Lotus® software

Automate your forms-driven processes, and get on the fast track to real business value.
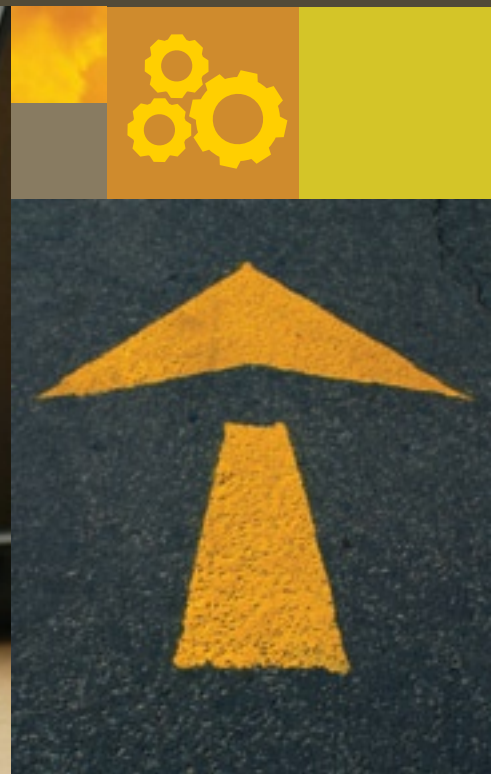
In a realtime, global marketplace, there's no better time than right now.
You have to capture, process and use information fast. But you still need to make sure that information is security rich, accurate and reliable. Most business processes rely on forms. And most businesses, employees, partners and customers need to be able to quickly access and enter data into those forms, without being slowed by processes or worried about privacy violations.

By making the transition to electronic forms and automating forms processes such as data entry, submission, routing and approvals, you can potentially increase employee productivity, reduce costs, speed process automation and redirect time and money to activities that help drive revenue. And most important, the automation of forms-based business processes can help your organization respond with greater speed to your customers and partners.

Managers know that new IT investments can pose risks. Before investing in a new approach to the automation of forms-based business processes, you should measure and evaluate the potential benefits to your bottom line. By combining industry-leading IBM Lotus® Forms software with the IBM Business Value Assessment (BVA) methodology, IBM offers a comprehensive solution to help you identify, prioritize, design and implement the right electronic forms initiative to meet your needs.

Establish a more efficient realtime forms environment

IBM Lotus Forms software provides quick access to business forms and forms information — virtually anytime, anywhere — by automating your paper-based forms and forms processing from start to finish. You can achieve greater consistency across your global business operations by using highly reliable forms that are available in multiple languages. And, because Lotus Forms software is based on open standards, it can easily integrate with your current IT environment and applications, whether those assets are provided by IBM or by independent software vendors.

Lotus Forms software can also help you:

- Speed the process for end users who are accessing, completing and submitting forms.
- Refocus staff on business activities that provide greater value.
- Accelerate forms-based process automation efforts.
- Reduce lag time generated by manual activities such as physically routing forms and correcting errors.

Evaluate before you execute, with help from IBM

Measure the impact that Lotus Forms software can have on your organization — before buying. Now, using the Business Value Assessment methodology developed by IBM, you can better determine an optimal forms automation strategy and its potential financial benefits. Built on years of IBM experience working on electronic forms initiatives worldwide, the BVA is priced to fit your budget* and can provide the first essential step toward helping you create a realtime forms environment.

By participating in a BVA engagement, you can gain:

- An understanding of how a Lotus Forms solution aligns with your key line-of-business (LOB) and IT objectives and priorities.
- A use-case demonstration of what an electronic forms solution will look like for your users, in their business context.
- A high-level cost-benefit analysis that outlines the financial value that Lotus Forms software can deliver to your bottom line.
- A comprehensive view of how the Lotus Forms solution fits into your processes and IT environment.

Engage in the BVA process that addresses your business needs

IBM understands that your forms environment and needs are unique. Our consultants begin the process by working closely with you to plan, develop and execute the BVA according to your business operations—and specifically for your business objectives.

Plus, IBM can help you establish a business case and communicate the potential value of implementing an electronic forms solution—and potentially do it all in less than four weeks.

Identify your forms processing needs and possible benefits: the business value alignment

To get the right plan in place, you must first identify the specific processes that need attention. With the business value alignment, IBM consultants work closely with your LOB managers to gain agreement on which of your internal processes will benefit most from a more streamlined forms approach—and the potential benefits to your overall organization. Through discovery interviews with subject matter experts and an onsite workshop, the business value alignment helps you assess different electronic forms initiatives so you can determine measurable benefits compared to ease of implementation. Plus, IBM consultants can help educate your project stakeholders about the potential risks and benefits of each initiative—so you can get buy-in and achieve group consensus on how to proceed.
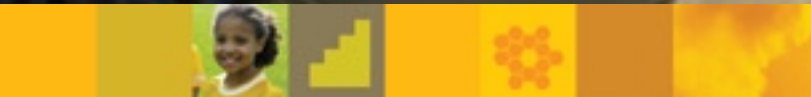
See electronic forms in action: the day-in-the-life value demonstration

Sometimes you need to see it to believe it. The day-in-the-life value demonstration shows you how a Lotus Forms environment can enable various employees and stakeholders across your organization to work more effectively and efficiently. IBM consultants can help you prepare and build a working model of a day-in-the-life scenario of your forms processes using the output provided from the business value alignment. You can use this model to guide the implementation process, and you can work with IBM to further extend the value and functions of Lotus Forms software to a wider audience across your global business operations.

Define the costs and opportunities: business value assessment ROI

Determine how you can impact your bottom line for the better. With the business value assessment ROI, we work with your business, financial and technical team members to identify the primary benefit areas and opportunities for financial improvements—including how you can potentially increase process efficiency, improve employee productivity and boost revenue growth. IBM can help outline your benefit case, prioritize the benefits areas and provide a structured cost-benefit analysis that offers input into financial decision making. Then, using the analysis and modeling tools developed through previous Lotus Forms software deployments and case studies, IBM can deliver a detailed report outlining your potential ROI.

Establish the best fit: IT infrastructure assessment for electronic forms

IT infrastructures are complicated. When it's time to make a change, you must determine how a Lotus Forms solution can affect your existing forms environment and related components. With the IT infrastructure assessment for electronic forms, IBM helps you establish your forms goals and determine IT integration for forms implementation. Learn how Lotus Forms software can impact your unique design choices, portals and source data systems. And consider how to deliver forms to end users, what your forms storage options are and how to route forms to stakeholders. By performing an infrastructure assessment, you can see exactly how Lotus Forms software fits into your current infrastructure—and how you can integrate a forms solution with the least amount of disruption and risk.

Make forms more accessible — and easier to complete — than ever before

Your customers will take notice. By streamlining forms creation, management and processes, you can focus more time on improving customer relationships, increasing sales and conducting business more quickly and efficiently. With IBM Lotus Forms software, you can automate your forms capabilities from end to end as well as:

- Do business more quickly for fast response to client and supplier needs.
- Focus more time and energy on your core business by virtually eliminating cumbersome, costly tasks such as the physical routing of forms.
- Collect accurate data and identify errors at the point of capture, saving validation and rework time.
- Efficiently extend forms-based business processes to customers, employees and partners via the Web without requiring additional software download or maintenance.
- Help reduce filing, storage and paper-processing costs.
- Make consistent forms available to your global users with support for electronic forms use in 28 languages.
- Simplify form completion for end users by providing them with only the required form sections, which can shrink or expand based on users' specific responses.
- Streamline compliance with your organization's approval requirements with password or click-to-accept authorization capabilities.

Get started on your business case for forms automation today

IBM is ready to help you design an electronic forms initiative that can add business value across your organization. By engaging in a business value assessment with IBM, you can:

- Establish a long-term vision for implementing Lotus Forms software.
- Identify your forms needs, areas for improvement and potential opportunities.
- See how Lotus Forms software can potentially improve employee productivity and efficiency.
- Influence financial decision making with a structured cost-benefit analysis.
- Determine how a forms solution can integrate into your existing IT infrastructure.
- Create a business case for further investment.

For more information

To learn more about the IBM Business Value Assessment for IBM Lotus Forms solutions, contact your IBM software sales representative or IBM Business Partner, or visit:

ibm.com/software/forms

IBM®