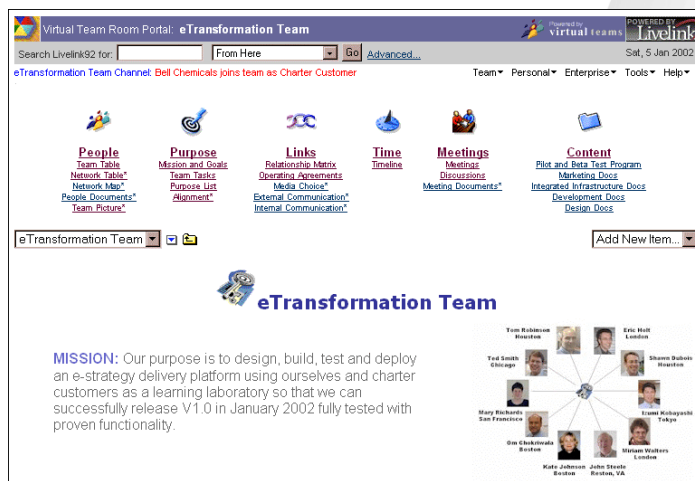**Livelink**

Livelink virtualteams™
Making virtual work the best way to work

What is Livelink virtualteams?

Livelink virtualteams is a comprehensive, fully integrated team environment built on Livelink®, the leading collaborative knowledge management application from Open Text. It combines a globally recognized, time-tested methodology for virtual teamwork with state-of-the-art collaboration technology.

Livelink virtualteams enables people to work together effectively and efficiently across boundaries of space, time, and organizations. It combines proven technology with proven methodology to create online workspaces for high-performance virtual teams and inter-company networks. Tools, utilities, content, and meeting support co-exist in an intuitive environment that encourages people to work together, while capturing the team's work in a knowledge management system that enhances enterprise learning.

Benefits

- **Focuses teams on critical success factors**—Livelink virtualteams integrates the proven Virtual Teams Methodology™, based on 20 years of research by world-renowned experts in collaboration, Jessica Lipnack and Jeffrey Stamps, with Livelink's collaboration technologies, enabling team members to focus on critical success factors.

- **Reduces start-up time and produces results faster**—Livelink virtualteams provides teams with the simple "7-Step Virtual Team Launch Process™," enabling them to set up their teams quickly and effectively using best team principles, practices, and tools.

- **Improves operating efficiency through ease of use**—Livelink virtualteams' intuitive user interface highlights common team information and provides a flexible container for information unique to each team, making it easier for team members to find information that is relevant to them.

- **Enhances collaboration across geographical boundaries to foster innovation**—Geographically dispersed team members have round-the-clock Web access to their secure virtual team workspace, giving them a "sense of place" in which they can meet, capture, organize, and publish information, interact and hold discussions, provide up-to-date snapshots of team progress, and develop team trust.

- **Facilitates enterprise-wide knowledge capture and sharing**—Livelink virtualteams captures team information, including the team's purpose, membership, operating agreements, meeting minutes, and working documents in the knowledge repository, where it is available for future action and reuse.

- **Extends collaboration to partners, customers, consultants, and suppliers**—Livelink virtualteams works in standard Web browsers without requiring complex configuration to support people outside your firewall, enabling you to easily include your trading partners in your virtual teams.

- **Facilitates productive meetings**—Livelink virtualteams makes team meetings more productive by providing a virtual meeting place in which asynchronous collaboration can be combined with a simple conference call or the real-time meeting facilities of Livelink MeetingZone™. Livelink MeetingZone provides virtual real-time application broadcasting, shared textpad and whiteboard, group chat, private instant messaging, and more, and captures all of this meeting information in the knowledge repository.

Features

- Proven virtual teaming methodology from global collaboration experts Lipnack and Stamps, embedded in a secure, customizable Web-based team room in Livelink.
- Intuitive and structured interface to encourage adoption of best practices and maintain information in the same place in all team rooms.
- Team room "walls" that house specific categories of team information and that can be customized by adding tabbed pages.
- Personalizable tabbed pages on which users can organize access to documents, database reports, folders, and other integrated tools.
- 7-Step Virtual Team Launch Process™ to facilitate critical early team development.
- Three types of virtual workspaces to emulate the way people work:
    - Enterprise Workspace for search across all team spaces, information classification systems, and a very robust permissions structure
    - Virtual Team Workspace where each team meets, shares ideas, plans, executes, and stores work, monitors progress, and celebrates success
    - Personal Workspace for each person to manage his or her own work.
- Team Room Portal pages, which can be customized with images, Livelink news channels, catalog or list view of contents, and custom HTML code.
- Team Members Table, which lists members and displays people's home organizations, physical locations, time zones, team roles, and e-mail addresses.
- Member profiles that can be personalized with images, documents and additional information.
- Ability to send e-mail from Team Members Table to whole team or any subset.
- Goal Object—accomplished through Tasks—that can have multiple assignees reflecting shared team leadership.
- Three interrelated displays of Purpose List, containing all team Goals and Tasks:
    - Mission and Goals—overview of team's Purpose, Mission, and Goals
    - Purpose List—comprehensive hierarchical view of all Goals and Tasks
    - Team Tasks—list of all Tasks sorted by status or date
- Relationship Matrix that displays connections between people and work, including shared leadership view of Goal-based sub-teams.
- Operating Agreements Tool, which helps team form and display explicit agreements on shared expectations, guiding behavior to achieve its mission.
- Timeline Tool, which allows teams to highlight particular Goals and Tasks as key events and milestones to track team progress.
- Livelink Meeting module, providing integrated support to create and view agenda items, meeting notes, and reference links.
- Asynchronous threaded discussions, enabling people to create topics and post replies to advance the team's work.
- Content container, referenced by aliases, to store team output, allowing members to easily locate the team's unique knowledge.
- Livelink MeetingZone server available as option to support real-time virtual meetings directly from team room with application sharing, electronic whiteboard, shared textpad, instant messaging, and chat.

Technical Requirements

- **Livelink Versions Supported**:
    - Livelink virtualteams 1.0 works with Livelink 9.0.0.1 and higher on all platforms and Web browsers that the respective version of Livelink supports.

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