



# TECHNOLOGY AREA TEMPLATE

| DEFINITION                                 |   |                                 |          |
|--|---|---------------------------------|----------|
| <i>Name</i>                                | Office Productivity Tools   |                                 |          |
| <i>Description</i>                         | Office productivity tools are applications that allow for the viewing, creating and modifying of general office documents (e.g. spreadsheets, memos, presentations, letters, personal database, form generation, image editing, etc.). Office productivity tools also include applications for managing employee tasks.   |                                 |          |
| <i>Rationale</i>                           | As office documents are used in the day-to-day operations of state agencies, proper tools should be in place to enable end user productivity.   |                                 |          |
| <i>Benefits</i>                            | <ul style="list-style-type: none"> <li>• Provide a standard document format</li> <li>• Ability to format and customize documents as desired</li> <li>• Ability to track changes to a document</li> <li>• Ability to create interactive presentations</li> <li>• Ability to create form letters and perform mail merges</li> <li>• Ability to create custom customized spreadsheet applications</li> <li>• Ability to create charts and graphs</li> <li>• Ability to check a document for grammar and spelling inaccuracies</li> <li>• Information is readily shareable</li> </ul> |                                 |          |
| ASSOCIATED ARCHITECTURE LEVELS             |   |                                 |          |
| <i>Specify the Domain Name</i>             | Application   |                                 |          |
| <i>Specify the Discipline Name</i>         | Electronic Collaboration  |                                 |          |
| KEYWORDS                                   |   |                                 |          |
| <i>List Keywords</i>                       | Office Productivity, Word, Excel, PowerPoint, Office, Project, Publisher, SharePoint, One Form, Word Perfect, Adobe, Spreadsheet, pdf, Access   |                                 |          |
| ASSOCIATED COMPLIANCE COMPONENTS           |   |                                 |          |
| <i>List the Compliance Component Names</i> |   |                                 |          |
| ASSOCIATED PRODUCT COMPONENTS              |   |                                 |          |
| <i>List the Product Component Names</i>    | Adobe, Microsoft Access, Microsoft Office Pro, Microsoft Project, Microsoft Publisher, Microsoft SharePoint, One Form, Word Perfect   |                                 |          |
| CURRENT STATUS                             |   |                                 |          |
| <i>Provide the Current Status</i>          | <input type="checkbox"/> <i>In Development</i> <input type="checkbox"/> <i>Under Review</i> <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Rejected</i>  |                                 |          |
| AUDIT TRAIL                                |   |                                 |          |
| <i>Creation Date</i>                       | 11/02/04  | <i>Date Approved / Rejected</i> | 11/09/04 |
| <i>Reason for Rejection</i>                |   |                                 |          |
| <i>Last Date Reviewed</i>                  |   | <i>Last Date Updated</i>        |          |
| <i>Reason for Update</i>                   |   |                                 |          |

