

## **Appendix C: Functional Requirements: Collaboration**

Collaboration technologies enable individual team members, such as employees or business partners, to easily create and maintain project teams, regardless of geographic location. These technologies facilitate collaborative, team-based content creation through functionality such as discussion threads, virtual workspaces, and whiteboard and annotation capabilities.

### **GENERAL QUESTIONS** *(If possible, please limit responses to one page or less.)*

- A. Please describe how your product differentiates between project-based collaboration and standard document management. What additional tools are available for distributed project teams to work together and share information online?
- B. Briefly describe tools for creating and managing virtual workspaces for documents or project teams.
- C. What features/benefits set your products/services apart from your competitors in the area of collaboration? Provide specific examples and explain why your solution is the “right” solution for the California AOC, Courts of Appeal and Supreme Court.

## DETAILED REQUIREMENTS

### Response Key:

1	Item is "Out Of Box"- indicate module
2	Item will be included in future release - specify version and date
3	Item addressed by 3rd party integration- specify partner
4	Item requires customized code to be written- estimate level of effort and cost
5	Item not addressed by solution

### C1. Collaboration

ITEM	REQUIREMENT	RESPONSE	COMMENTS
C1.1	System shall allow for the creation of a "document workspace" to allow individuals to casually collaborate on an in-process document prior to a formal review and editing processes.		
C1.2	System shall integrate fully with the MS Office Suite, including MS Word, Excel, PowerPoint and Exchange.		
C1.3	System shall provide a knowledge base /solutions database tool		
C1.4	System shall provide mechanisms for managing groups of associated content in conjunction with a specified project team		
C1.5	System shall provide the ability to work offline and synchronize work when returning to the online environment.		
C1.6	System shall support user BLOGs		
C1.7	System shall support team/project based work spaces/sites for project teams to post documents, manage meetings, membership, calendars, etc.		
C1.8	System shall support shared flexible, calendaring. It shall allow for calendar events to be managed at a level of detail whereby users see events by role.		

ITEM	REQUIREMENT	RESPONSE	COMMENTS
	The system shall be able to push events to multiple published calendars.		
C1.9	System shall support threaded discussion boards		
C1.10	System shall support tracking and assignment of project tasks to team members		
C1.11	System shall support collaboration with external parties, and the ability to differentiate between internal and external access for team members		
C1.12	System shall provide the ability to create and manage surveys		

*END OF APPENDIX*