



Beyond collaboration... when **results** matter

Today's managers face new challenges. Your teams are more scattered and complex... more difficult to motivate, coordinate and hold accountable.

TeamLeader is an online workplace for managing today's complex teams. It goes beyond social collaboration into the world of performance and results. Whether your employees are next door or scattered around the world, you'll always know what's late, who's doing what and what's coming due. And you'll have info at your fingertips to make day-to-day decisions.

The best part is that TeamLeader is EASY. It's 100% browser based Software as a Service (SaaS) available on the cloud. We manage your system administration: hosting, scaling, upgrades and backups in a secure Rackspace data center. It's a solution you can trust, with installations in 8 countries: commercial, government and academia: including NASA Glenn Research Center, University of Illinois the Seattle Police and more.

Ready to get started? Call today to schedule a one-hour kick off.

888.302.4533 x701 | www.teamhost.net



Still managing by email?

You're not alone. Most managers are looking for an easier way.

As a manager, you need more than social tools. You need ways to manage productivity, performance and results. That's why collaboration software has failed to live up to its promise.

TeamLeader helps YOU, the manager, do what you do. It was created by managers for managers who want to get things done.

Why TeamLeader?

- Puts you in the loop
- Get your arms around projects
- No more "dropped balls"
- Keeps everything in one place
- Improve accountability, performance and results

Feature Highlights

- Manage teams and performance
- Report on who's doing what, what's late and what's due
- Graph performance trends
- Collaborate
- Import from MS Project
- Sync with MS Outlook
- Integrate your other systems

How NASA does teams

Today's managers face new challenges...

NASA is world-renowned for assembling and managing great teams that accomplish amazing things.

Today, NASA's managers face new challenges: Their teams are more complex than ever before – often including matrixed fragments of globally dispersed employees and contractors from multiple disciplines.

Ironically, these same managers are required to monitor performance *more* closely, as trends continue toward scattering people, work and documents

How are NASA's managers coping with all this new complexity and responsibility?

Surprisingly, many are not! Email and spreadsheets are still widely used to track and manage major projects.

The NASA Dust Management project stands apart. The senior manager implemented TeamLeader to oversee a nationally dispersed engineering team spanning 8 field centers. The legacy spreadsheet-based reporting system was replaced.

Within one week, the NASA manager was saving time, staying more in the loop and enjoying richer reports. Meanwhile, team members were receiving emails when their tasks were coming due or late. And everything was managed online in one place.

Within a few months, a knowledgebase had evolved, containing a wealth of information for performance and historical reporting.

Think the team will go back to spreadsheets? We think not.

TeamLeader™ Features Summary

Team Management and Reporting

Team management	Manage dispersed teams from your desktop.
Workshops	Keep related project information in one place.
Task management	Assign, track and manage tasks. It's as easy as sending an email.
Status reporting	Report on status, late tasks, upcoming tasks and more.
Custom report designer	Create custom management reports.
Business intelligence	Manage investments in people. Identify your under-achievers, over-achievers, resource bottlenecks, etc.
Time and cost tracking	Track and report on time for each task. Great for contractors and offshore outsourced work. Know where your budget is going.
Form Management	Make your own forms to capture data.
Alfresco access	Integrated access to Alfresco document repository.

Software as a Service (SaaS)

Get started fast	Sign up and start using immediately.
Subscription based	No major upfront software purchase. No commitment. Stop using anytime if not 100% satisfied.
Fully managed	Virtual Global handles all system administration... managed backups, software upgrades, etc.

Secure

Incorporates a role-based access control (RBAC) engine for managing users, workshops, roles, privileges, and memberships. Supports timeouts, strong passwords, password expirations, appropriate encryptions, and RSA tokens, and a separate Firebird database per project. Also supports programmatic separation of users (multi-tenancy). Virtual Global is working with the National Institute of Standards and Technology (NIST) to implement an RBAC-based workflow invention. Hosting is performed by Rackspace, which implements physical security, operational security, and system security for servers and data... including biometric scanning for controlled data center access, security camera monitoring at all data center locations, 24x7 onsite staff provides additional protection against unauthorized entry, dedicated firewall and VPN, ISO17799-based policies and procedures.

Team Collaboration

Presence awareness	Always know who's logged on and who is working on what, no matter where team members are located.
Workload management	Neatly organize and filter workloads within hierarchical folders.
Discussions *1	Brainstorm about activities with notes neatly filed away.
Internal mail	Send messages to team members.
Contact management	Share and manage contact information.
File Cabinet	Share and track files, documents, forms, checklists, contacts, etc.
Calendar view	Keeps your calendar current with task deadlines as you work.
Email notification	Keeps everyone in the loop about progress.
Voice over IP (VoIP) *1	Talk with team members all over the world.
Remote desktop integration	Seamless integration to the free VNC open source remote desktop services. (beta)
Instant Messaging	Chat with other team members.
POP (incoming) mail	Coordinate with non-TeamLeader users.
Document versioning	Documents are automatically organized in hierarchical structure as team members work. TeamLeader always displays the most recent and allow for rollbacks if necessary.
Asynchronous communication	It is not always possible for distributed teams to wake up at the same time, but TeamLeader lets you work when you're awake and keep projects moving through the night.

Process Management and Workflow

Workflow	Configure custom routing lists.
Rules	Programmatic workflow.
Electronic signatures	Track and manage approvals.
Historical audit trail	Always have access to the "who, what, when and where" of completed tasks.
Form designer	Design, route, and report on forms, with no programming or database experience.
Checklist designer	Guide team members through repeatable processes.

Knowledge Management

Integrated knowledgebase	No need for costly data warehousing or systems integration projects. TeamLeader's database is totally integrated.
SQL backend	Scalable for enterprise teams.

Advanced Features

Plug-in developer's kits	Integrate Web apps to extend the platform.
Data dashboard	Slice and dice form data on the fly.

Ease of Use

Outlook look-and-feel	Low training cost and faster implementation.
Outlook synchronization	TeamLeader doesn't replace Outlook... it works with it.
Templates	Create new workshops an companies based on existing ones.
Drag and drop files	Interact with your Windows desktop.