



GroupSystems OnLine uses the Internet to allow every member of your group to work effectively with other team members no matter where or when they are able to contribute.

“In a single session we were probably saving... \$50,000 worth of travel and living expenses and \$75,000 to \$100,000 on personnel. We got four to six weeks of work done in three days.”

Not only does it let people around the office or around the world get involved, it also reduces cycle times for strategic planning, product development, problem solving and other business processes while greatly reducing travel costs and down time of key personnel.

*Dr. James Gantt, Chief, Software Technology Branch,
Army Research Laboratory*

GroupSystems offers methodologies that keep groups on track. Its unique group dynamics and goal attainment methods allow organizations to narrow in on key issues, generate ideas, organize information, prioritize alternatives, build consensus and ready themselves for action. As a result, groups see up to a 90% reduction in project duration and a 50% reduction in labor costs. Plus, teams can achieve a greater level of performance than has ever been possible before.

INNOVATION
ANYTIME, ANYPLACE

Just how can GroupSystems OnLine cut meeting time in half and project cycle time by as much as 90 percent? In a variety of incredibly constructive ways:

Simultaneous Contribution

GroupSystems OnLine allows everyone to “speak” all at once from anywhere in the world via their computer. Each participant types in thoughts and ideas at the same time, and each can see the input of others, stimulating more avenues of thought. This feature induces more ideas faster than a traditional meeting set-up could allow.

Anonymity

When group members are contributing ideas all at once with GroupSystems, their identities can remain anonymous. This way participants are free to offer all kinds of ideas without fear of embarrassment. Each participant is on an equal level and each idea is evaluated on its own merits, rather than based on the power or persuasiveness of the contributor.



Complete & Accurate Records

In a traditional meeting, it is virtually impossible to capture everything that is said. But with GroupSystems, there exists a complete and accurate record of all ideas, evaluations and decisions. This project “memory” is a very valuable benefit for longer-term projects in which the players may vary from time to time. Newer team members can come up to speed and begin contributing very quickly.



Features that guide groups toward results.

GroupSystems offers a rich suite of software tools that can shorten the cycle time for strategic planning, product development, problem solving and other business processes. But as with any meeting or project, it all starts with an agenda.

Agenda

The Groups Systems Agenda feature provides a framework for group activities. It prompts the team leader to plan what needs to be accomplished, what background information will be needed and who should participate. It also provides the gateway for accessing additional GroupSystems tools, such as Electronic Brainstorming and the Categorizer.

Electronic Brainstorming

This is an idea-generating tool that allows participants to share ideas simultaneously and anonymously on a specific question posed to the group. Team members are able to contribute ideas at the same time with no loss of information, as is usually the case in more traditional brainstorming sessions.

FastFocus

You’ve generated hundreds of ideas in no time with Electronic Brainstorming. Now what? FastFocus is a rapid convergence technique that can help your team form a list of the items they care about most, and in a matter of minutes.

Categorizer

Categorizer assists in three common group activities - developing lists of ideas, coming up with comments regarding those ideas and creating categories for them. Very often, ideas generated in an Electronic Brainstorming session are transferred to the Categorizer to help the group organize and evaluate them. This more structured activity helps guide groups as large as 100 toward results in which each participant feels a sense of buy-in.

Vote

As the name implies, Vote is an evaluation tool capable of providing the basis for a group decision. It is also frequently used to determine the degree of group consensus or conflict. Vote is ideal for straightforward evaluations in which participants choose from a single list of items. For more involved situations, you may want to use Alternative Analysis.

Alternative Analysis

This feature is similar to Vote, but with added power and flexibility. It allows your group to rate a list of alternatives against a list of criteria.



Topic Commenter

This is a tool to facilitate groups in commenting on a list of topics. It encourages more focused idea generation than Electronic Brainstorming.



Group Outliner

When using this feature, groups are able to organize their ideas and comments into the familiar outline structure. It is well suited to creating an outline for a business plan or proposal. It then allows comments or details to be quickly filled in by participants.



Survey

This makes it possible to gather information from a group on any topic at any time, and receive the results in minutes. You can create a survey form to your precise specifications and poll up to 100 team members, employees, vendors or customers. It also allows you to view the survey results in multiple ways.



GroupSystems OnLine also offers:

- [People](#) - to gain participant information
- [Reports](#) - offering flexibility in organizing information generated
- [Whiteboard](#) - for group drawing, annotating and editing of images
- [Handouts](#) - to make reference files available for group viewing
- [Opinion Meter](#) - a faster, simpler version of Vote
- [Briefcase](#) - to access utilities such as a calculator or calendar

Get to it!

To give your groups the competitive advantage of GroupSystems OnLine...

Contact us by e-mail at info@groupsystems.com
Call us at 1-800-368-6338

Technical requirements

A needs analysis must be completed as part of the implementation plan to determine the existing infrastructure and additional hardware/software needed to activate this service. This assessment is conducted by our technical support team which will be available for consultation upon request.

GroupSystems OnLine Web Server Specifications

Processor:

Pentium II 450 MHz or better

Memory:

256 MB

OS:

Windows NT 4.0, SP6a, NT Option Pack, Internet Explorer 5.0

Disk Subsystem:

RAID 5

GroupSystems OnLine Application Server Specifications

Processor:

Dual Pentium II 450 MHz or better

Memory:

1.4 GB

OS:

NT Terminal Server 4.0, TSE SP 6, Citrix MetaFrame 1.8 SP2 or higher

Disk Subsystem:

RAID 5, 10,000 RPM preferred

Client

Windows 95

Windows 98

Windows NT 4.0

Windows 2000 Workstation

Browser

IE 4.0, Service Pack 2 or higher

Netscape 4.5, 4.6, 4.7