Collaborate Simply, Organize Effectively, Manage Complexity

MetaTeam is an online workspace for high performance teamwork, collaborative decision making, and project management.

MetaTeam[®]

ALTOVA®

MetaTeam delivers a fast start with no install, training, or configuration required. Every workspace comes with preconfigured templates for standards including Scrum, PRINCE2, and risk management, as well as example crossfunctional teams.

Other tools stop at basic tasks, Gantt charts, and comments. MetaTeam goes further to uniquely integrate roles and responsibilities, decision making, and knowledge capture with a new level of detail about goals, objectives, and work requirements.

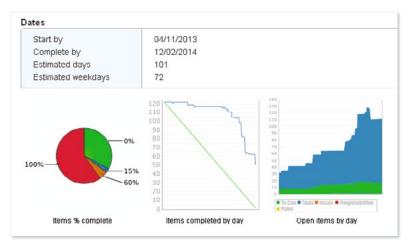
Key Features

- Agile Task Management
- Roles & Responsibilities
- Collaborative Decision-making
- Knowledge Capture & Glossary
- Requirements and Prioritization

Project Management Power When You Need It

MetaTeam starts fast and grows with you as your team grows in scope and size. Dial MetaTeam's features up or down to suit your project management needs and methodology.

MetaTeam's features map to standards including the PMBOK and deliver the robust practices common to high performance teams. SMART goals, assignment of roles and RACI accountability, self-directed areas of responsibility, and consistent decision making – all seamlessly integrated.



eam Home	Coals Roles	Raks Docume	nts Clossary			Search	٩		
		0	Your current tear	m is now Risk Manag	ement Team				
Risk M	anagement Te	am							
Roles	Responsibilities	Members Arch	ive						
Teams	Risk Management 1	Team > Responsibiliti	es						
+ 12									
	Assign risk owners	Assist in reporting on risks, candidate responses and	Discover requirements	Ensure policies and plans are approved. followed and	Gather complete information.on tiska	Identify candidate responses	identity risk events and authorize responses		
Admin	0	8					0 *		
Analyst					3	2			
Audit Member	0			0					
Leader							0		
Project Manager				0			0		
Risk Manager				2					
<u>Risk</u> Owner					2	2			
Sponsor									
4	1								

Easy Collaboration

• Wiki

- Threaded discussions
- File management
- Role alignment, related teams

Cross team search

- Voting
- Glossary & trackbacks
 Recent activity highlights

Stop wasting time with unstructured collaboration tools, lost emails, and siloed schedules. Start benefiting from MetaTeam's simpler approach to high performance teamwork.

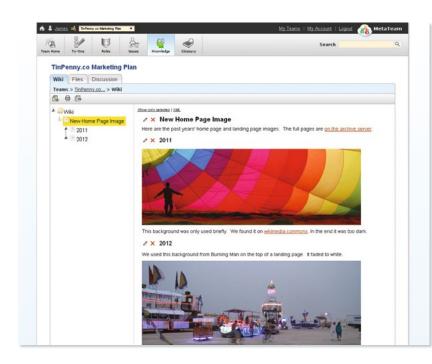
About Altova

Altova makes some of the world's most popular development, data management, business intelligence, and collaboration tools.

Based in Vienna, Austria and Boston, Massachusetts, Altova has a 22-year history of innovation in software. Altova's desktop, server, and cloud-based applications have won hundreds of awards and become de facto industry standards.

Over 4.5 million users use Altova products to accelerate their business and exceed expectations every day.

(g)		V Da	4	2	() Laca	2	Chem					Searc	h	
					1.000	a oya	C W HAL	7						
In	ntrane	t Team												
T	o-Dos	Tasks Gan	tt Arc	hive										
1	eams :	> Intranet Team	>											
-		- REFERENCE AND A	5											
8	7													
	Code	Name	· Start	9.1	End 🕆	Com 🕆	Depi 1	Assic 🕆						27th January 20 S.M.T.W.T.E
	4004	Site Design	Jac 02		dar 06	100 %		агонтал	5 5 M I		3 86 1 98 1	1 3 3 8 1 1		5 64 1 90 1 1
	4805	Home page o		-		100 %		exhited	_					
	4907	Creste stem				5%		umithile						
	4906	Department p			lan 16 🔲	T sx	4907#s	arnemar			50000			_
a	4900	Accounting h			Ad 19 🖂	5%	49071s				-			
i d	4915	HR policies p	age Jan 14		Jul 01 🔲	5%	4907/s				5 C.			
4	4910	Customize C	MS Jan 10		Jal 31 🔲	5%	4905fs	(beckmar		+				
4	4500	Content Developr	nen Jan 10		lun 27 🗔	10%	490411	boolege		1				
	4911	Create conter	t ty Jan 14		Har 18 🗔	100%		lamith@s						
	4912	Create PDFs		-				boolegid						
	4913	Import new C				100%		armemari				61		
11-2	4914	Employee dire					4904/s	ewhite@		0				
	4916	Programming	Jan 16				490955		menuiees	and all all and	-			
	4917	Install MySQ							marmese	under move	CORE	41		in ² tex maple altern
	4918	Create contac					49061s	eventes?				-		Constanting of the other
	49212	Make integral					491974	areventari						
	4821	Replace date			MM 20	100 %	and a dealer							
	4922	Create news			- 6	100 %								
	4854	Mid project st		-		0%								
	4923	Rollout	May 0	100	May 31	0%	490311							
é	4024	Set up site mi	inic	1		100 %								
9	4926	Schedule train	ing			100%								
9	4827	Test all links i		111		0%								
									•					
	-	12 1 2												



Why MetaTeam?

- Integrated information Automatically connects information across your team so you don't waste time tracking it down or recreating it.
- Organizational clarity Ends confusion about who does what and where responsibilities lie to make teams more agile.
- Higher team performance Teams see gains of 20% or more when they encourage self directed work and collaborative processes.
- Greater team commitment Virtual and cross-organizational teams maintain focus and commitment when goals, roles and responsibilities are clear.
- Consistent processes Consistent and repeatable processes build members' trust and give management confidence in the team.

About MetaTeam

Altova MetaTeam is the world's most comprehensive high performance teamwork environment.

MetaTeam is affordable for teams of all sizes, with prices starting at \$250 per year for five users.

MetaTeam is available worldwide at <u>http://metateam.net</u>.



© Copyright 2014 Altova® GmbH. All rights reserved. Altova® and MetaTeam® are registered trademarks of Altova® GmbH in the United States and/or other countries.