

Experience Lotus

Are you working with a large team or a small one? Are your documents confidential or open? Is your project long-term or short-term? Use this guide to find out which Lotus product is best for your team, your project, and your goal.

I'm part of a large team, working on an informal project. We need to gather and share information, assign and track action items, and keep track of deadlines.

What tool should I use?

Samantha Daryn, Promotions Coordinator

- ### Task Checklist
- Organize Projects
- ✓ Track deadlines
 - ✓ Group to do lists
 - ✓ Share activities
 - ✓ Assign a To Do
 - ✓ Reuse templates
- Manage Action Items
- ✓ Create To Dos
 - ✓ Assign Action Items
 - ✓ Track Action Items
- Manage a large informal team
- ✓ Identify experts
 - ✓ View interests
 - ✓ Share knowledge
 - ✓ Share bookmarks

Use Lotus Connections

When you need to connect, innovate, and share...

Lotus software

I manage a small team. We need to collaborate on several confidential documents under tight control.

What tool should I use?

Ted Amato, Vice President, Merchandising & Marketing

- ### Task Checklist
- Manage and share content
- ✓ Control documents
 - ✓ Create a shared library
 - ✓ Collect documents
 - ✓ Create documents
 - ✓ Edit documents
 - ✓ Share files
 - ✓ Share ideas
 - ✓ Find an expert
- Manage a team
- ✓ Manage a small, formal team
 - ✓ Assign roles and privs
 - ✓ Track users

Use Lotus Quickr and Lotus Symphony

When you need to create and collaborate on documents in a team library...

My team is beginning a long-term, large-scale project. We want to tap the wisdom of the crowd, gather information, and share it with the community.

What tool should I use?

Michaela Zelber, Web Developer

- ### Task Checklist
- Communicate
- ✓ Create a blog
 - ✓ Create a wiki
 - ✓ Find an expert
 - ✓ Collect opinions
 - ✓ Share opinions
- Organize Projects
- ✓ Manage group to do lists
 - ✓ Share activities
 - ✓ Share bookmarks
 - ✓ Collect documents
 - ✓ Reuse templates

Use Lotus Connections

When you need to connect, innovate, and share...

I manage a tightly-controlled team. We need to create and track action items, create and share confidential documents and manage deadlines.

What tool should I use?

Cathy Tobbins, Project Manager

- ### Task Checklist
- Manage a team
- ✓ Manage a tightly-controlled team
 - ✓ Manage meetings
 - ✓ Track deadlines
 - ✓ Assign action items
 - ✓ Manage group To Dos
- Manage and share content
- ✓ Author documents
 - ✓ Edit documents
 - ✓ Create a shared library
 - ✓ Collect documents

Use Lotus Quickr

When you need to manage a tight team, create, share, and control documents...

I am working with a large, informal team that includes many external members. We need to know who to contact for what expertise and skills.

What tool should I use?

Alejandro Alencar, Facilities Manager

- ### Task Checklist
- Manage a team
- ✓ Find an expert
 - ✓ View interests
 - ✓ View online status
 - ✓ View location of users
- Communicate
- ✓ Generate community FAQ
 - ✓ Collect opinions
 - ✓ Share bookmarks
 - ✓ Tap expertise
 - ✓ Tap skill

Use Lotus Connections and Lotus Sametime Advanced

When you need to share expertise and activities in real-time...

Cool ways to be productive with Lotus products

Have a tip to add? Add your tips for being productive here: <http://www-10.lotus.com/ldd/stwiki.nsf/dx/cool-ways-to-be-productive-using-lotus-products>

Scenario	Product	Component
Add your chat responses to an FAQ and let the organization rate the value of your answer.	Sametime Advanced	Skill Tap Questions
Send an instant broadcast to ask a question, find an expert, or make an announcement to a broad team.	Sametime Advanced	Broadcast Tool
View the bookmarks, blog entries, and activities of your colleagues to find federal tax experts.	Lotus Connections	Profiles
Foster collaboration by inviting your subject matter experts to share their knowledge about energy conservation.	Lotus Connections	Blogs or Wikis
Invite colleagues to join a group and begin discussing ideas on how to handle document reviews.	Lotus Connections	Communities
Create a single place to view, manage, and collaborate over e-mails, instant messages, and files related to creating a customer presentation.	Lotus Connections	Activities
Assign tightly controlled roles to team members: administrator, author, editor, reviewer, approver to streamline the technical specification control process.	Lotus Quickr	Roles
Quickly set up libraries for all your documents and rich media files so the team can easily share and collaborate on customer Request for Quotes (RFQs). Use check-in and check-out, version control, doc approvals workflow, and templates to help manage content.	Lotus Quickr	Content Libraries
Track who's here and who's not by creating a team calendar where team members can input their vacation time.	Lotus Quickr	Team Calendar
Create your own personal content repository online to save all those huge mail attachments.	Lotus Quickr, Notes	Places, Mail
Use your Office Suite application to open and save controlled documents from an online library.	Lotus Quickr, Symphony	Libraries, Documents
Access documents, view collaborating authors' status online, and initiate a chat.	Lotus Quickr, Sametime	Places, Presence, Messaging
You have an Activities to-do to create a customer presentation; add this activity to your calendar, and add your daughter's and soccer game in your Web calendar using an iCalendar feed so that all your upcoming events are in one calendar.	Lotus Connections Lotus Notes Web calendar	Activities Calendar Google calendar
Prepare for an upcoming conference call by searching community content, reviewing community bookmarks, and broadcasting a question to the community. Five colleagues respond: use VOIP to collaborate. A document is shared using persistent chat. When done, the chat is saved to an Activity and tagged so others can find it.	Lotus Connections Sametime Advanced	Communities, Dogear, Activities, Tagging Broadcast Tool, Persistent Chat