

An isometric illustration of a team of five people working on a large, multi-panel digital screen. A woman sits on a ladder on the left, using a laptop. A man stands in the center, holding a large magnifying glass over the screen. Another man is on a ladder below her, also working on the screen. A woman stands in the foreground, holding a red mug. A man stands on the right, looking at a table with documents and a red mug. The screen displays various UI elements, including a play button icon. There are stacks of papers and paint cans in the background.

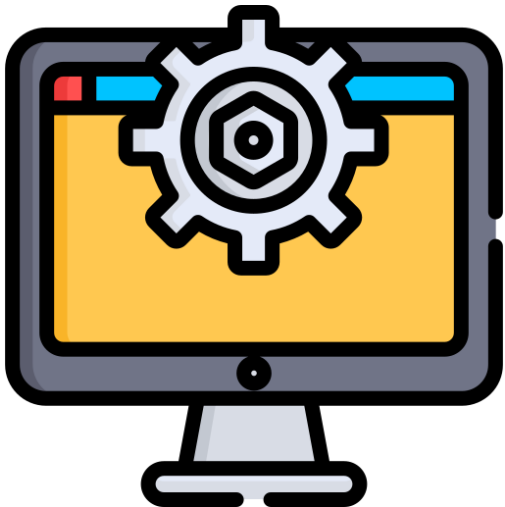
Toolset Integration Project

The Project Scope

Discover the right mix of software applications to streamline work, increase efficiencies and promote fiscal responsibility.

Match the capabilities of existing systems with team needs to optimize performance and uphold security protocols.

Foster cross-functional visibility, collaboration, and communication.



Toolset Integration Project



Five-Star Strategic Alignment

Workstream Partnership

Endorse constructive interactions
with internal and external partners

Collaboration & Communication

Support improved communication
and collaboration within the entire
organization

Toolset Assessment

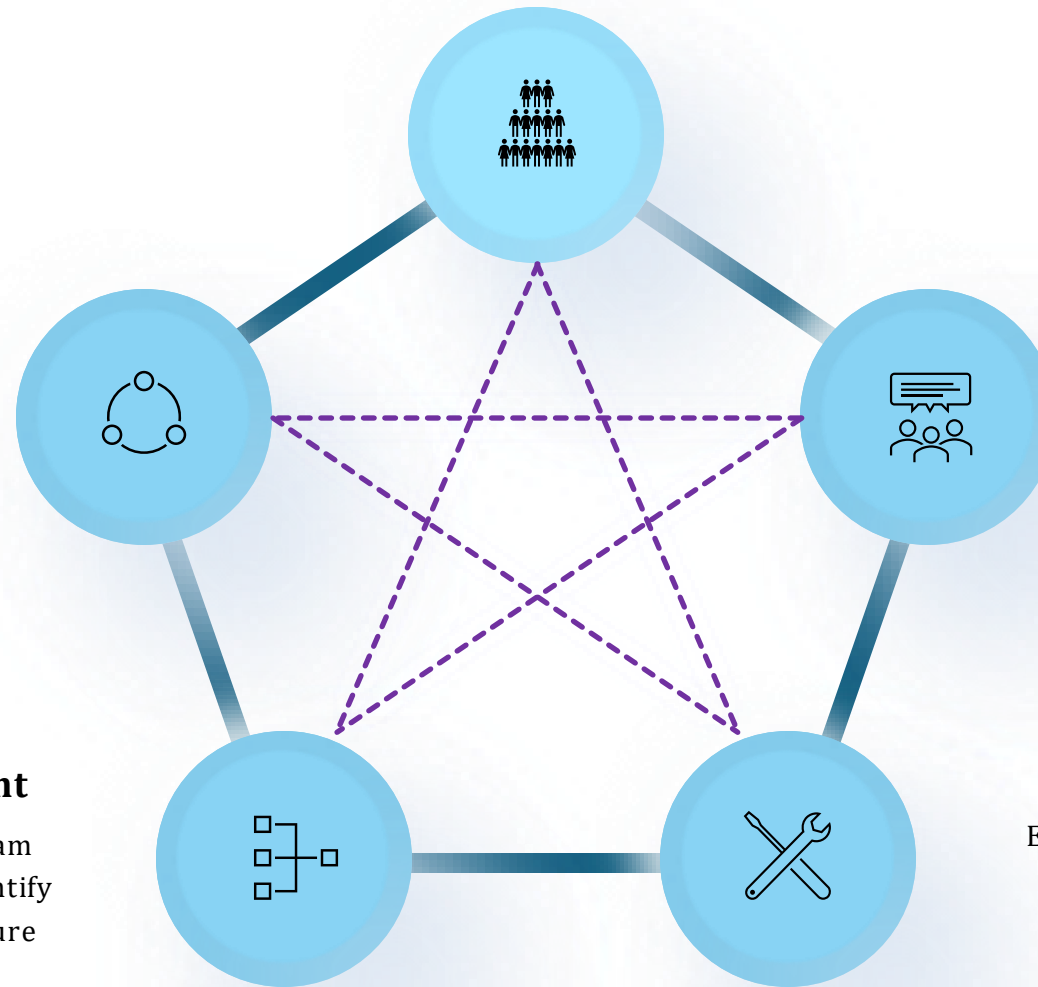
Evaluate toolsets, realize capabilities
and highlight specialists to support
maximizing the tools

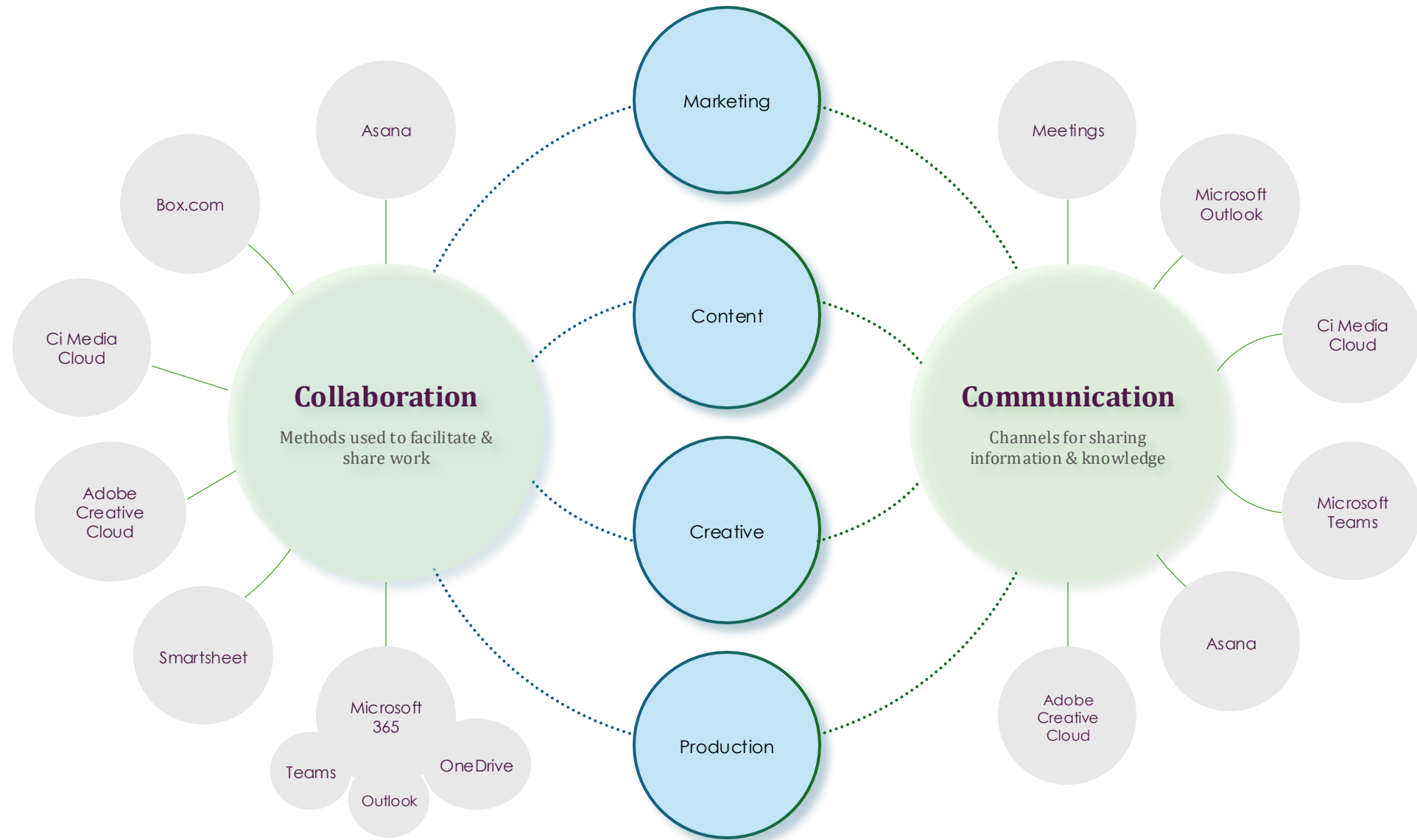
Systems Alignment

Align the tools with team
responsibilities and identify
the core system structure

Workflow Efficiency

Optimize results by delivering
value through streamlined
processes





Milestones & Deliverables

STRATEGIES

Quick Wins

- Integrate tools into Microsoft Teams to optimize organization workflows
- Examine if OneDrive can meet team needs for collaborating & communicating
- Document use cases and create workflow charts

- Approve Frame.IO POC for seamless integration
- Appraise Box.com capabilities and integrate if green lit
- Capitalize on interdepartmental meetings & interactions

Budget Analysis

- Clarity on all costs associated with the organization

- Examine team operating budgets
- Assess cost for current toolsets
- Determine optimal financial integration strategy

Transparency

- Communicate changes
- Collaborate on execution
- Clarity on the why's & what's
- Interdepartmental Committee

- Engage in constructive criticism
- Provide opportunity for feedback
- Understand all team goals
- Mutually agree on path forward

Toolset Review & Adoption

- Asana
- Box.com
- Microsoft 365
- Adobe Creative Cloud
- Ci Media Cloud
- Frame.IO

- Understand the capabilities
- Maximize the tools
- Find the crossover opportunities
- Integrate into everyday workflow

Everyday Wins

- Communication
- Collaboration
- Current Toolset Integration

- Pair the right partners to meet and discuss needs
- Work together to execute on solutions
- Integrate where we can now
- Foster cross-functional environment