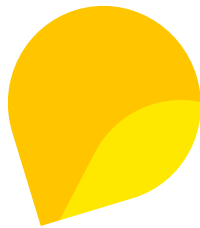
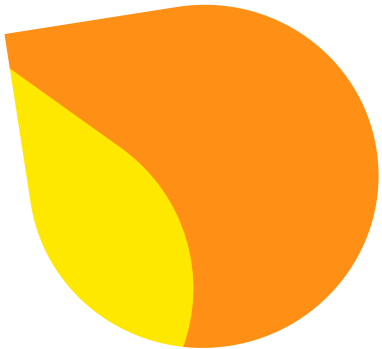


# Productivity Anywhere

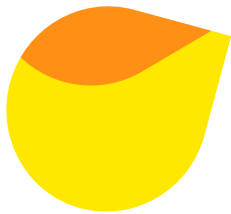
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Secure Content Management  
for your Distributed Workforce



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# Setting the Scene

2020 will go down in history as the year we redefined the way we live, work and connect with others. While the human and economic impact of COVID-19 may never truly be known, one thing we know for sure is that many organizations believe there is no going back when it comes to remote working.

In this eBook we explore the concept of Productivity Anywhere and discuss how, through straightforward questioning and a focused approach, organizations can move confidently into the next normal, whatever it may be.

## June 2019

11% of civilian workers had access to flexible work schedules

<https://www.bls.gov/ncs/ebs/fact-sheet/flexible-work-schedule-and-student-loan-repayment.htm>



## March 2020

62% of employed Americans said they had been working from home during the crisis


<https://news.gallup.com/poll/306695/workers-discovering-affinity-remote-work.aspx>



## By the End of 2021

Estimates suggest 25-30% of the US workforce will be working from home multiple days of the week

<https://globalworkplaceanalytics.com/work-at-home-after-covid-19-our-forecast>

A stylized world map in shades of green and yellow. Three callout bubbles are overlaid on the map: one over North America, one over Europe, and one over Japan. A dotted yellow line connects the bubbles across the map.

**"As of today, Shopify is a digital by default company. We will keep our offices closed until 2021 so that we can rework them for this reality ... Office centricity is over."**

**– Tobi Lutke, CEO**

<https://www.bloomberg.com/news/articles/2020-05-21/shopify-is-joining-twitter-in-permanent-work-from-home-shift>

**Twitter is allowing employees to work from home indefinitely**

<https://www.theverge.com/2020/5/12/21256060/twitter-employees-work-from-home-covid-19-pandemic>

**80,000 Fujitsu Group employees will primarily work from home and office space will be cut by 50% in Japan by 2022**

<https://www.fujitsu.com/global/about/resources/news/press-releases/2020/0706-01.html>

# Five Drivers for Change

CIOs and their senior teams have worked tirelessly to deliver on the urgent need to provision highly distributed, remote working infrastructure. In doing so, the following drivers have emerged:



## Securing Content Delivery

With employees working outside of physical and digital corporate walls, giving the right users access to the right content has leapfrogged up the priority list. With 21% of employees reporting their organizations are not using a VPN<sup>1</sup>, and existing VPNs not designed for large-scale remote working or the use of personal devices, content delivery has become a significant threat vector.



## Cracks in IT Infrastructure

Outmoded licensing agreements and legacy enterprise software that is not designed for remote access is leading to high demand from business units to provision workarounds and custom apps—causing significant headaches for both Enterprise Architects and for infrastructure teams.



## Creating Seamless Collaboration

In-app collaboration offers users the ability to work better and faster across teams. With multiple users annotating, redacting or contributing to documents, robust encryption and clear security classification are required to make sure these processes flow accurately and seamlessly.

# 4

## Robust Information Governance Requirements

Rules and legislation that require information to be classified as a record are at greater risk of not being followed when users work from personal or local devices. Under the Freedom of Information Act, manual deletion of records after a request has been made may be classified as an offence. Within the financial services sector, individuals have been fined or dismissed for failing to follow corporate Information Governance guidelines<sup>2</sup>.

## Digital Records are a Necessity

Paper has been identified as "Trade's single most persistent vulnerability<sup>3</sup>". With the global economy contingent on organizations being able to successfully trade goods and services, paper-based processes that involve authorised signatories and FedExed documents become impractical in a remote working context—we cannot allow non-movement of paper to lead to non-movement of goods.

# 5

Sources:

1. <https://www.prnewswire.com/news-releases/openvpn-study-reveals-covid-19-spikes-in-vpn-usage-and-surge-isnt-slowing-down-301055889.html>
2. <https://www.marketwatch.com/story/whats-up-with-whatsapp-jp-morgan-trader-suspended-over-messages-2020-01-14>
3. <https://www.tradefinanceglobal.com/posts/icc-digitisation-group-publishes-digital-rapid-response-measures-taken-by-banks-under-covid-19/>

# Modernization & Collaboration

Digital modernization efforts must place an emphasis on seamless remote employee collaboration. With organizations having to adopt blended working practices and potentially flex between mass remote working and phased returns to office environments, making sure users can access their Most Important information regardless of location or device will be pivotal to long-term productivity.

But simply making it easier to collaborate is not the only part of the solution. As important information travels between employees throughout the collaboration process it is vital that organizations can accurately and securely classify and manage the lifecycle of their digital information.

**"Firms must preserve and protect digital information to ensure that it's available when needed to meet business, legal, or knowledge management needs."**

– Source: Forrester

<https://www.forrester.com/report/Digital+Fragility+The+Ticking+Time+Bomb+Within+Enterprises/-/E-RES129250>

**"Corporate memory, brand assets, and customer data may evaporate if measures aren't taken to ensure its availability and accessibility."**

– Source: Forrester

<https://www.forrester.com/report/Digital+Fragility+The+Ticking+Time+Bomb+Within+Enterprises/-/E-RES129250>

# A Very Valuable Question

Before leaping to answers, it helps to ask straightforward business questions. In our experience, one of the most valuable questions you can ask is "What if ... ?". In the context of digital modernization, this becomes:

**What if** digital was equally distributed among:

- Office workers
- Home workers
- Remote workers
- Any combination thereof

**What if** modernization meant managing, connecting and protecting content to give knowledge workers access to their Most Important information wherever and whenever they need it?

**Federal circuit, district, and bankruptcy courts are utilizing multiple audio and video conferencing technologies to host oral arguments, initial appearances, preliminary hearings, arraignments, misdemeanor sentencing, and other procedures remotely.**

Source: <https://www.uscourts.gov/news/2020/04/08/courts-deliver-justice-virtually-amid-coronavirus-outbreak>

**The Financial Conduct Authority (FCA) has announced that fund management companies can now use electronic signatures to approve documents amid the COVID-19 pandemic.**

Source: <https://www.fca.org.uk/news/statements/expectations-wet-ink-signatures-coronavirus-restrictions>

Answering "**What if**" questions helps you define the most desirable outcomes for your organization, regardless of your size or the sector in which you operate.



# Experience is Everything

Productive remote working relies upon seamless end user experience (UX). Traditional business continuity plans were not designed for an event as disruptive as COVID-19, and the resulting dispersal of employees created huge disparities in UX between (and even across) organizations. To help you establish where your organization may have room to improve, fill out our quick assessment questionnaire.

Question	Your Answer	What If
How many Line of Business apps do your employees currently use to do their job?	High (15 upwards) Med (10-14) Low (5-9)	You could reduce this number?
How significant is the impact of remote working on employee productivity?	High Med Low	You could measure this?
How secure are the devices that your employees use when they are working remotely?	Highly Somewhat I don't know	You could secure your content, regardless of device?
How easy is it for employees to collaborate on processes that require review, approvals and sharing of content?	Very Somewhat Difficult	You could make these processes seamless?
To what extent does remote working cause you to worry about Information Governance risk?	High Med Low	You could automatically manage the lifecycle of your digital assets?

Now turn the page to discover the results you could achieve....

# Productivity Anywhere—What You Could Achieve

Alfresco's Productivity Anywhere approach helps you achieve incredible, measurable, results for your organization. Here's what you could look forward to:

Reduced cost and complexity ...  
by managing content  
with a hassle-free  
**Platform-as-a-Service**

Increased worker  
productivity and  
collaboration ...  
with user experiences and  
**enterprise IT integrations**  
designed to reduce app  
complexity for users

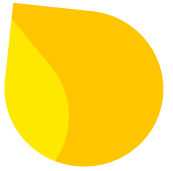
Reduced time  
spent searching for  
information ...  
with **federated  
search** of over 60  
different content  
management systems

Improved **Information  
Governance** and  
'invisible' records  
management ...  
across any repository  
and on any  
device - including  
user's desktops.

High speed and secure  
viewing of documents  
of all sizes ...  
with **secure collaborative**  
annotation and  
redaction of many  
document types  
including video.

# Your New Capabilities

With Alfresco by your side, you'll develop new capabilities that are designed for whatever the 'next normal' may be.



Key Capability	Business Outcome
<p><b>PaaS</b></p>	<ul style="list-style-type: none"> <li>• Faster time to value to build and manage Apps.</li> <li>• Simplified and lower cost IT infrastructure</li> </ul>
<p><b>Choice of User Experience</b></p>	<ul style="list-style-type: none"> <li>• Choice web and mobile interfaces</li> <li>• Easy distribution to highly-dispersed workforces</li> </ul>
<p><b>Secure Desktop Sync</b></p>	<ul style="list-style-type: none"> <li>• Sync and appropriately permission content stored on local PCs</li> <li>• Security and records management policies automatically applied to user desktop</li> </ul>
<p><b>Collaboration Apps</b></p>	<ul style="list-style-type: none"> <li>• Secure and high-speed user viewing</li> <li>• Real-time collaboration on annotations and redactions</li> </ul>
<p><b>Federated Search &amp; Management In-place</b></p>	<ul style="list-style-type: none"> <li>• Single content search interface to search across the entire enterprise</li> <li>• Reduced time, effort and money spent searching &amp; managing for content.</li> </ul>
<p><b>Enterprise Connectors</b></p>	<ul style="list-style-type: none"> <li>• Access content from SAP, SFDC, and other enterprise apps from anywhere.</li> <li>• Reduced costs to share content with non-SFDC &amp; non-SAP users in any location</li> </ul>

# Why Alfresco

Alfresco's Digital Business Platform increases **productivity** and **collaboration** by combining open cloud-native Content Services with Process, Governance, Federation and Enterprise Application Integration.

Alfresco delivers content from across your entire enterprise to where it's needed most via exceptional web & mobile UIs and collaboration tools.

Only Alfresco offers **Productivity Anywhere**

- hassle free
- secure
- cloud-native

Content Management for **ALL** of your Most Important information.

To learn more, view this on-demand webinar and hear from IDC and Alfresco as they discuss how modern, cloud-native, open content management can set your distributed workforce up for success.

[WATCH NOW](#)





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