



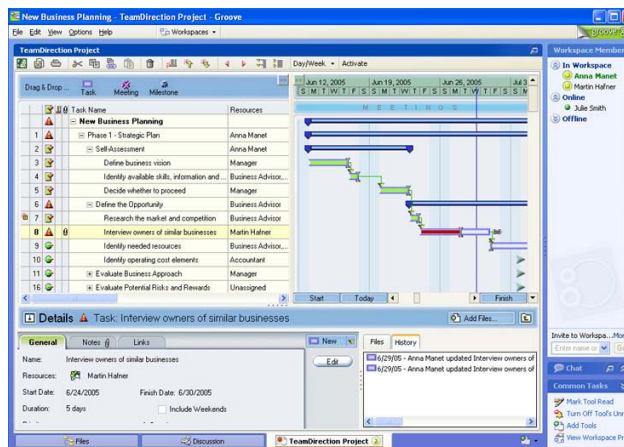
Work Globally. Store Locally. Communicate Securely.
Project Management for Virtual Teams

TeamDirection® Tools for Groove Virtual Office

For workgroups who need to work collaboratively cross-firewall, from multiple locations, online and off, the **TeamDirection tools for Groove Virtual Office** accelerate project execution through the integrated ability to instantly communicate and coordinate critical issues among team members. Leveraging the unique built-in communications and security features of Groove Virtual Office, project teams are for the first time able to work online and off across geographic and organizational boundaries securely without a supporting IT infrastructure.

TeamDirection Project

TeamDirection Project is a participatory project management tool that increases the engagement level of distributed team members. Everyone contributes to the project plan, reporting progress on their assigned tasks, linking information such as files or discussion topics directly to tasks, and resolving issues by communicating with others in the project workspace.



Key Features & Benefits

Rapidly create projects with no IT assistance. Create the project plan using the drag-and-drop interface, or type directly into the task grid. Invite team members. Provide necessary files.

Team members will see their assigned tasks in the project context, access supporting information, and update their progress using the graphical interface.

TeamDirection Project has been designed to meet the needs of everyone engaged in projects. There is no requirement for specialized software skills.

Easy-to-use interface. Easily create a task hierarchy, drag task end dates to the correct date on the project timeline, establish precedence, assign resources, add important files to tasks, create milestones and schedule meetings.

Invite Project Members from within or external to your organization by instant messenger or e-mail. Recipients simply click on the link to join your project.

Assign Resources to tasks. Assign resources from the resource pool of available workspace members or other custom roles you create.

Report progress. Members update their deliverables with percent completion. Color is used to indicate status.

Provide important information with specific tasks or milestones by linking needed files to tasks.

Import, Export, or synchronize with Microsoft Project. Use an existing MS project to populate one or more Groove spaces. Synchronize these with the MS project periodically or export to a new MS project altogether.

Integrate with other Groove Tools. Discussions can be created and linked from a project or specific task. Use the Copy as Link feature to link the project into other Groove Tools such as Meetings.

Export-Import. Export your projects in XML format to re-use later for other projects. Export data to Excel.



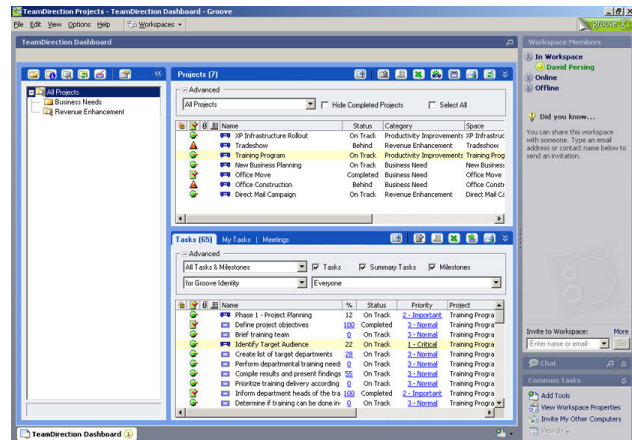
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TeamDirection Dashboard

TeamDirection Dashboard is a cross-space tool that consolidates project information across all workspaces that you are a member of. It is therefore best placed in a workspace by itself. Start the day by quickly determining where to focus your efforts – zooming in on late projects, overdue tasks, or high priority items. End the day by reporting progress on tasks from multiple projects in one convenient place.



Key Features & Benefits

See hotspots at-a-glance. Quickly determine which projects are behind schedule and jump to any task or discussion to assess the situation and help get things back on track.

Organize Projects. Create custom groupings of projects by dragging-and-dropping projects to folders or by specifying characteristics such as those projects behind schedule.

Report progress. Provide % complete data on any task across multiple projects, or jump directly to any project from a list of tasks.

Status Reports. Easily generate a Status Report for one or more projects with the click of a button.

Export to Excel. Automatically create Microsoft Excel files that display vital information regarding selected projects or tasks.

Easy display settings help you focus on the data that matters most. Each user now has the ability to show/hide and re-order columns. Preferences are saved automatically. Customize the column display within the project and task views, and toggle to display the Task or Project Notes.

Filter Task View. Advanced options allow you focus on specific tasks within your project. Choose to display any combination of tasks, milestones, and summary tasks; or sort by assigned resource.

Operating Systems

- Microsoft Windows 2000
- Microsoft Windows XP

Software Requirement

Groove 3.x
Install Groove Virtual Office
from www.groove.net

Getting Started

Install TeamDirection project tools
from www.teamdirection.com