

BVPS Solution Workshop Overview

Microsoft has launched a new initiative to help customers identify, unlock, and capture the business value of Information Worker (IW) solutions. Through structured, multi-day BVPS engagements, AccessIG, Inc., will work with customers to identify, design, and implement improvements to an existing business process using IW solutions. This initiative will provide customers with a number of benefits:

- Realize a greater return on existing Office System and IW technology investments
- Solve real customer business problems with a familiar technology platform
- Build a convincing business case for Office System and IW adoption within the customer organization
- Receive 3rd party solution analysis and services through **AccessIG, Inc.**, a certified Microsoft Partner

Microsoft has identified numerous process scenarios for BVPS with more to be added over time:

- **Automated Forms**
- **Automated Performance Reporting**
- **Budgeting**
- **Collaborative Document Development**
- **Content Search and Reuse**
- **Merging Project Plans**
- **Performance Management**
- **Project Portfolio Management**
- **Remote Training**
- **Routing Communications**
- **Sensitive Records Management**

These scenarios can be applied in all functional areas of the customer’s organization. Customers will select one solution area for a BVPS Workshop from the above list.

The BVPS initiative is modeled after Microsoft’s

Desktop Deployment Planning Services (DDPS) program, and is a new Software Assurance (SA) benefit. Depending on the desired workshop length, AccessIG will deliver a current state process analysis, future state process design, a high-level business case for the proposed solution, as well as a high-level adoption/implementation plan and a proposal for additional services to implement the solution.

Customer Requirements

To facilitate the engagement, customers should identify a workshop owner, appropriate stakeholders and subject matter experts (SMEs) who will be willing to work with AccessIG to conduct the workshop. Team members should have in-depth knowledge of the problems and processes to be addressed during the workshop, and can assist in building buy-in for the developed solution. Customers will also be responsible for facilitating on-site logistics (e.g., conference rooms,

Sample 3-Day Workshop Agenda

Day	Timing	Agenda
Day 1	Morning	Kickoff, introductions, and group process analysis and discussion <i>(1-hour Group Kickoff, followed by AccessIG interviews)</i>
	Afternoon	Process documentation and analysis interviews <i>(1-on-1 AccessIG interviews)</i>
Day 2	Morning	Discuss findings from Day 1 with group and begin solution design <i>(1-hour group discussion, followed by AccessIG interviews)</i>
	Afternoon	Continued solution design discussions and deliverable development <i>(1-on-1 AccessIG interviews)</i>
Day 3	Morning	Assess future state KPI impacts/benefits and develop adoption & implementation guidance <i>(1-on-1 AccessIG if needed)</i>
	Afternoon	Deliverable presentation and discussion <i>(1-hour group presentation)</i>

Business Value Planning Services (BVPS) Program

building access, AccessIG network access, etc.) and providing the AccessIG with relevant materials prior to and during the workshop.

BVPS Workshop Scenario Descriptions

To facilitate BVPS workshops, Microsoft has built out templates and references for BVPS workshops covering the following topics, with more to be added over time. These scenarios can be applied in all functional areas of the customer’s organization. During discussions AccessIG, customers will select one scenario for a BVPS Workshop from the following list, and adjust it to their particular business process.

Scenario	Description
Automated Forms	Reduce costs and streamline form driven business processes.
Automated Performance Reporting	Improve decision making through near-real time creation and access to performance reports.
Budgeting	Improve accuracy of creation and tracking of departmental budgets.
Collaborative Document Development	Improve a company’s ability to develop and review documents across teams and improve content reuse.
Content Search and Reuse	Improve a company’s ability to organize and find information through online repositories.
Merging Project Plans	Integrate multiple project planning efforts for better resource planning and tracking.
Performance Management	Improve a company’s performance management processes through more efficient and effective planning, forecasting, analysis, and reporting.
Project Portfolio Management	Improve a company’s project prioritization and selection, and the project portfolio’s overall strategic alignment.
Remote Training	Reduce costs and streamline a company’s training processes through virtual / remote training.
Routing Communications	Improve communication and speed issue resolution through new and integrated communications – email, telephone, instant messaging.
Sensitive Records Management	Improve a company’s current process for creating, managing and deleting sensitive records such as legal, financial , medical and HR.

