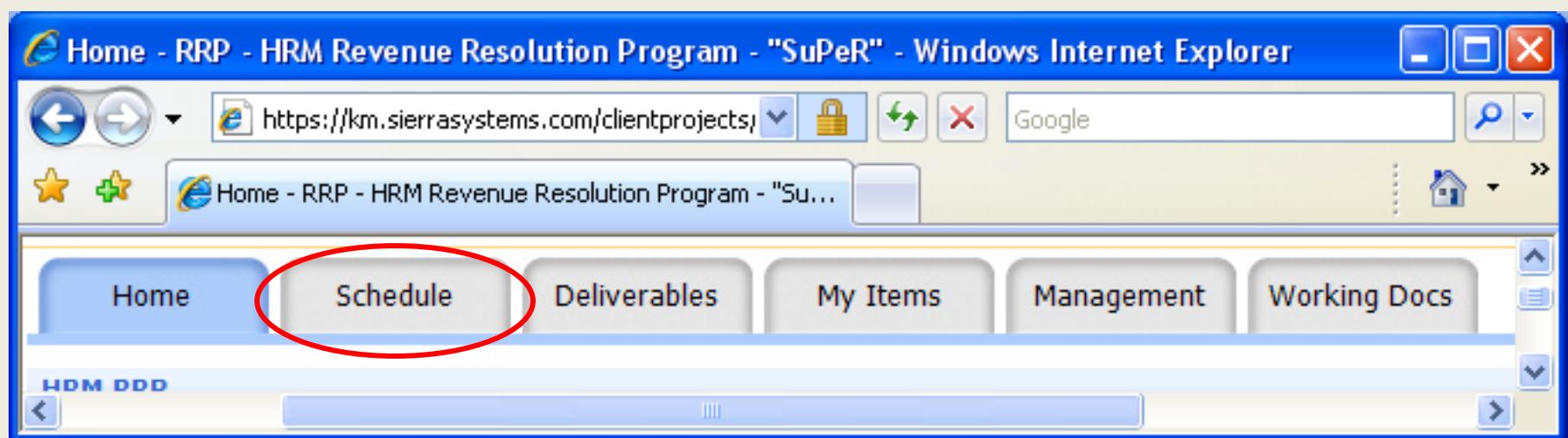
Cindy Daya Della Denn

Local intranet

start Microsoft Office O... Microsoft PowerPoint... Internet Explorer

9:18 AM

The image shows a Windows operating system desktop with two instances of the 'RRP - HRM Revenue Resolution Program - "SuPeR"' application running side-by-side. Both windows have a blue title bar with the same text and URL. The top window is a full SharePoint site view, while the bottom window is a simplified version of the same interface. Both windows feature a horizontal navigation bar with several tabs: Home, Schedule, Deliverables, My Items, Management, and Working Docs. A red oval has been drawn around the 'Home' tab in the top window's navigation bar. The bottom window also has a 'Home' tab highlighted. The taskbar at the bottom of the screen shows other open applications like Microsoft Office and Internet Explorer.



Home - RAVE - Records and Registries Add Value to e-Health - Windows Internet Explorer

File Edit View Favorites Tools Help

Google Bookmarks 48 blocked Check AutoLink AutoFill Send to

Settings

Documents Project Forms and Templates Project Procedures and Processes Technical Architects Library News EHR PowerPoint Presentations PMO Library Orientation Pictures Project Team Pictures Lists Contacts Lessons Learned EHR Projects Timesheets Stakeholder List Project Deliverables Stakeholder Engagement Calendar Glossary of Terms Discussions General Discussions Frequently Asked Questions Surveys Teamsite name suggestions Vote

Home Schedule Deliverables My Items Management Working Docs

Vacations, Absences and recurring meetings

< March 2008 >

Sun	Mon	Tue	Wed	Thur	Fri	Sat
24	25	26	27	28	29	1
			Brian D. on Vacation - va mon			
		Barry	JCaps Training		CM & Privacy Weekly Status	
	Fiona - away				TA Weekly Status	
	more...				more...	
2	3	4	5	6	7	8
			Barr	JCaps Training		
	PMO Status Meeting - Verbal				Fiona - Vacation	
				Rob	Vacation	
				more...		
9	10	11	12	13	14	15
			Mike Frenette - vacation - March Break			
	Fiona - Vacation				Margo Ross - vacation	
	Margo	- vacation			CM & Privacy Weekly Status	
	PMO Status Meeting - Written				more...	
16	17	18	19	20	21	22
	Fiona - away			Cheryl - Out of the Office	Good Friday	
	PMO Status Meeting - Verbal				Michelle G. - vacation	
					Eliz - Off-Site	
					CM & Privacy Weekly Status	
					more...	
23	24	25	26	27	28	29
	Easter Monday	Kathi Benard			Don	on vacation
	PMO Status Meeting - Written				CM & Privacy Weekly Status	

https://km.sierrasystems.com/clientprojects/ALR_EHRP/Tab2.aspx

Local intranet

100% 11:10 PM

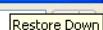
Vacations, Absences and recurring meetings - Windows Internet Explorer



File Edit View Favorites Tools Help

Google

Vacations, Absences and recurring meetings



Home Documents & Lists Create Site Settings Help Training About Template

Up to SKN



RAVE - Records and Registries Add Value to e-Health Vacations, Absences and recurring meetings



Select a View

List View

Calendar View

Future Vacations/Absences Only

Print View by Person/Meeting Name

Print View by Date

Pool Updated

Pool Updates Outstanding

Approve/reject Items

My submissions

Actions

>Add to My Links

Alert me

Export to spreadsheet

Modify settings and columns

Use this calendar to show project team member absences and to show recurring meetings. This calendar does not replace Outlook calendar appointments, and is meant only to show the team when regular meetings are occurring.

New Item | Filter | Edit in Datasheet | Link to Outlook

Title	Location	Begin	End	Approved by	Central Res Pool Updated?	Tracking s/s updated
Trevor [REDACTED] Vacation		14/12/2007 12:00 AM	15/12/2007 12:00 AM	Yes		Yes
Robin S. on Vacation		20/12/2007 12:00 AM	05/01/2008 12:00 AM	Yes		Yes
Robin [REDACTED] Vacation		20/12/2007 12:00 AM	06/01/2008 12:00 AM	Yes		Yes
Mike Frenette on Vacation		21/12/2007 12:00 AM	02/01/2008 11:55 PM	Yes		Yes
Elly on vacation		21/12/2007 12:00 AM	02/01/2008 12:00 AM	Yes		Yes
Debbie [REDACTED] Vacation		24/12/2007 12:00 AM	02/01/2008 12:00 AM	Yes		Yes
Carole - Vacation Dec 22 - Jan 1		24/12/2007 12:00 AM	02/01/2008 12:00 AM	Yes		Yes
Steve [REDACTED]		24/12/2007 12:00 AM	02/01/2008 12:00 AM	Yes		Yes
Fiona [REDACTED] vacation		24/12/2007 12:00 PM	01/01/2008 4:00 PM	n/a		n/a
Kathi [REDACTED] on vacation		27/12/2007 12:00 AM	02/01/2008 12:00 AM	Yes		n/a
Trevor [REDACTED] Vacation		27/12/2007 12:00 AM	30/12/2007 12:00 AM	Yes		
Ken [REDACTED] - Vacation		27/12/2007 12:00 AM	02/01/2008 12:00 AM	Yes		
Cheryl on vacation		27/12/2007 12:00 AM	02/01/2008 12:00 AM	Yes		Yes
PMO Status Meeting - Written	6th Floor Boardroom	14/01/2008 1:30 PM	16/04/2046 3:30 PM			
PMO Status Meeting - Verbal	6th Floor Boardroom	14/01/2008 1:30 PM	14/01/2008 3:30 PM			
Registry Team Status Meetings		18/01/2008 9:30 AM	01/01/2010 10:30 AM			
Infoway Status Meeting		18/01/2008 11:00 AM	20/04/2046 12:00 PM			
iEHR Team Status Meetings		18/01/2008 11:00 AM	01/01/2010 12:00 PM			
PMO Status Meeting - Verbal	6th floor Boardroom	21/01/2008 1:30 PM	23/04/2046 3:30 PM			
PMO Status Meeting - Written	6th floor Boardroom	21/01/2008 1:30 PM	21/01/2008 3:30 PM			

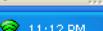


start

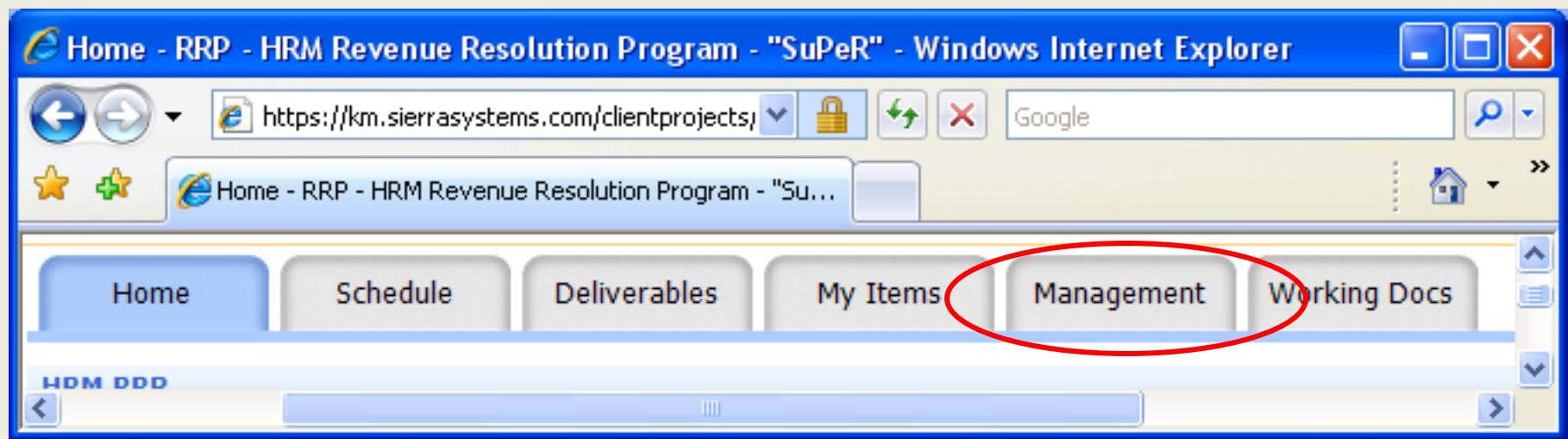


Local intranet

100%



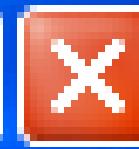
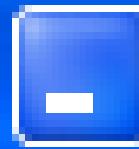
11:12 PM







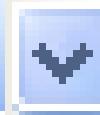
Home - RAVE - Recor...



https://km.sierr



Home - RAVE - Records an...



Decision Log



New Item |



Filter



Decision Log - New Item - Windows Internet Explorer

https://km.sierrasystems.cc

Google

Google Settings Links File Edit View Favorites Tools Help

Decisio... Page Tools ?

Save and Close | Attach File | Go Back to List

*

A A B I U | [Rich Text Editor toolbar]

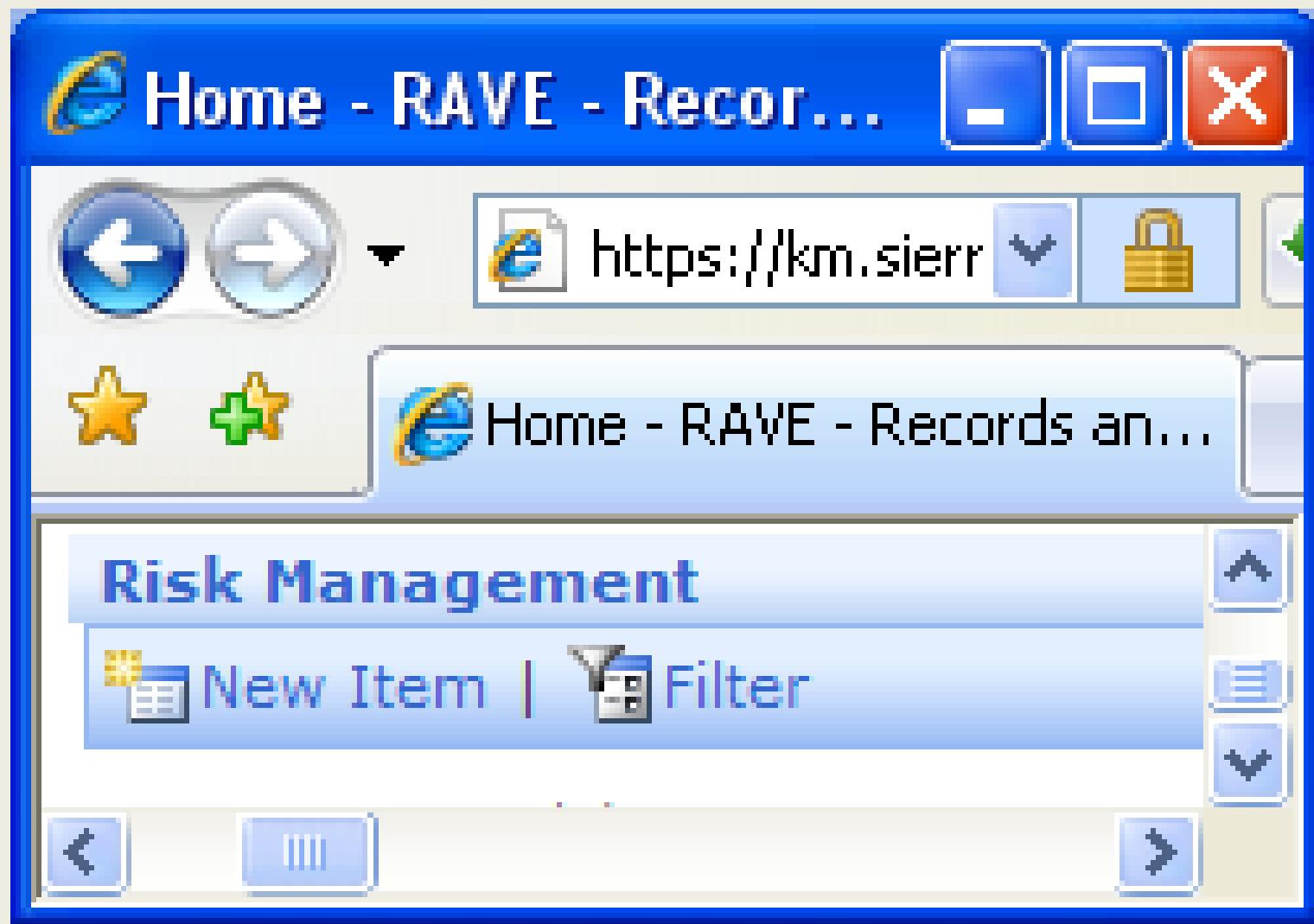
A A B I U | [Rich Text Editor toolbar]

(None) (None) CR EHR EHR-CM EHR-Privacy EHR-TA iEHR/Lab PMO PR Registries

1/YYYY format.

own value:

(None)



Risk Management - New Item - Windows Internet Explorer



[Save and Close](#) | [Attach File](#) | [Go Back to List](#)

(None)

(None)

(None)

Business Risks/Requirements

Business Risks/Requirements

Business Risks/Client Environment

Business Risks/Contract

Business Risks/Liability

Business Risks/External Factors

Project Risks/Methodology

Project Risks/Project Management

Project Risks/Skills

Project Risks/Schedule

Project Risks/Staffing

Project Risks/Communication

Project Risks/User Community

Project Risks/Effort Estimates

Funding Risks/Funding

Architecture Risks/Architecture Design

Architecture Risks/Technical Architecture

Logistical Risks/Build

Logistical Risks/Test

Logistical Risks/Conversions

Risk Class/Type



Home - RAVE - Records ...



https://km.sierr...



Home - RAVE - Records an...

ures

Project Management Library



New Document



Upload D



ary

Type Name



Deliverables, Scope, and As

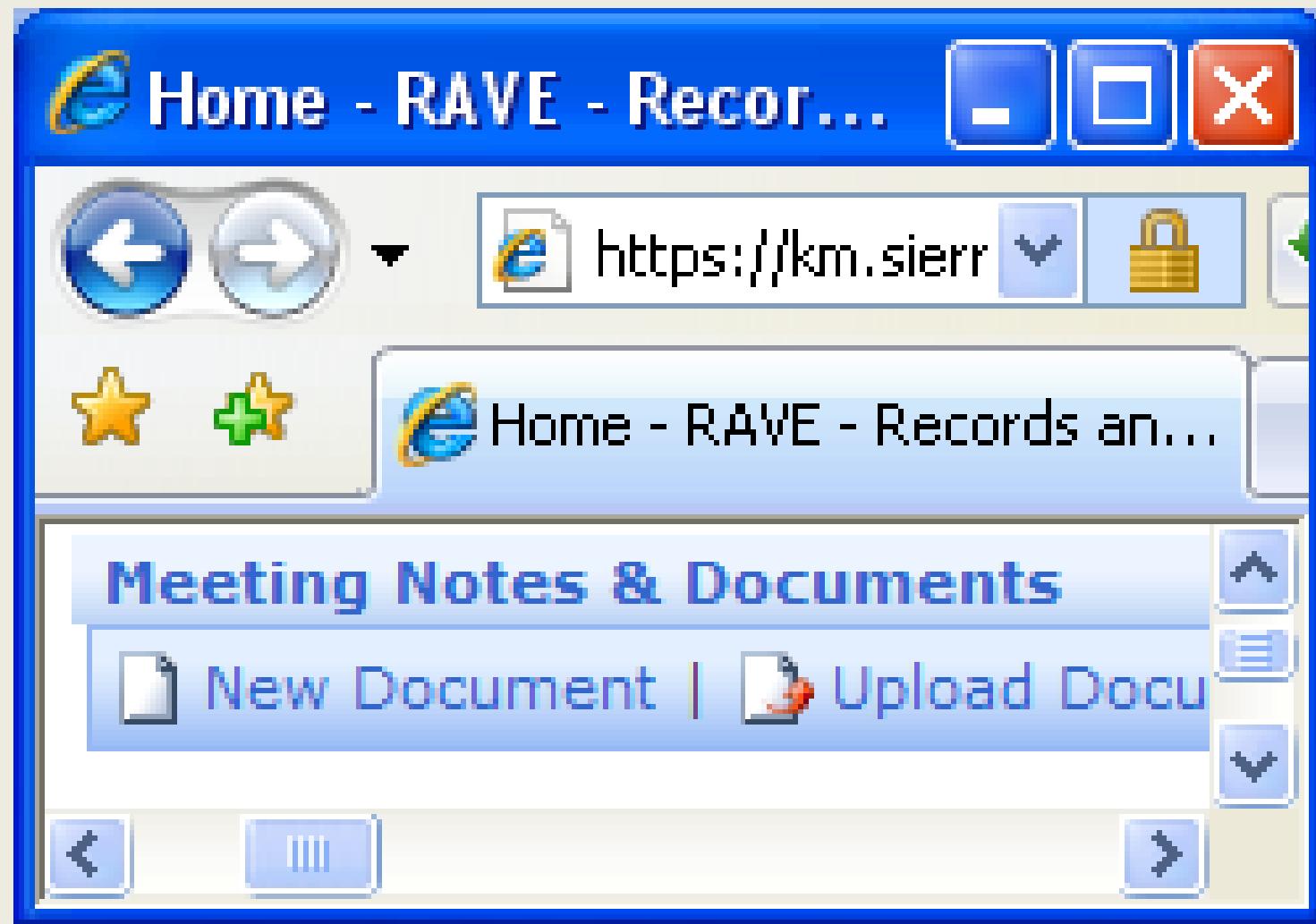


MS Project Plans

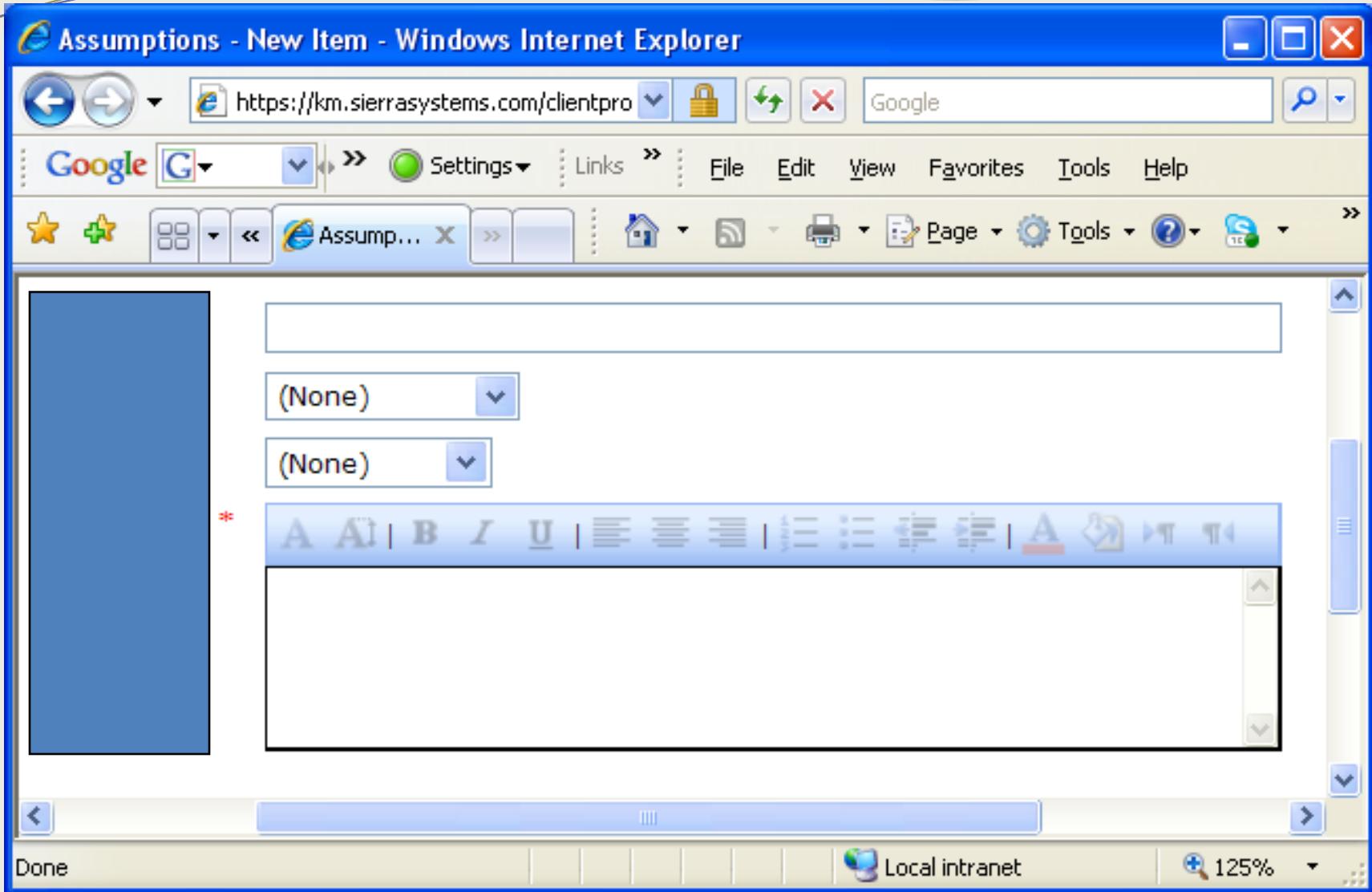


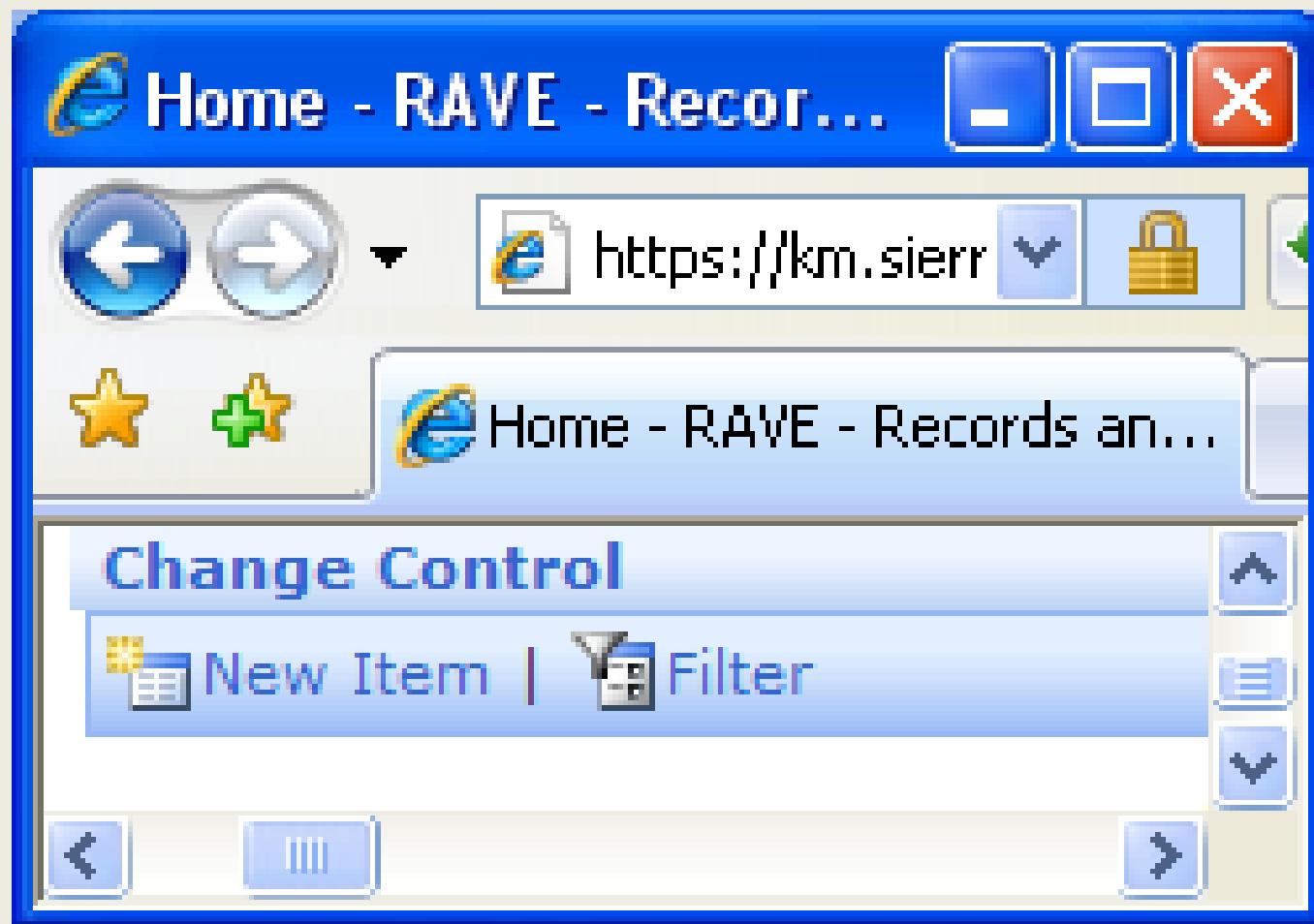
t













Issues - New Item - Windows Internet Explorer

https://km.sierrasystems.com/clientprojects/ALR_EHRP/Lists/Issues

File Edit View Favorites Tools Help

Google

CR

(None)

(None)

Status

Active

Active

Resolved

Closed

Escalated to the PMO

Escalated to the Portfolio Manager

Type the Issue ID of one issue

(2) Normal

Virtuous Virtual Communication

Rid Yourself of Email Hades!

- Use Content Subscriptions
 - Alerts in SharePoint
 - “Tell me when [*something*] is added” in DotNetNuke
 - Create “Mandatory subscription rules”
- Avoid sending document attachments
 - Include links to the collaborative site in emails
 - Asynchronous error correction – a nice feature
 - Consider not sending emails at all when posting items in mandatory subscription areas
- Motivate team members to subscribe!

Encourage Subscription

Keep useful information on your site

Home - OnePMI Website Project - Windows Internet Explorer

http://www.onepmi.org/sharepoint/onePMI/default

Google

CompID Participating? Component Chapter Size as of Dec 2007 Cont

Count = 25

Participating? : 1 - In production use (6)

Count	1	In production use	Component	Chapter	Size as of Dec 2007	Cont
1,009	1	- In production use	PMI Durham Highlands Chapter		486	
1,000	1	- In production use	PMI Mile Hi Chapter		3,040	
1,023	1	- In production use	PMI Newfoundland & Labrador		135	
1,025	1	- In production use	PMI North Saskatchewan Chapter		133	Chris Schw Prof Dev
1,015	1	- In production use	PMI Nova Scotia		429	
1,002	1	- In production use	PMI Rio Grande Chapter		347	

Participating? : 2 - Ramping up (3)

Count = 3

Announcements - New Item - Windows Internet Explorer

http://www.onepmi.org/sharepoint/onePMI/Lis

Announcements: New

Save and Close | Attach File |

Title * Free Beer After Work!!

Body

A A¹ | B I U |

Why Alerts Are Better than Emails

WSS 2.0 Alert – text of posting not included

The screenshot shows an email client window with the following details:

- Subject:** [SPAM] Olympic VAN Speaker has been added by Dean, Paul - Message (...)
- From:** BOD [SKNAAlerts@SierraSystems.com]
- To:** ipp@pmi.ns.ca
- Cc:** (None)
- Sent:** Mon 3/24/2008 8:25 AM
- Subject:** [SPAM] Olympic VAN Speaker has been added by Dean, Paul

The message body contains the following text, with several parts circled in red:

- Alert result**
https://km.sierrasystems.com/clientprojects/ATL_PMINSChapter/BOD - BOD
- General Discussion Summary**
Olympic VAN Speaker was added by [REDACTED] Paul at 24/03/2008 8:23.
- Go to [My Alerts](#) to edit, delete, or view your alerts.

Why Alerts Are Better than Emails

MOSS 2007 Alert – includes text of posting

From: PMI Technology Member Advisory Group [TechMAG@pmi.org] Sent: Wed 7/22/2009 12:39 AM
To: ● Frenette, Michael
Cc:
Subject: FW: TechMAG intro Comments - Requirements Specifications

info

From: PMI TechMAG (Technology Member Advisory Group)[SMTP:DO_NOT_REPLY_VC@PMI.ORG]
Sent: Tuesday, July 21, 2009 11:35:17 PM
To: PMI Technology Member Advisory Group
Subject: TechMAG intro Comments - Requirements Specifications
Auto forwarded by a Rule

PMITechMAG (Technology Member Advisory Group)

Requirements Specifications has been added

[Modify my alert settings](#) [View Requirements Specifications](#) [View Comments](#) [Mobile View](#)

Title: Requirements Specifications

Body: Dear Joy, nice way to explain the importance of Reqs Gathering !

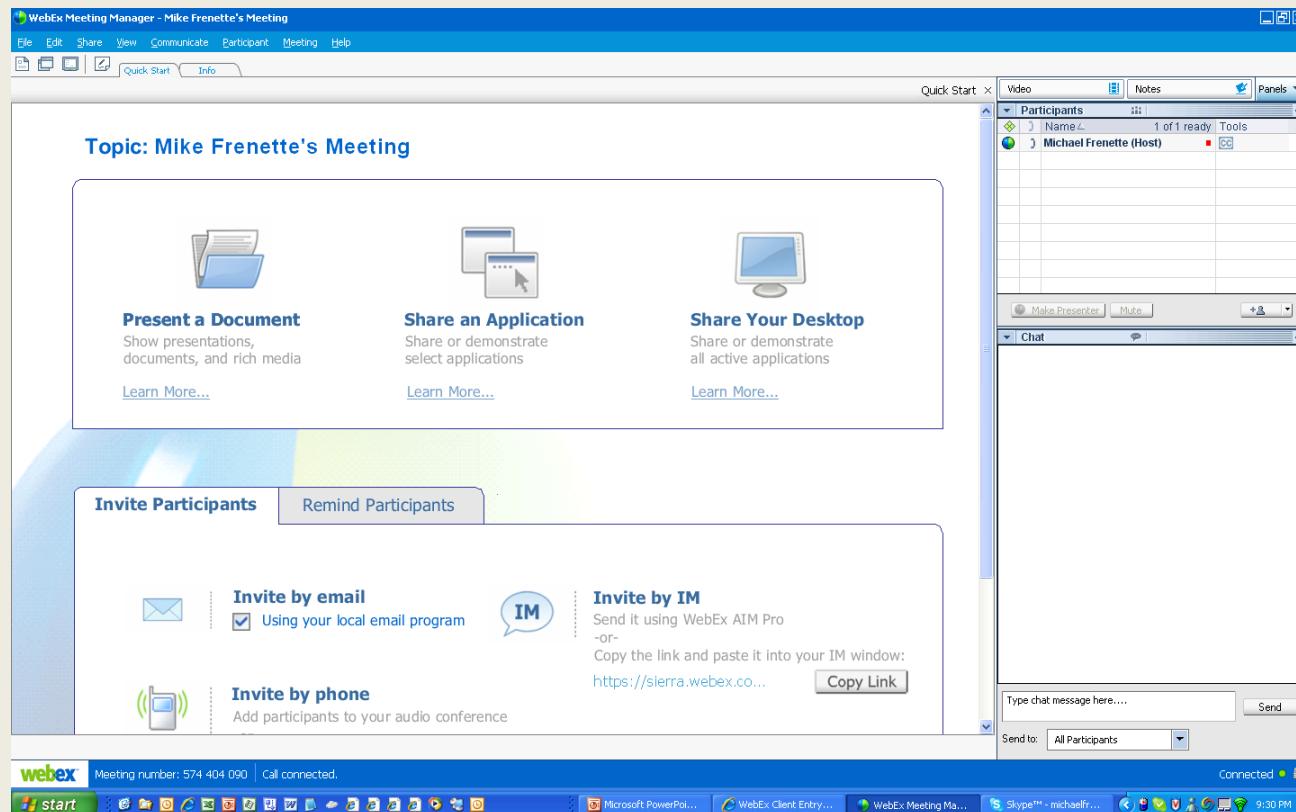
Post Title: Requirements Specifications

Agenda

- Today's Communication Tools for the Virtual Team
 - Collaborative Portals
 - Desktop Sharing
 - Integrated Teleconferences
 - Vertical Portals – Focus on Projects
- A Final Word About Virtual Teams

Desktop sharing

Communicating with your team



Desktop Sharing Tools

- Several options
 - Go to MY PC
 - WebEx
 - NetMeeting
 - Adobe Connect
 - Others....

Definition

- Desktop sharing allows:
 - you to share your computer screen over the internet with other people not in your office
 - you to provide control to a remote participant
 - a remote participant to share his/her desktop
- Sometimes also has features such as:
 - integrated teleconferencing, regular or VOIP
 - notation and whiteboard functions
 - video and sound
 - recording functions



Topic: Mike Frenette's Meeting



Present a Document

Show presentations, documents, and rich media

[Learn More...](#)

Share an Application

Share or demonstrate select applications

[Learn More...](#)

Share Your Desktop

Share or demonstrate all active applications

[Learn More...](#)

Invite Participants

Remind Participants



Invite by email

Using your local email program



Invite by IM

Send it using WebEx AIM Pro

-or-

Copy the link and paste it into your IM window:

<https://sierra.webex.co...>

[Copy Link](#)

Invite by phone

Add participants to your audio conference

Quick Start

Video

Participants

Notes

Panels

Name	1 of 1 ready	Tools
Michael Frenette (Host)		

Make Presenter Mute

Chat

Type chat message here....

Send to: All Participants

Please join now, meeting in progress: Mike Frenette's Meeting - Message (HTML)

To...
Cc...
Subject: Please join now, meeting in progress: Mike Frenette's Meeting

Please join my meeting that is currently in progress.

Topic: Mike Frenette's Meeting |
Meeting Number: 574 404 090
Meeting Password: webmeeting

To join the online meeting

1. Go to <https://sierra.webex.com/sierra/e.php?AT=WMI&MK=574404090&PW=61d9f10555505e51091f03015e>
2. Enter your name and email address.
3. Enter the meeting password: webmeeting
4. Click "Join".
5. Follow the instructions that appear on your screen.

To join the teleconference only

Provide your phone number when you join the meeting to receive a call back. Or, call the number below and enter the meeting number.

Call-in toll-free number (US/Canada): 866-469-3239
Call-in toll number (US/Canada): 1-650-429-3300
Toll-free dialing restrictions: http://www.webex.com/pdf/tollfree_restrictions.pdf

Presenting, Annotating & Emphasizing

WebEx Meeting Manager - Mike Frenette's Meeting

File Edit Share View Communicate Participant Meeting Help

Quick Start Info NS EHR - Status ...

1

2

3

4

5

6. Provider Registry

- 6.1. Conduct current state meeting with all three Provider Associations
- 6.2. Continue work on plan, scope and deliverables

7. Privacy

- 7.1. Continue to review existing documentation
- 7.2. Continue to develop Integrated Privacy Deliverables plan
(Note that the Privacy Lead is due to be absent due to Paternity Leave)

E. Items Requiring Management Attention

Any items requiring management attention should be mentioned here. This area is to be used for expediting decisions, actions on Change Requests, noting decisions required, late sign-offs, late action items, etc.

1. Registries

- No internal resource identified as Initiate Technical Specialist, Initiate recommends they be trained and be on the team from day 1 of the implementation project (**Action Item #150**)
- Still missing data quality resource. Who will be creating those activities in the Solution Integration Plan? (**Action item #155**)
- No answer from Meditech re: active integration. Don has a call in to Eric Laird. Also, unknown how to proceed with planning for Meditech passive integration without the results of the decision request. (**Action Item #151**)

2. eEHR

- The McKesson workshop raised questions concerning the application architecture that need to be resolved to support the planning; e.g., storage of the eCID and ePID, access control functionality supported, and client and provider registry integration (storage of demographics).

3. Technical Architecture

- Results from Decision Request 004 (Meditech Message Interfaces) – this decision is required by January 31, 2008.
- Results from Decision Request 006 (Meditech Active/Invasive Interfaces) – this decision is required by February 1, 2008.

E. MAJOR MILESTONES & DELIVERABLES

Scheduled Milestone OR Deliverable Date	Forecasted Milestone or Deliverable Date	Percent Complete (Deliverables only)	Actual Date Deliverable Completed or Milestone Reached
Feb 29, 2008			
Feb 13, 2008		40%	

Letting Others Present

A screenshot of a video conferencing application interface. On the left, a vertical sidebar shows the word "desktop" partially visible. The main window has a blue header bar with three icons in the top right corner. Below the header is a toolbar with a "Quick Start" button and a "Panels" dropdown menu. The main content area is titled "Participants". A red circle highlights a context menu that has popped up over a participant's row. The menu is titled "Change Role To" and includes the following options: "Presenter", "Host", and "Closed Captionist". Other menu items like "Pass Mic", "Chat", "Mute", "Unmute", "Mute All", "Unmute All", and "Privilege..." are also listed.

Quick Start X

Participants

1 of 1 ready

Tools

Change Role To

- Presenter
- Host
- Closed Captionist

Pass Mic

Chat

Mute

Unmute

Mute All

Unmute All

Privilege...

Recording Your Sessions

Sierra Systems Group Inc. WebEx Enterprise Site - Windows Internet Explorer
https://sierra.webex.com/mw0304l/mywebex/default.do?service=1&siteurl=sierra&main_url=%2Fmc0705%2Fe.do%3Fsiteurl%3D:

File Edit View Favorites Tools Help
Google Settings

Sierra Systems Group Inc. WebEx Enterprise Site

Sierra Systems About Us | Careers | Alliances | Library | Media Room | Locations | Contact Us Log Out

New User Reference

Attend a Meeting
Browse Meetings
Unlisted Meeting
Register

Host a Meeting
Schedule a Meeting
Audio Only
My Meetings
One-Click Meeting
My Recorded Meetings

Set Up

Assistance
Help
Support
Training

My Recorded Meetings

Search: Search [see PM CoE recording] Total: 7 recordings

Topic	File Size	Create Time	Duration	Format	Actions
One PMI Participating Chapter WebEx meeting-20080312 1906	62.24MB	12/03/08 6:12 pm	1 hour 53 minutes	ARF	[
OnePMI Presentation and Demonstration-20071204 1608	62.99MB	04/12/07 1:27 pm	1 hour 7 minutes	ARF	[
OnePMI to SharePoint linking-20071119 0010	25.150000000000002MB	18/11/07 9:03 pm	22 minutes	ARF	[
Mike Frenette's Meeting-20071111 1912	535KB	11/11/07 4:57 pm	2 minutes	ARF	[
Mike Frenette's Meeting-20071109 1729	19.68MB	09/11/07 2:02 pm	28 minutes	ARF	[
OnePMI Presentation & Demonstration-20071029 1948 This is a presentation and demonstration of the OnePMI application. The application was created by ...	67.96000000000001MB	29/10/07 4:48 pm	1 hour 32 minutes	ARF	[
Mike Frenette's Meeting-20071029 1654	9.31MB	29/10/07 2:12 pm	12 minutes	ARF	[

Add recording Password required

javascript:doPlayback(21774617,D1B3AFAA113EB1D60C0F314F156F995FB66A78CCE824E0865F2878728DC0B991');

Internet 100%

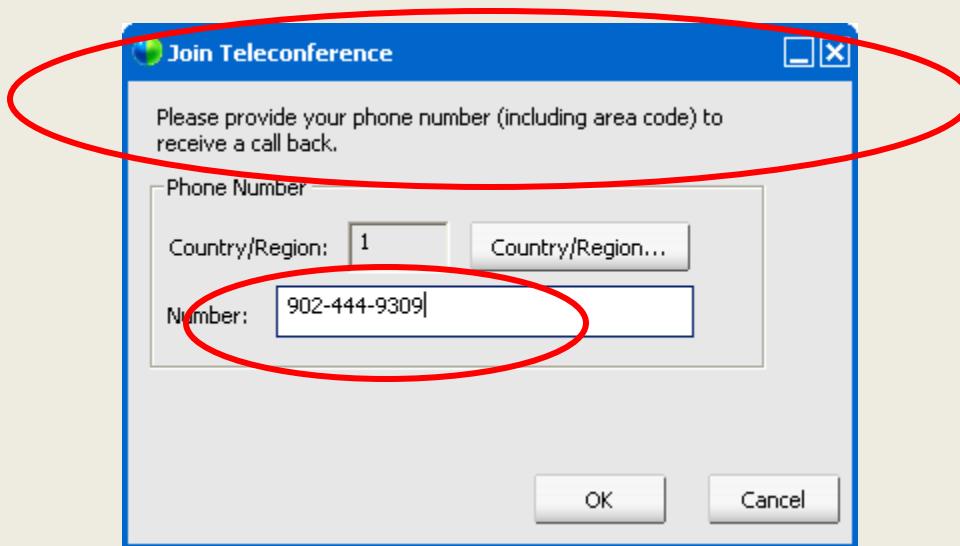
Agenda

- Today's Communication Tools for the Virtual Team
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Definition

- Integrated Teleconferences mean the desktop sharing session is “teleconference aware”:
 - Matches names to voices
 - Provides a facility to for those who join the webinar session to enter their phone number, thus the name and call are associated
 - Calls participants if desired for automatic “joining” of screen name with teleconference name into one item
 - Presentation screens and audio over the teleconference are recorded together

Some products call your participants, and associate their name with their phone icon so you can...

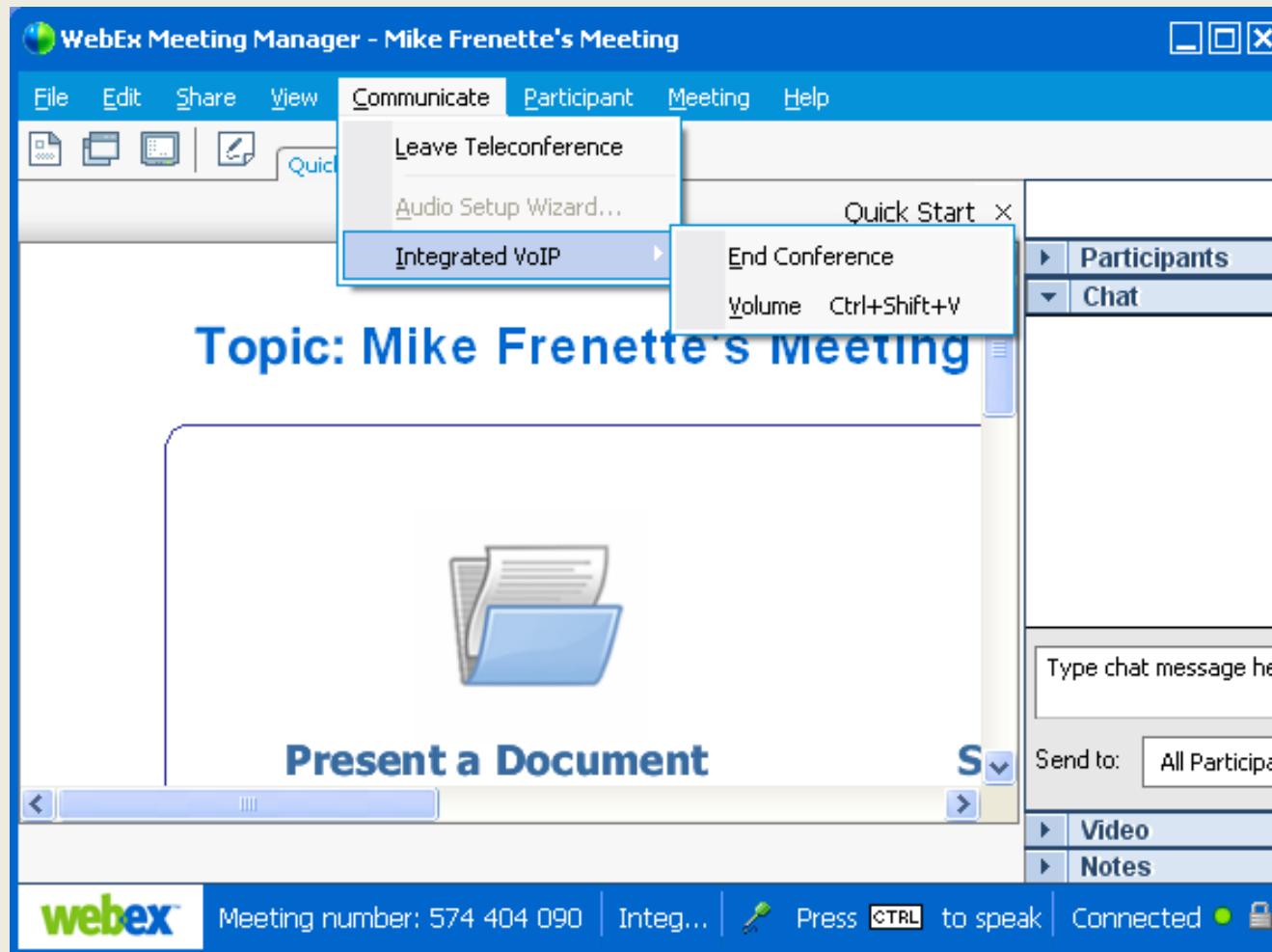


Know Who Is Talking

The screenshot shows a video conferencing interface with the following elements:

- Top Bar:** Includes window control buttons (minimize, maximize, close) and a "Panels" dropdown menu.
- Toolbar:** Features "Video" (with camera icon), "Notes" (with pen icon), and "Panels" buttons.
- Participants Section:** Titled "Participants" with a dropdown arrow. It lists "Name" and "Tools".
 - Host:** Michael Frenette (Host) is listed with a green globe icon and a red square status indicator.
 - Participant:** Bud is listed with a blue globe icon and a green circle status indicator. This row is highlighted with a thick red oval.
- Control Buttons:** At the bottom of the participant list:
 - "Make Presenter" button (gray icon).
 - "Mute" button (muted speaker icon).
 - A "plus user" button with a dropdown arrow.
- Bottom Bar:** Includes a "Chat" button (speech bubble icon) and a "Connected" status indicator with a green dot and a lock icon.

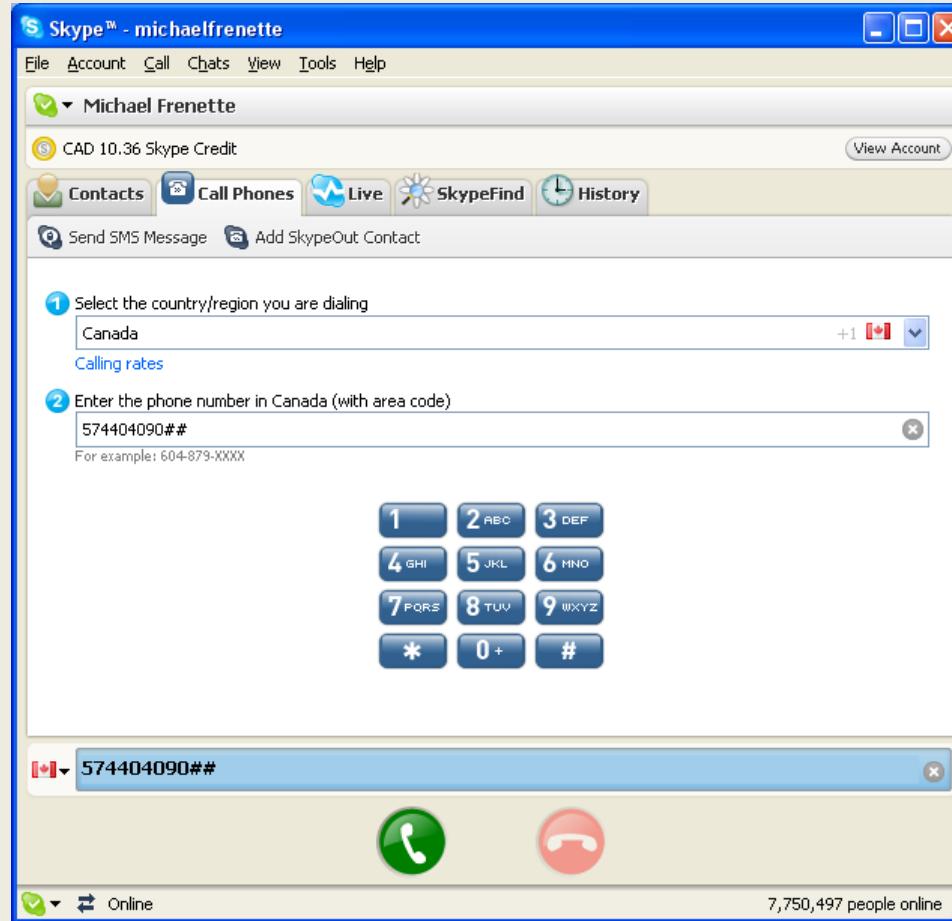
Some Have Integrated Voice Over IP



What if a remote person can't get into your teleconference?

- Use a free Voice Over IP Service
 - Skype, others
 - Computer to phone can be integrated with the web session, but a little more process is required
 - Computer to computer VOIP cannot be integrated

Skype – Independent Voice Over IP



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Vertical Portals

“Vortals”

- Definition
 - A collaborative portal that has been developed for a specific purpose
- For the purposes of this presentation, we will focus on:
 - Project Management

PM/EPM Portals

Why would I want one?

- Your Project Plan – “collaboritized”
 - Team members can see project plans over the web or, in some products, related tasks in their email task lists
 - Team members can report status and progress over the web, and in some products, from their email task list
 - Team members can report issues, risks, and conduct discussions over the web (secure)

PM/EPM Portals

Why else would I want one?

- Tight integration with your desktop project management software
 - Work with complex scheduling, levelling on your desktop, then “publish” the plan to your web portal
- Shared resource pools
 - Integrated with your LDAP – no more typing resource names
 - View resource availability across all projects

PM/EPM Portals

Why else would I want one?

- Portfolio views
 - See “Dashboard” of all projects with custom health indicators
 - More executive involvement
- Could be lower costs!
 - Licensing costs
 - People who only want to view plans and/or report progress
 - Now need only lower-cost web-based licenses
 - Hosted software
 - Per person monthly fees only
 - Allows access only for a project
 - Many other reasons
 -

PM/EPM Portals

What are the options?

- Products you buy and install on your own servers
 - MS Project Server 2007
 - Primavera
 - Clarity
 - Others... check Gartner, Forrester
- Hosted solutions
 - EPM Live
 - Changepoint
 - Others... check Gartner, Forrester

PM/EPM Portals

What do they look like?

- We'll look (*very briefly*) at two of them
 - EPM Live
 - MS Project Server 2007

EPM Live – Home Page

Home - PMI TechMAG - Windows Internet Explorer

https://my.epmlive.com/pmitechmag/default.aspx

File Edit View Favorites Tools Help Links Customize Links Google Search Page Tools michae...
Home - PMI TechMAG Welcome Michael Frenette | EPM Live Help | EPM Live Support | EPM Live Home This Site Create New Common Actions Site Actions

PMI TechMAG EPM Live PMI TechMAG Home TechMAG Initiatives TechMAG Contacts Templates My Work Resource Center Issue Center Report Center

Announcements

Create your project plan and workspace! by Michael Frenette 2/8/2009 12:45 PM
To create your project on this site, click "Create New" on the upper right, then select "TechMAG Initiatives Item", and follow the directions.
Make sure you follow the set up directions you'll find in the Quick Start Guide...

Welcome TechMAG! by Michael Frenette 2/3/2009 6:36 PM
EPM Live has provided us free access for up to 100 users on their hosted SharePoint/EPM Live. They will do this for any PMI Chapter for marketing purposes, knowing that we all work for other organizations that might very well want to have EPM Live too....

Project Plan Template added by Michael Frenette 2/3/2009 6:29 PM
When you create a project plan for your initiative, please start with the project template you will find under the Templates tab.
Thanks to Doc for providing this Deliverables-based template.
Remember - use summary tasks for your deliverable...

[Add new announcement](#)

My Reminders

Tasks
 You have No New Tasks assigned to you.
 You have No Overdue Tasks assigned to you.

Issues
 You have No Active Issues assigned to you.
 You have No Overdue Issues assigned to you.

Risks
 You have No Active Risks assigned to you.
 You have No Overdue Risks assigned to you.

Actions
 You have No New Actions assigned to you.
 You have No Overdue Actions assigned to you.

To link to an image, open the tool pane and then type a URL in the **Image Link** text box.

Calendar
There are currently no upcoming events. To add a new event, click "Add new event" below.
[Add new event](#)

Glossary - add a term you don't know or answer one you do know!

Term	Created By	Modified By	Created
OLC			2/4/2009 5:42 AM
VC			2/4/2009 5:43 AM
Lingo			2/4/2009 5:44 AM
Bluestep			2/4/2009 5:47 AM
Component (of PMI)			2/8/2009 12:35 PM

[Add new item](#)

General Documents

Type	Name	Modified By
Folder	TechMAG Minutes	
Folder	TechMAG Charter	
Folder	Component Contact Information	
Folder	PMI Initiatives	
Folder	Meeting Times	
Folder	Leadership Meetings	
Folder	Presentations	
Folder	Policies and Procedures	

[Add new document](#)

[see TechMAG EPM Live Site]

start Internet 100% 12:24 PM

W 3 Microsoft... I 7 Interne... 2 Windo... Presentatio... 2 Adobe... 3 Microso... 2 Microso... 12:24 PM

EPM Live

Integrated with MS Project Desktop

Microsoft Project - Build House.mpp

File Edit View Insert Format Tools Project Report Collaborate Window Help

Type a question for help

Project Publisher

- Publish
- Update Project Progress
- Communicate
- Project Options
- Project Settings
- Resource Mapping
- Project Information
- Custom Fields
- Synchronize Fields
- Delete Project

Task Name Duration Start Finish Priority

	Task Name	Duration	Start	Finish	Priority
1	build a house	33 days	18/09 8:30 AM	13/09 5:00 PM	
2	Foundation	13 days	18/09 8:30 AM	13/09 5:00 PM	
3	Dig hole	1 day	28/09 8:30 AM	28/09 5:00 PM	
4	Put up forms pour concrete	2 days	29/09 8:30 AM	30/09 5:00 PM	
5	First floor	13 days	16/09 8:30 AM	4/09 5:00 PM	
6	Put on floor	1 day	16/09 8:30 AM	16/09 5:00 PM	
7	put up framing	4 days	17/09 8:30 AM	20/09 5:00 PM	
8	Put on roof	3 days	25/09 8:30 AM	27/09 5:00 PM	
9	put on shingles	3 days	3/10 8:30 AM	3/10 5:00 PM	
10	Put on siding	4 days	24/09 8:30 AM	27/09 5:00 PM	
11	do wiring	2 days	20/09 8:30 AM	23/09 5:00 PM	
12	put up gyproc	1 day	24/09 8:30 AM	24/09 5:00 PM	
13	Landscaping	1 day	16/09 8:30 AM	16/09 5:00 PM	
14	Quality Check	2 days	3/10 8:30 AM	3/10 5:00 PM	
15	Rework	1 wk	9/10 8:30 AM	13/09 5:00 PM	
16	finished!	0 days	13/09 5:00 PM	13/09 5:00 PM	
17					

Calendar Enterprise Gantt Chart Network Diagram Task Usage Resource Graph Resource Sheet Resource Usage More Views...

Project Settings

Resource Mapping

Project Information

Custom Fields

Synchronize Fields

Delete Project

Concrete guy

Concrete guy

Concrete guy

Framer

Framer

Framer

electrician

electrician

electrician

Concrete guy

Concrete guy,electrician,Framer,Mud guy

3/13

Half 1, 2009 N D J F M A M J Half 2, 2009 J A S O N D J

Half 1, 2009 N D J F M A M J Half 2, 2009 J A S O N D J

Half 1, 2009 N D J F M A M J Half 2, 2009 J A S O N D J

100%
80%
60%
40%
20%

Peak Units: 100% 100% 100%

Concrete guy
Overallocated: [red bar]
Allocated: [blue bar]
Proposed: [purple bar]

start Facebook Microsoft Project - Bu... Presentation March 2... Cranking Up Project T... 3:32 PM

MS Project Server 2007

Project Web Access (PWA) Project Center

Project Center - Project Web Access - Windows Internet Explorer

File Edit View Favorites Tools Help

Links Customize Links

Google

Search

Project Center - Project Web Access

Microsoft Office Project Web Access

Welcome Frenette, Michael |

This Site

Site Actions

Project Center

New | Actions | Go To |

Edit | Edit Project Properties | Build Team | Resource Plan |

My Work

- My Tasks
- My Timesheets
- Issues and Risks

Projects

- Project Center
- Proposals and Activities

Resources

- Resource Center
- Status Reports

Reporting

- Data Analysis

Approvals

- Task Updates
- Timesheet
- Administrative Time

Personal Settings

Server Settings

Documents

Shared Documents

Project Name: Build a House

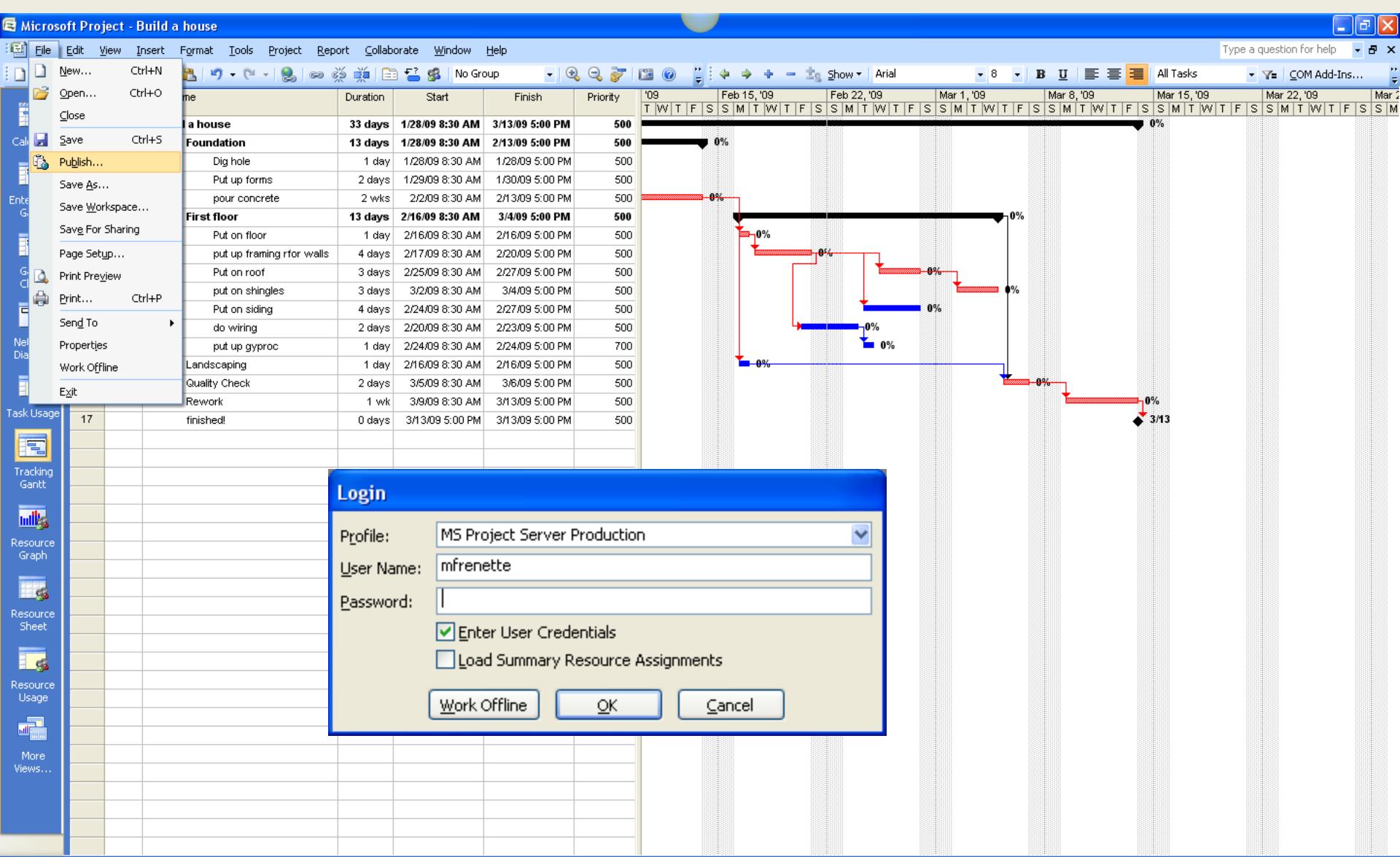
Actual Duration	Actual Finish	Actual Start	Actual Work	Baseline Finish	Baseline Start	Dura	Jun 22, '08	Jun 29, '08	Jul 6, '08
0d	NA	NA	0h	NA	NA	5			
0d	NA	NA	0h	NA	NA	5			
0d	NA	NA	0h	NA	NA	5			
22.83d	NA	6/4/2008	114.93h	8/28/2008	6/4/2008	4			
0d	NA	NA	0h	NA	NA	5			
0d	NA	NA	0h	NA	NA	10			
0d	NA	NA	0h	NA	NA	3			
0d	NA	NA	0h	NA	NA	10			
0d	NA	NA	0h	NA	NA	3			
0d	NA	6/18/2008	0h	NA	NA	10			
0d	NA	NA	0h	NA	NA	3			
0d	NA	NA	0h	NA	NA	5			

[see PWA Live Site]

[see PWA Live Site]

MS Project Server 2007

Integrated with MS Project Desktop



Both Products have Project Workspaces

...based on SharePoint

The screenshot shows a Microsoft Internet Explorer window displaying a SharePoint 'Risks: New Item' form. The title bar reads 'Risks - New Item - Windows Internet Explorer'. The address bar shows the URL 'http://svhaltest/pwa/Build%20a%20House/Lists/Risks/NewForm.aspx?Root'. The page header includes 'Project Web Access > Build a House', the user 'Welcome Frenette, Michael', and 'Site Actions'.

The main content area is titled 'Risks: New Item'. It contains the following fields:

- Title *
- Owner
- Assigned To
- Status: (1) Active
- Category: (2) Category2
- Due Date: [date input] 12 AM 00
- Probability *: 0 %
- Impact *: 5
The magnitude of impact should the risk actually happen
- Cost: 0
The cost impact should the risk actually happen
- Description: [Rich Text Editor]

At the bottom right of the form are 'OK' and 'Cancel' buttons. A note at the bottom of the 'Impact' field states: 'The magnitude of impact should the risk actually happen'.

Agenda

- Today's Communication Tools for the Virtual Team
 - Collaborative Portals
 - Desktop Sharing
 - Integrated Teleconferences
 - Vertical Portals – Focus on Projects
- A Final Word About Virtual Teams

A Final Word on Virtual Teams

- Virtual Teams are Real Teams!
- Cultural Sensitivity
 - Time zones
 - NLT, ADT, EDT, CDT, MDT, PDT, IDT
 - Currencies
 - Rs, €, CA\$, US\$, AU\$,
 - Date/time formats
 - ddmmyy; mmddyy; yyymmdd; mmm dd, yyyy; mmm dd, yy
 - “Accents”
 - Who has the accent?
 - Working Hours
 - 7.5? 8? 7? Length of lunch breaks?
 - Holidays
 - Both a scheduling concern, and a cultural concern

A Final Word on Virtual Teams

(Cont'd)

- The Virtual Meeting
 - Draw out participants
 - Look for people who are not contributing –involve them
 - Use names
 - Especially when a virtual hand is raised or a chat comment is recorded
 - Agenda, action items, minutes
 - Still needed
 - Avoid colloquial sayings
 - “in the ballpark”; “son of a gun”; “beat around the bush”
 - “soft estimates”; “mind your Ps and Qs”; “burning the candle at both ends”
 - “eating humble pie”; “turning the tables”; “getting the bum’s rush”

Conclusion

- Use the collaboration tools available to you
- Encourage your virtual team to do the same
- Existing collaborative templates can often be moved to the new EPM tools
- Insist your team *subscribe* to the Portal
- Recognize successes virtually
- People are always the most important part of your project
- Be culturally, socially and individually sensitive to your team members' needs



Thank you for your kind attention!

Now ready for questions and comments...

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