



Microsoft



*Collaboration with my coworkers
has never been easier.*

Software Assurance Benefit
Information Work Solution Services

** My* Software Assurance
More benefits / Maximum value

Unleash the full potential of your team

Information Work is any activity in your organization that requires the use, transformation, consumption, or management of information. If you are a business decision maker or IT professional, you have the same challenges. You are faced with new technologies every day and must determine which ones will deliver the largest cost savings and productivity increases for employees. Information Work Solution Services can help manage information more effectively.

Contents:

01

OVERVIEW

02

BENEFITS

.....

MICROSOFT
PARTNERS

05

ELIGIBILITY / ACTIVATION

Harness the power of human resources

Looking for the highest impact from your productivity investments? Information Work Solution Services provide a direct and focused approach for increasing the effect that individuals, teams, and organizations have on their business. The services are delivered by a qualified Microsoft partner of your choice.

The one-day Information Work Value Discovery Workshop helps business decision makers develop a prioritized list of projects that will have the greatest impact on, and lowest risk to, their business.

The two-day Information Work Architecture Design Session gives the IT staff and technical decision makers a clear understanding of the architecture required to implement the highest value Information Work projects into their IT environment.

Based on your specific business needs, you and your consultant will choose from the following scenarios:

- **Optimize business processes with electronic forms.** Improve the efficiency of your business by enabling your team to collect, validate, store, and re-use information with electronic forms.
- **Streamline document creation and management.** Enable your employees, teams, and customers to work together more effectively. They'll produce documents in less time by integrating information and implementing document management principles.
- **Enable employees to access important information.** Save time, increase customer service, reduce errors, and make it easier for your team to access information from multiple systems—directly from within the documents and spreadsheets they're creating.
- **Protect confidential information.** Learn how to protect documents and e-mail to keep critical information out of the wrong hands.
- **Activate employee self-service with portals.** Increase productivity by connecting your team to the day-to-day information they need most, such as policies and regulations, corporate directories, and frequently used forms.

My benefits package: expert technical guidance

Increasing productivity with minimal time and expense is easier than you think. Microsoft Information Work Solution Services identify where and how to add immediate value to your organization's productivity, and enables you to more fully leverage the capabilities of your IT infrastructure.

Features and benefits include:

- **Assistance in using one of the most popular tools for information work, Microsoft Office® System.**
When used in combination with e-mail and document management applications, portals, and connections to line-of-business systems, you'll gain more impact from your technology investment.
- **Expertise to help you align your business and IT strategy in three steps:**

Step 1: Evaluate your business issues and current technology.

Step 2: Identify and prioritize the Information Work solutions that will best help you meet your goals.

Step 3: Design a solutions architecture that is based on your IT infrastructure. You'll get practical information tailored to your specific business and technology needs, along with a plan that can be acted on immediately.

Summary of advantages:

- Align business and IT strategy with minimal investments.
- Get more from existing Information Worker investments.
- **Business Decision Makers:** Achieve your business goals by getting the most from your Information Worker productivity investments.
- **Technical Decision Makers:** Quickly improve your company's Information Worker productivity with solutions designed for your infrastructure.



Microsoft partners:
Bringing value and expert assistance
at every phase of engagement.

Microsoft partners are independent companies that can provide you with the highest levels of technical expertise, strategic thinking, and hands-on skills. Our partners encompass a broad range of expertise and vendor affiliations and their real-world perspective can help you prioritize and effectively deliver your technology solutions. Visit <http://directory.partners.extranet.microsoft.com/psbproviders/> to locate a partner in your area that can provide Information Work Solution Services.



Activate today.
<https://licensing.microsoft.com>

My participation: activate in a few easy steps

Customers with Open Value agreements (including Open License Value, Multi-Year Open, and Open Subscription License) and at least two Training vouchers through Software Assurance are eligible to convert Training vouchers for Information Work Solution Services. Two Training vouchers can be converted for a one-day Information Work Value Discovery Workshop, and four Training vouchers can be converted for a two-day Information Work Architecture Design Session.

To activate your Information Work Solution Services benefit:

1. Ensure you have administrative rights to manage your benefit or contact your notices contact or benefits administrator
2. Log into Microsoft Volume Licensing Services at <https://licensing.microsoft.com>
3. Go to the **Software Assurance Benefit Summary** page
4. Select the **Information Work Solution Services** benefit
5. Select the service you want: **Information Work Value Discovery Workshop** (requires two training vouchers) or **Information Work Architecture Design Session** (requires four training vouchers)
6. Assign the Information Work Solution Services voucher to a project manager

The project manager will receive an e-mail with information about the benefit and a link directing them to contact a local Microsoft partner to schedule an engagement.

*My Software Assurance

Maximize the value of your company's IT investment with the new and enhanced benefits available with Software Assurance. From deployment planning to staff training, product support to software upgrades, Software Assurance benefits can help you increase worker productivity, accelerate organizational performance, and realize a return on your software investment faster.

Take advantage of all that Software Assurance has to offer. Activate your benefits today at <https://licensing.microsoft.com>.

For more information, contact your Microsoft account manager or authorized reseller, or visit <http://www.microsoft.com/licensing>.

Microsoft Software Assurance for Volume Licensing

Microsoft provides this material solely for informational purposes. Customers should refer to their agreements for a full understanding of their rights and obligations under Microsoft's Volume Licensing programs. Microsoft software is licensed, not sold. The value and benefit gained through use of Microsoft software and services may vary by customer. Customers with questions about differences between this material and the agreements should contact their reseller or Microsoft account manager. In the event of any differences between this letter and your agreement, the agreement will control.

© 2006 Microsoft Corporation. All rights reserved.

Microsoft is either a registered trademark or trademark of Microsoft Corp. in the United States and/or other countries. Part No. 098-105307