The BPA Group Meeting Manager

Partner Solution

■ *Target Industry*
Cross Industry

■ *Business Application*
Meeting Management

■ *Products*
IBM Content Manager
IBM FileNet Business Process Manager
IBM FileNet Content Manager
IBM FileNet Content Services
IBM FileNet Document Publisher
IBM FileNet Web Services/Open Client

Business Challenge

As organizations become more dispersed, further pressured by compliance requirements and ever more risk averse, meeting organizers face growing challenges in coordinating high profile company events. For instance, meeting papers need to reach the relevant participants in a timely manner; this is often hampered by the geographically distributed nature of meeting participants as well as the confidential nature of, and subsequent restricted access to, such documents. This, in turn, further impedes the meeting planner's ability to ensure that all meeting documentation is approved and formatted according to corporate standards, and that an up-to-date agenda is created.

Solution

The BPA Group's Meeting Manager solution is a custom interface to the IBM Enterprise Content Management (ECM) suite of products which allows secure storage and automated processes to support meeting organizers and participants by providing a set of management tools accessed through a Web portal interface.

For meeting participants, these tools facilitate the automatic submission, approval, and collation of meeting papers that are stored and secured in the IBM ECM repository.

The IBM ECM suite of products can be useful to search and retrieve meeting papers and other related documentation from current and past meetings for use in preparing submissions. Document templates automate the indexing and classification of submitted meeting papers and the routing of submissions for review and approval. If modifications are required, relevant meeting participants are notified using standard email systems.

Meeting organizers benefit from the Meeting Agenda Creation feature, which automatically builds the agenda based on document submissions. When late submissions or changes occur, the agenda is automatically regenerated and a notification is sent to all participants. Meeting Manager also has an interface to trigger the IBM ECM backend processes and functionality which includes rendition to a variety of electronic formats (PDF, HTML and native file formats).

Additional features include unique reference numbers and sequential page numbers, which are automatically allocated and updated when the

agenda is regenerated. Based on the status of the meeting, security of all objects including the agenda and submissions are modified. Once the meeting has reached a final status, security is applied through the IBM ECM infrastructure, preventing further changes. As an added bonus, Meeting Manager creates a full document history tracking and audit trail, which improves governance and compliance.

With the addition of Meeting Manager to your IBM investment, you can ensure a more productive, accurate and effective meeting experience from preparation through to execution.

Value Proposition

The BPA Group's Meeting Manager vastly reduces the administrative time associated with preparing meeting documentation for both meeting organizers and participants. In addition, the costs associated with couriering documents to and from meeting participants along with the costs associated with the leakage of confidential information are negated. Meeting Manager allows organizations to:

- Create up-to-the-minute meeting agendas and flawlessly formatted meeting documentation

- Provide fast, secure and reliable access to current and previous meeting papers as soon as they are published

- Ensure that all meeting documentation is securely stored to protect confidentiality

- Electronically link minutes and action items to agendas and submissions

- Easily comply with standards and regulations through full document history tracking and the creation of an audit trail

Company Description

For over a decade, The BPA Group has delivered business process automation solutions to clients using the IBM Enterprise Content Management (ECM) suite of products. Based in Australia, The BPA Group has worked with several of the largest and most dynamic organizations across the Asia-Pacific region representing a wide range of industries.

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