

Proliferation of the networked economy generates the need and opportunity for global interaction, and companies have been developing their offshore offices and partnerships. This creates the need for distributed team collaboration and management tools. Research on the impact of groupware on product development at a major power tools manufacturer found that the use of electronic bulletin boards and shared documents reduced the time to complete tasks by decreasing the time team members spent on non-value-added activities.



Collaboration is the cornerstone for a successful PMO . This includes access to information, exchanging and storing information, enforcing approvals, conducting reviews and meetings online using secure communication tools, and establishing a community knowledge base. Our web-centric, secure global access work environment, DTM (Distributed Team Management) allows you to better manage your off-site teams and contractors. It enables you to monitor the full process of the project to ensure prompt and good quality deliverables. The traceability matrix, collaborative tools, metrics measurement, reports and "health" indicators give you an overview of the project status at a glance. Issues can be easily escalated, and you can access all parts of the project at all times from any browser.

The following benefits bring out the usefulness of **DTM**:

#### **1. Virtual collaboration is now easier than ever**

How do you coordinate with your remote team? With DTM, we make virtual collaboration as easy as face-to-face meetings. DTM is highly flexible and portable such that you may access your project information from anywhere and at anytime.

#### **2. Cheaper and better communication channel**

Are you still calling long distance to communicate with your remote team? Are you doing all communication/discussion via email? The group meeting support feature in DTM provides rich channels of communications, including text-chat, voice chat, instant messaging, video conferencing, discussion forum, and white board etc. Our tools are low cost and tightly integrated with your processes, online storage, and security making the environment simple to use and highly effective!

#### **3. Enhanced distribution of work and control**

Managing a remote team can be daunting even for experienced project managers. For large projects with multiple groups working on different sub-projects, DTM provides a dashboard to view work-in-progress, allocate tasks to different teams and provide visibility and collaboration between them. This saves you time and simplifies project management.

#### **4. Visibility and control over the entire project life**

The project life-cycle typically requires planning, execution and control. The planning and control during project execution are the responsibility of the project manager. A complete visibility tool – The traceability matrix – allows the manager to identify bottlenecks, re-allocate resources, re-evaluate timelines, measure performance and manage quality.

## 5. Essential support for personal work management

DTM offers a personal work management centre including a personal calendar where you can store your important daily events and meetings. The Alert feature reminds you about your task deadline and appointments via your preferred messaging service.

## 6. Work progress updates for project manager

As a project manager, you may find it hard to keep track of several simultaneous projects. DTM provides a project status report which gives you a snapshot of all your projects, and updates you with any issues raised for each of them. Managing multiple projects is no longer a difficult task now!

## 7. File sharing and full documentation

A major risk identified for teams of geographically distributed teams, is the need to collaborate. The solution is a centralized supporting medium. DTM provides a highly integrated and easy-to-use platform with secure configuration management (file check-in/check-out), automatic alerts that ensures full documentation of work done.

## 8. Reusable templates

Routine paperwork and duplication of tasks is a waste of your valuable time. With **DTM**, you can eliminate extra work and streamline your efforts. Project artefacts can be re-used for increased efficiency.

## 9. Process Controller

**DTM** can be integrated with your existing project management applications. We are doing research to identify bottlenecks in a given process to better estimate time, cost and quality forecasts. This Process Controller is an intelligent feature that uses knowledge base systems to provide decision support and checklist monitoring for project management.

Please visit our website at [www.kelsar.com](http://www.kelsar.com) to view our products on e-procurement, product support, and team management

