



Lotusphere Comes To You 2010

Lotus knows.

Smarter software for a Smarter Planet.



One Smart Move: Making the Transition to IBM Lotus Symphony

Yin Dali 尹大力

*Staff Software Engineer, Lotus Symphony ISV Enablement
IBM China Software Development Lab*



Lotus knows.

Smarter software for a Smarter Planet.

Agenda

- Why Move To IBM® Lotus® Symphony™ ?
- Transitioning To IBM® Lotus® Symphony™ – A Proven Approach
- Tools To Help
- Deployment Options
- Q&A

Why Move to IBM® Lotus® Symphony™ ?

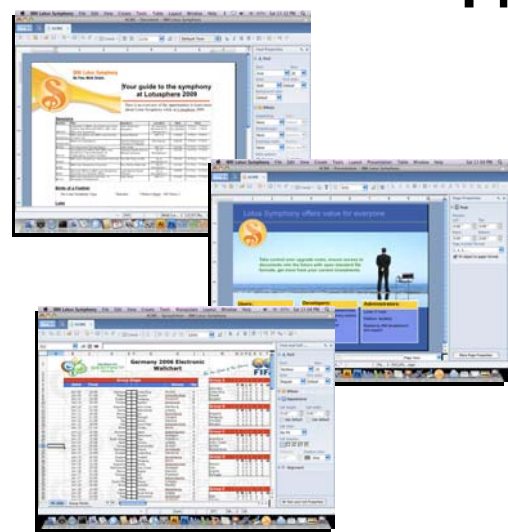
Symphony™ is based on Open Standard = No vendor lock in



- ▶ IBM's Office Productivity Suite
 - Built For “The Majority Of Users”
- ▶ Supports 28 Languages + Strong Accessibility Support
- ▶ Eclipse™ Based And Supports Java™, UNO & LotusScript® Dev
- ▶ Supports Microsoft® Office™, Lotus® SmartSuite® & OpenDocument Format (ODF) + Others Inc. Adobe® Acrobat®

Free And Is Supported

Simple and flexible



- ▶ Free To All
- ▶ Support Options
 - Web Only
 - Fee Based
 - Support Included With Notes™ Client

- ▶ Easy to use interface
- ▶ Plugin extension and SDK
- ▶ Integrated in Lotus® Notes™ 8
- ▶ Client flexibility, Easy to deploy



Why Move to IBM® Lotus® Symphony™ ?

- Microsoft® Office™ Used Across The Enterprise By All Users
 - 80/20 Rule.... 80% People Use Only 20% Functionality
 - Microsoft® Office™ 2003 Support Ended 14th April 2009
 - Moving To Microsoft® Office™ 2007 Expensive



Looks Different + More File Formats To Content With :-/



Symphony™ Is A Free Download Away



- Open Standards Flexibility
 - You Gain Choice Over Desktop / Tooling Strategy
 - Presents Opportunity To Move To ODF (XML Based)



- Gain More Business Value From Your Content
 - Integrate Into Existing & New Applications



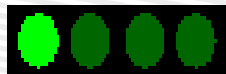
Leverage The Eclipse Architecture

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- Transitioning To IBM® Lotus® Symphony™ – A Proven Approach
- Tools To Help
- Deployment Options
- Support And Enablement Considerations
- Top Support Concerns And Solutions
- Our Top Tips For New IBM® Lotus® Symphony™ Users
- Q&A

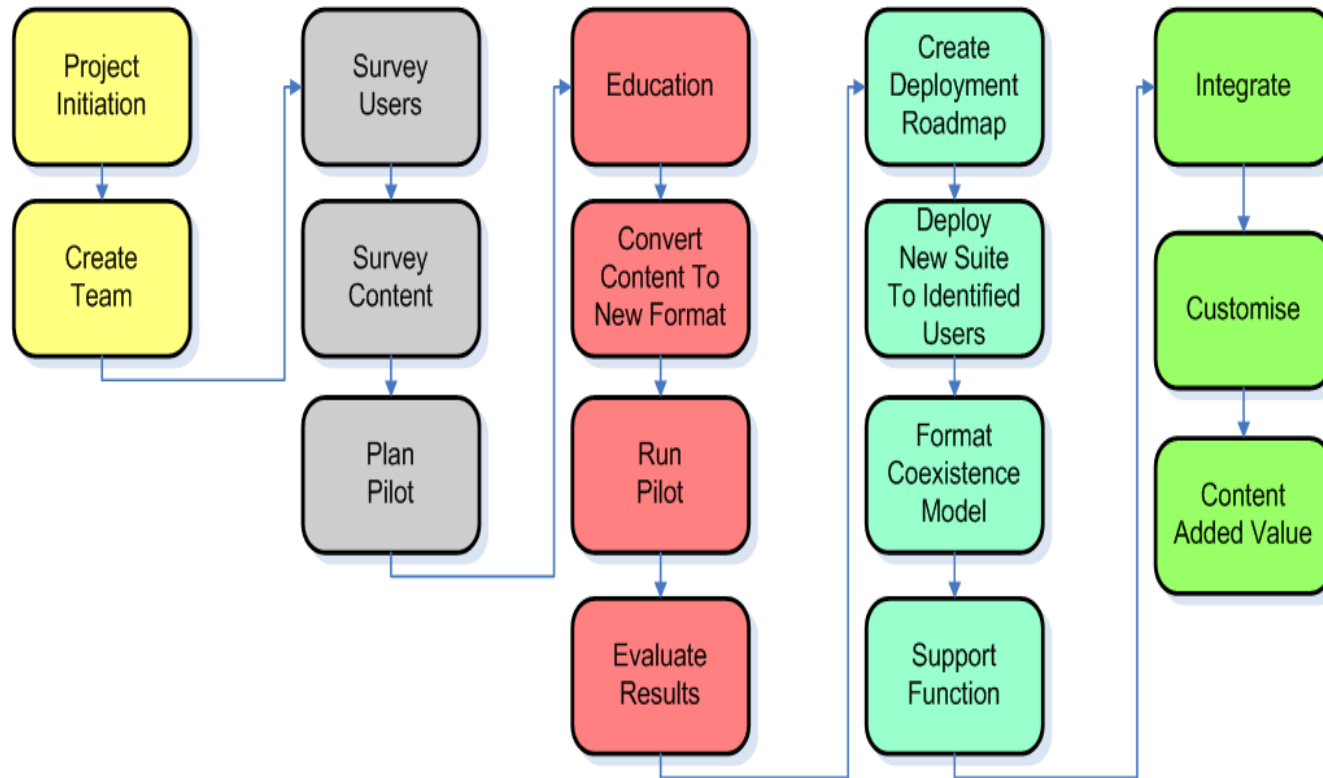
Transitioning To IBM® Lotus® Symphony™

- Having A Structured And Agreed Approach Is Key To Success.
- Don't Boil The Ocean – Phased Deployments Work Best
- Do Not Underestimate The Volume Of Content You Have
- Decide The Format Strategy – Microsoft® Office™ or ODF
- If You Have Lotus® Notes™ Applications – Do They Have Any Microsoft® Office™ Dependancies In Them ?
 - Need To Analyse And Transition To Using Lotus® Symphony™
- Communications With Your User Community Is Critical
 - Understand And Manage Expectations
 - Helps To Gain Valuable Information Used For Planning The Overall Transitioning Project

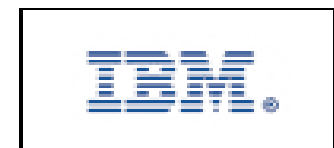


Planning & Preparation Prevents Poor Performance

Office Productivity Suite Transformation Method



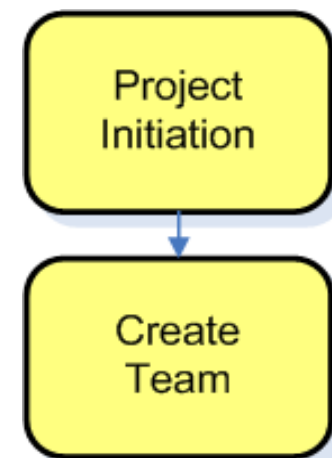
- Reduce Project Risk
- Understand Value Of Your Office Content / How it's Used In Your Business
- Evaluate Symphony™ Against Business Requirements
- Build Deployment Plan That Incorporates Education / Support / Content Conversion.



Disclosed by IBM

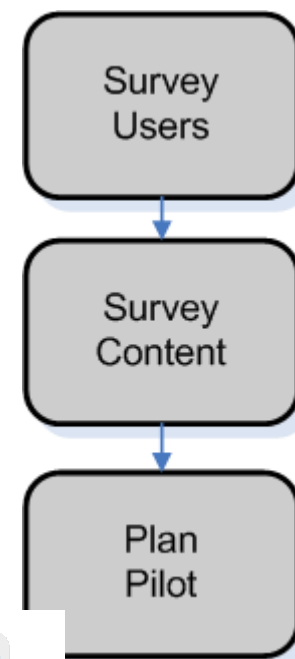
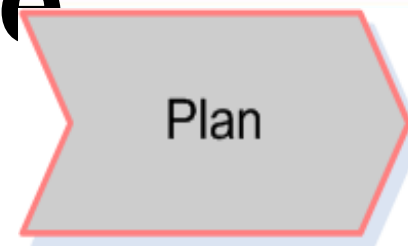
Starting The Project

- The Initiate Phase Is Focused On
 - Project Startup
 - Team Formation
 - Definition Of The Project
 - what is to be achieved, how, timescales, costs and deliverables
- Having Executive Sponsorship Is Critical
 - Should Be Cross Enterprise Project – Across All LOB's
 - Create A Cross Functional Team
- Don't Underestimate The Cultural Changes
 - Communications & Transformation Planning Is A Must



Understand The Size Of The Project

- Analyse User Community
 - How Microsoft® Office™ (And Other Products) Being Used
 - Dependancies On Integrated Applications
 - Various Approaches To Achieve This
 - Questionnaires, Interview Users, Workshops
- Locate And Analyze Content
 - Where Is Your Content ?
 - What Are The Key Artifacts Used In Each Line Of Business ?
 - Is Migration Of Content Required For Symphony™ Use ?
- There Is Tooling Available to Help !



Best Practice

You May Wish To Establish A Porting Center.

Understand The Size Of The Project




- Segmentation Of Users Across Lines Of Businesses (LOB)
 - Based On User Needs Versus Symphony™ Capabilities
 - Plan Out Pilot For Casual / Medium Users
 - Decide How All Parties Receive Education
 - Define How Feedback / Results Collected & Analyzed

Best Practice

- Max 30 People
- Cross LOB
- Run Over 4 Wks


Casual Users

- Common Uses Of Docs, Sheets, Presentations
- Mostly Viewing / Light Editing
- Filling Out Templates
- Use Of “Out Of Box” Features / Functions



Medium Users

- More Robust Needs For Documents, Sheets And Presentations.
- Stronger Interoperability Requirements
- Creates Templates For Other Users / LOB's

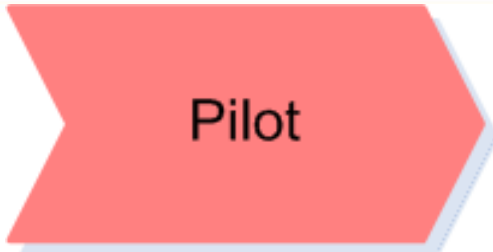


Power Users

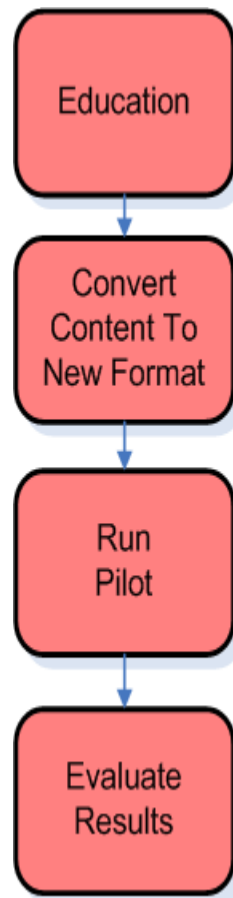
- Heavy Excel® Users
- Document Templates With Dialogue Boxes / xForms
- Need Integration With 3rd Party Applications.
- Heavy Use Of Visual Basic® Macros



Deploy And Evaluate



- Install Symphony™ To Pilot Users PC's
 - Test Deployment Architecture
- Provide Base Education
 - Make Use Of The Free Materials From IBM® eg. Learning Plugin + Wiki
 - Possible Use Of Instructor Led Courses – Must Scale !
- If Evaluation Of ODF Is A Pilot Goal
 - Convert Key Templates / Artifacts To ODF... Use Template Libraries To Mange These.
 - Set Rules For Sharing Content With Users Outside Pilot



IBM | Lotus software

Lotus Symphony wiki

Spotlight articles

Product documentation

Learning center

More resources

Deploy And Evaluate

- Run The Pilot
 - Users Undertake Normal Job – Using Symphony™
 - Support / Issue Resolution Is Key To Future Success
 - Dedicated Support For Pilot
 - Floor Walking
 - Support Forums
- Evaluate The Results
 - Round Table Meetings With Users
 - Common Issues Reported To Support
 - Creation Of Best Practice, Lessons Learnt
 - Identification Of Additional Requirements
 - Plugins, Document Conversion, Application Integration

Best Practice

Notes Db's Are Great For Creating KnowledgeBases

Pilot

Education

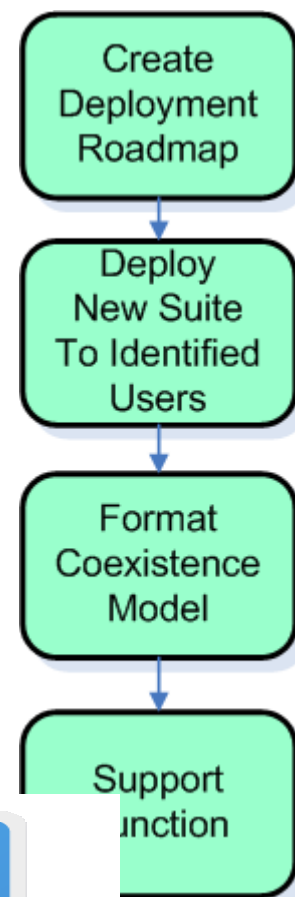
Convert Content To New Format

Run Pilot

Evaluate Results

Adoption Across The Enterprise

- Creation Of A Deployment Roadmap
 - Project Gantt Chart Showing Dates For LOB Deployment Activities
- Consider Customization Of Symphony™ Prior To Deployment
 - Branding And Plugin's
- If You Are Also Moving To ODF – Ensure A Coexistence Model Is Available.
 - SUN™ Have A Free Microsoft® Office™ 2003 Plugin
 - SourceForge.net® – Open XML / ODF Converter
- Ensure Users Aware Of How To Gain Education & Support BEFORE You Start Deployment



Best Practice

Uninstall Microsoft® Office™ 30 Days After Symphony™ Deployed.

Gaining More Business Value

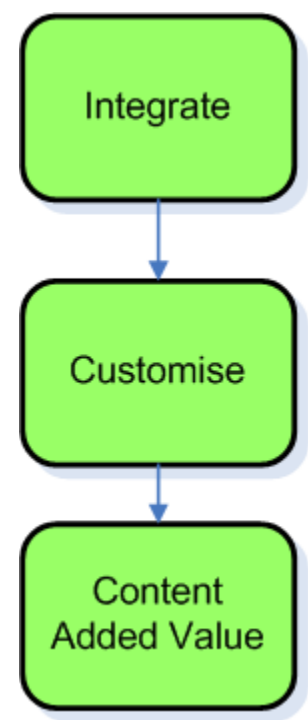


- Many Ways To Extend The Look / Feel And Functionality
 - Symphony™ Development Toolkit
 - LotusScript® .. Notes® / Symphony™ Working Together.
 - ODFToolkit.org

- Business Partner Solutions
 - Rich And Expanding Catalog On The Symphony™ Website.

- IBM® Software Services for Lotus®
 - Custom Application Development
 - Solution Design
 - Integration Of Symphony™ With Quickr™, Domino® And WebSphere® Portal™

Best Practice
 The Symphony™ Wiki Has Some Great Content.



Innovative solutions to your technology challenges
from the technical experts at IBM Software Services for Lotus



EXPLORE
PLAN
DEPLOY
OPTIMIZE
EXTEND



Lotus Symphony Quickstart



Highlight:

[IBM Software Services for Lotus](#) can work with clients who are new to Lotus Symphony and deploy Lotus Symphony to a pilot group in order to show how the technology functions and reveal the benefits it adds to their organization.

As part of a Quickstart offering, we offer:

- Customer workshop introducing Lotus Symphony product and strategy
- Business requirements discussion and prioritization
- User segmentation – who benefits most from Symphony
- and much, much, more

The Lotus Symphony Quickstart enables a small team of business users to evaluate the benefits and features of Lotus Symphony within your organization. Through the Lotus Symphony Quickstart, very quickly early pilot users can be targeted, and Lotus Symphony can be up and running with 'out of the box functionality' and classroom education. Combined with a high level analysis of key Microsoft content (optional) ... ensuring the business value of moving to Symphony can be quickly established. It is the first step on the ladder to enterprise adoption of Lotus Symphony and, at this stage, the duration is fixed and cost is low, which significantly reduces risk.

Do you want to...

Better understand the business value of implementing IBM Lotus Symphony as well as how it can help your organization meet specific business objectives?

- Identify which user groups within their organizations would benefit from Symphony?
- Evaluate their existing Microsoft Office content in Symphony and convert some / all to Open Document Format?
- Determine what would be involved in planning for and deploying IBM Lotus Symphony in your organization?
- Get a firsthand look at IBM Lotus Symphony to understand how its capabilities work in your environment and how users will respond to the intuitive interface and ability to create PDF files which can be shared across organizational boundaries?

Summary Of Approach....

Initiate

Plan

Pilot

Deploy

Extend

- A Flexible Framework Of Structured Phases And Activities
 - Provides A Systematic Approach To Transition From Your Existing Office Productivity Suite To IBM® Lotus® Symphony™.
 - Its Unique... The Only Published Method Framework For These Projects.
 - Your Own Additional Activities Can Be Added To One Of The 5 Phases.
- Leverage The Experience Of IBM® Software Services for Lotus®

Download Your Copy Of The Method at:-
<http://www.priorartdatabase.com/IPCOM/000186027D>

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Tools That Can Help With The Journey To Symphony™...

Locate Your Content



Content Analysis / Conversion



Ease Of Use Solutions



Locate Your Content



IBM® OmniFind® Yahoo!® Edition

Web sites
You have not entered any Web sites to crawl.
Enter a Web site to crawl:
ibm.com/developerWorks
Example: http://www.example.org
Add Web Site

Files
You have not entered any directories to crawl.
Enter a directory to crawl:
Example: T:\shared\human_resources\
Browse...
Add Directory

Search
0 documents in the index; index size is 1 MB.
Disable Search
Average query response time is 0 milliseconds.
Average queries per minute is 0.

Query Statistics

Query Logs

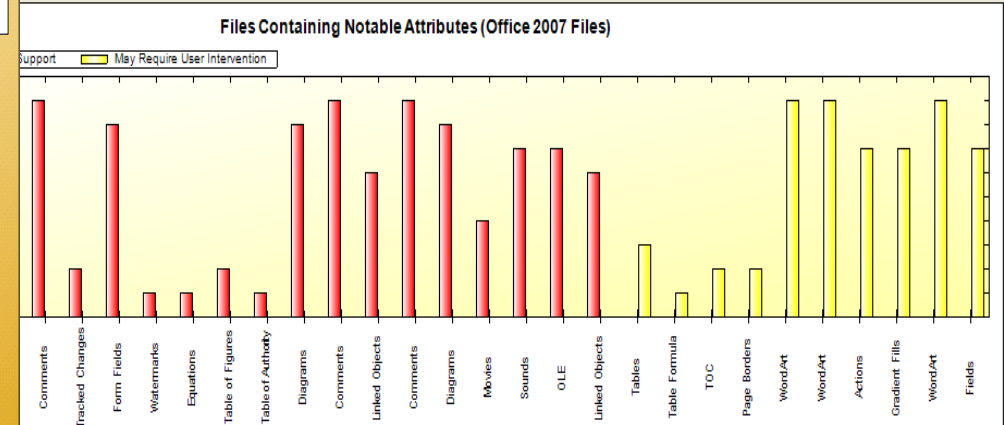
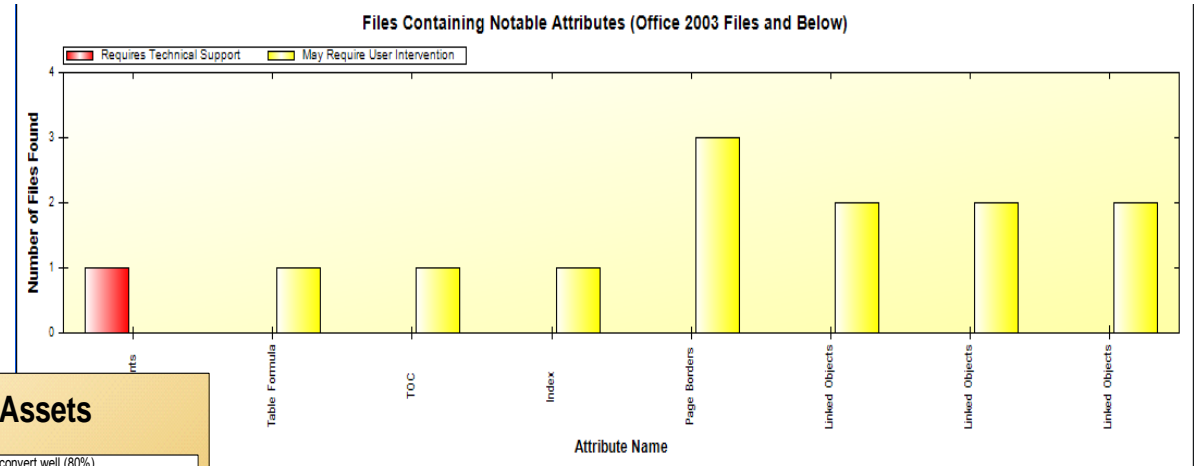
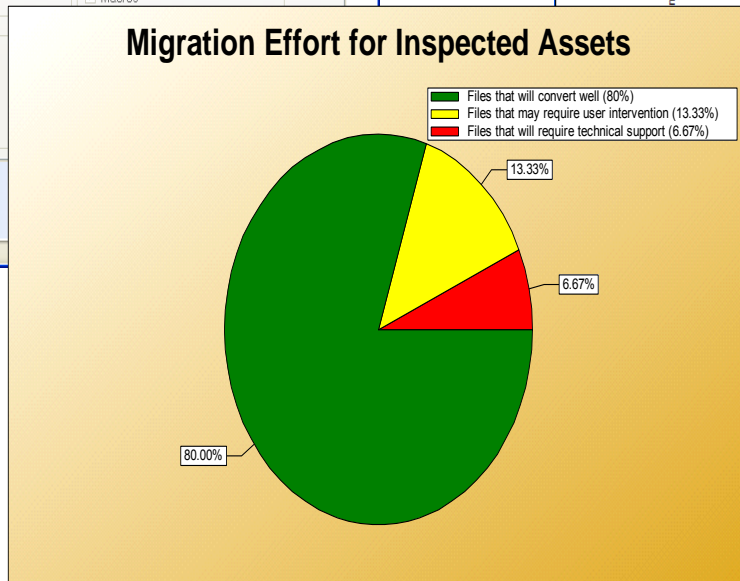
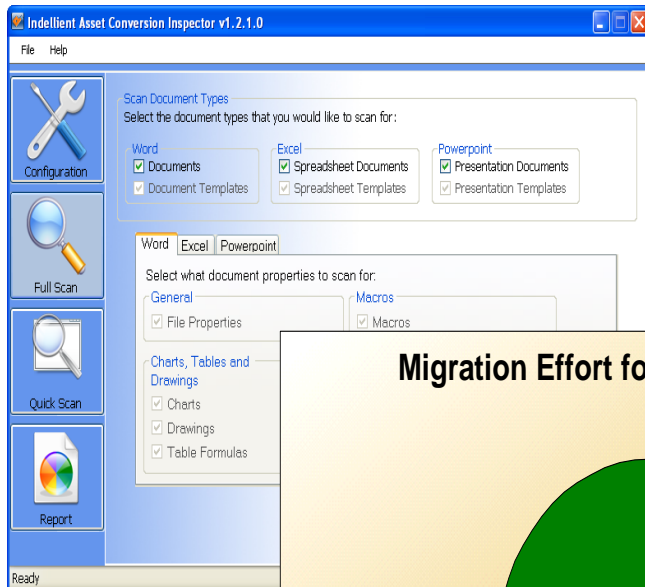
- Most Popular Queries
- Most Popular Queries Without Results
- Most Popular Queries Without Clicks
- Most Popular Results Clicked

Date	Query	Results	Response Time (ms)
November 25, 2007 20:54:44.522 EST	ambassador	25	841
November 25, 2007 20:54:31.814 EST	kim sam-hoon	1	1513
November 25, 2007 20:54:18.971 EST	headquarters	64	2433
November 25, 2007 20:54:05.031 EST	legal affairs	52	2423
November 25, 2007 20:53:42.008 EST	treaty	61	1472
November 25, 2007 20:53:17.990 EST	pow	0	1863
November 25, 2007 20:52:48.768 EST	greenhouse gas	6	4997
November 25, 2007 20:52:35.128 EST	war	53	370
November 25, 2007 20:52:29.741 EST	food	160	956
November 25, 2007 20:52:22.306 EST	china	55	270

Content Analysis / Conversion



Indelligent Asset Conversion Inspector (ACI)



Content Analysis / Conversion



Notes Integration Inspector (NII)

- Provides a rapid and exhaustive listing of integration points between a suite of Lotus® Notes™ applications and the Microsoft® Office™ set of applications.
- Browses all Lotus® Notes™ applications across a set of pre-configured server or accessible disk locations, identifying all relevant integration points with Office™.
- Can be configured to read all embedded code within the application as well as selectively report on all stored / embedded Office files.



Application Name
▼ ABB Group Source: 1 Template(s)
▼ Master Template
Database: ABB Group Source (sourcegroups.nsf : 8525754C:0071A88A)
Code: Macro/Script : Create Exchange Export File from Selection...
Code: Macro/Script : Create Exchange Export File...
Code: Macro/Script : Import Archive Files to Array
Code: Form : Location; Location\ Hot Region
▶ Bookmarks: 1 Template(s)

Content Analysis / Conversion

Document Conversion Services Via The Web



Logged in as: Doris Eber (Administrator)

- My Account
- Submit Jobs**
- Job History
- Reports
- Job Pickup
- Logout

Upload your documents to DCS.

* Please be advised that documents containing macros require special attention by the Indelligent Conversion Team (through the Manual Conversion service option). To preserve the functionality of macros, please be sure to upload any documents containing macros to the Manual Conversion service option.

1. File: Service:

Target File Type:

2. File: Service:



Logged in as: Anita Perez (User)

- My Account
- Submit Jobs
- Job History
- Reports
- Job Pickup**
- Logout

Job Pickup

Click on the icon to download the completed job or on the filename to view detailed information.



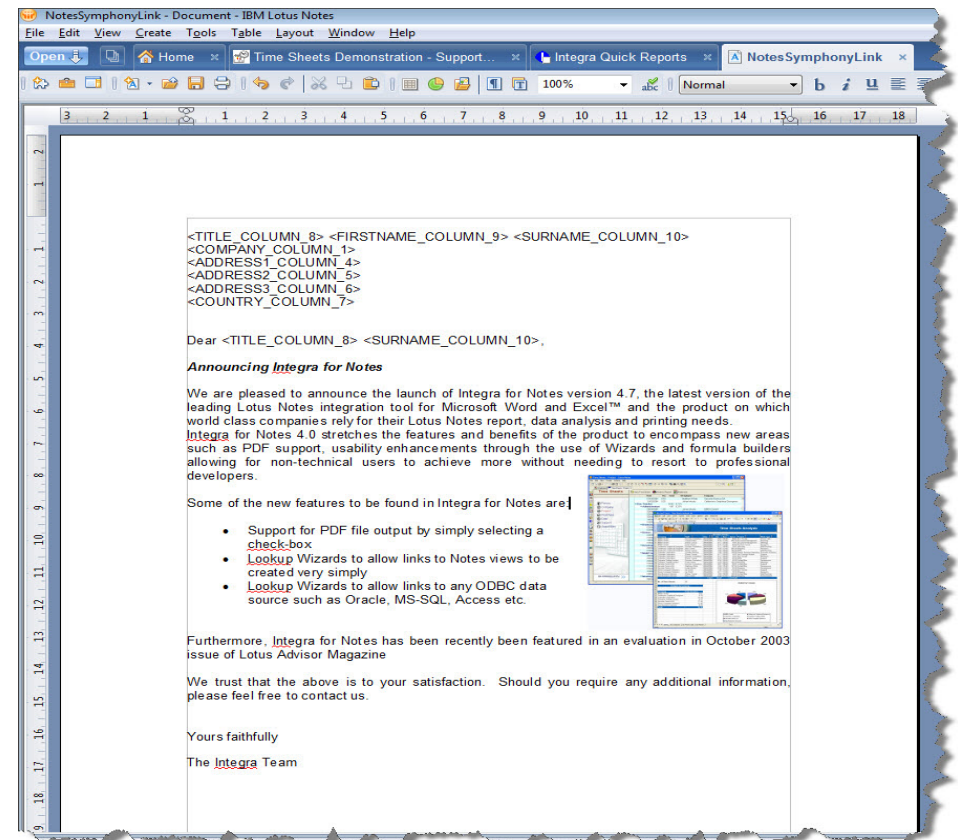
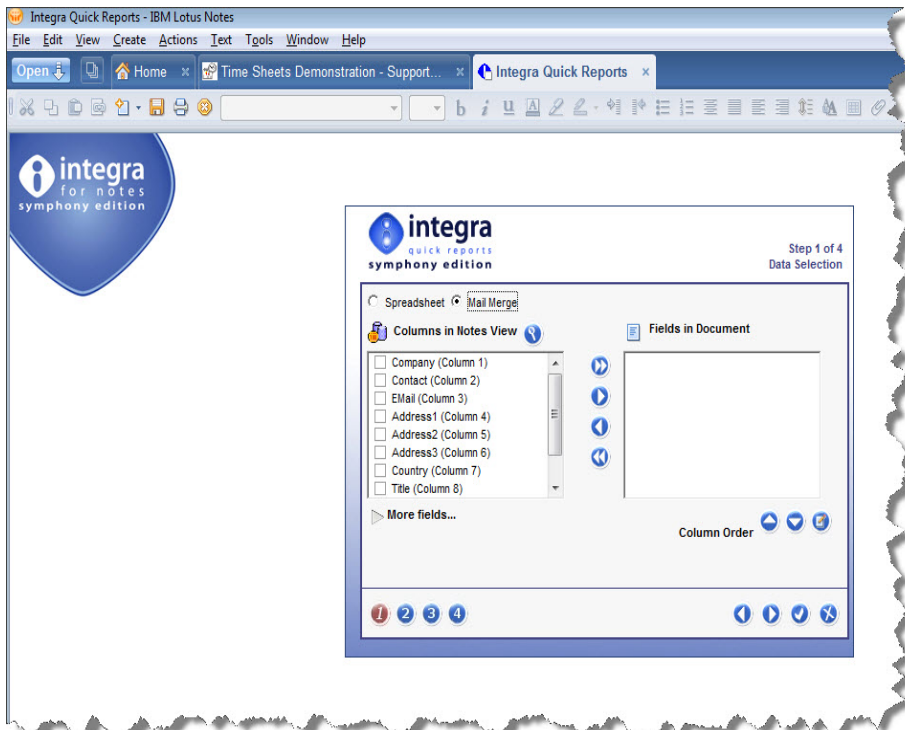
Document Pickup

Filename	Uploaded By	Completed On	
DCS Test File.wpd	Anita Perez	Dec 12/08	
DCS Test File.[1].wpd	Anita Perez	Dec 12/08	

Ease Of Use – Symphony™ Value Adds



- Integra Have Applications Available To Help With Report Generation From Data Stored In NSF's



Case Of Use – Symphony™

Value Adds

Indelligent® Vivo for IBM® Lotus® Symphony™



Manage Data Sources

Data Sources:

Name	Type
Accomplishments	Data
Class List	Data
Clients	Data
Description	Data
Group A	Data
Internal	Data
Legal Contacts	Data
ProjectName	Data
ProjectType	Data
ReturnAddresses	Data
Salutation	Data
Testing	Data

Update Data Table

Data Table: Clients

ClientProvince	ClientFaxNumber	ClientAccountNumber	ClientName
Ontario	222-2222	999999	Adam Caromicoli
AB	888-8888	888888	Doris Bean
ON	444-9999	828282	John Murray
<New Record>			

Buttons: Edit Attributes, Save and Close

Menu-driven data and data-field management.

File: fax.ott Create New File

Document Information

Client Name: Adam Caromicoli
 Client Fax Number: Doris Bean
 Client Phone Number: John Murray
 Author Name: Doris Bean

Buttons: Inherit From File, OK, Cancel

Fax

To:	[Client Name]	From:	[From]
Fax:	[Client Fax Number]	Pages:	

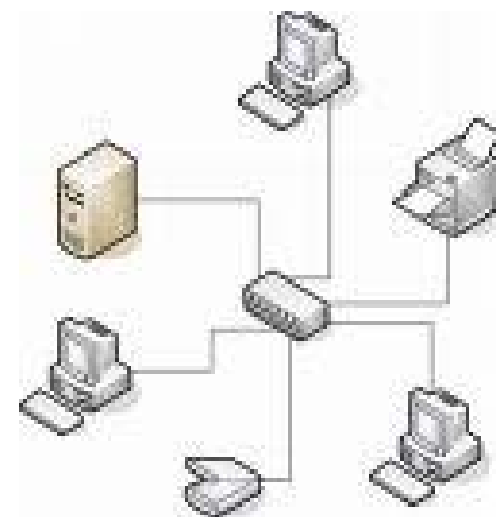
Template prompts and field auto-population

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Deployment Options

- Targeted User Deployment Via **Microsoft® System Center Configuration Manager™**
 - Customized Symphony™ Packages
 - Faster / Smarter Than Manual Install To Each PC
 - Management Of Your Desktop Estate
- Virtualized Using **Citrix® XenApp™** (Presentation Server™)
 - Centralized Environment
 - User Access Via Web Browser Based Client



Do You Have Any Questions For Us ?



Resource

S

Description	Link
Lotus Symphony Website	http://symphony.lotus.com/software/lotus/symphony/home.nsf/home
Lotus Symphony Wiki	http://www-10.lotus.com/lld/lswiki.nsf
Symphony DeveloperWorks	https://www.ibm.com/developerworks/lotus/products/symphony
IBM Support Site For Symphony	http://www-01.ibm.com/software/support/acceleratedvalue/
Office Productivity Suite Transformation Method	http://www.priorartdatabase.com/IPCOM/000186027D
Deploying Symphony On Citrix	http://www-10.lotus.com/lld/lswiki.nsf/dx/Deploy_Lotus_Symphony_1.3_in_Citrix_Environment
Automating Symphony Deployment	http://www.ibm.com/developerworks/lotus/library/symphony-sccm/index.html
ODF Toolkit	http://odftoolkit.org/
SUN ODF Plugin For MS Office	http://www.sun.com/software/star/odf_plugin/get.jsp
Open XML / ODF Translator	http://odf-converter.sourceforge.net/index.html



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