

PIQNIC

THE PRACTICAL GUIDE TO

Building highly productive teams



When building teams, you need to focus on implementing damn good processes.

Processes which enable true connectivity and collaboration.

Processes which enable the production of top quality outputs.

Processes which ensure efficient access to, visibility over and confidence in your information.

Because information is the very lifeblood of your business.

And while in this space a significant emphasis is put on communications functionality it's not the be all and end all.

No amount of email, messaging, video calls, or single-purpose apps will ever rival the level of success made possible by processes which bring people, teams, information, and work together.

And with remote working becoming part of the new normal, rather than a progressive perk, it's a perfect time to **review these very processes to ensure they:**

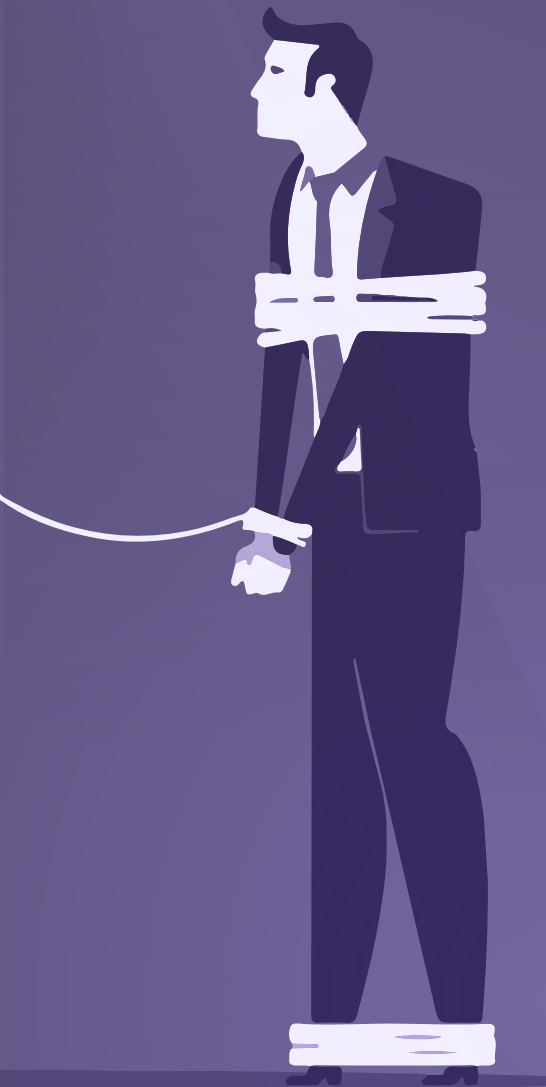
- 1. Exist**
- 2. Are being actioned, and**
- 3. Are making work life easier so you and your teams can produce high quality outputs.**

But where do you start when the very thought of developing and implementing new processes seems like climbing a mountain?

You start with a single step and this guide will help you on your journey by providing real, practical advice that will positively impact your business.



It's a trap!



Smart companies are thinking and acting ahead (way ahead) and leaving many organisations in their wake simply by having the willingness to ditch archaic management structures, obsolete legacy information systems, and un-automated processes.

Unfortunately we're seeing many of these same companies make the mistake of utilising one single-purpose app after the other believing that through their use they can circumvent the

very processes which enable connectedness, collaboration and communication.

The next thing they know, their business is reliant on up to a dozen of them.

Far from pushing their business forward, these apps have served largely to facilitate the loss of valuable documents and intellectual property as information gradually, but willingly and knowingly, becomes spread across a number of these disparate tools.

And what do they have to show for the time, effort, and capital expenditure:

- Information is difficult to locate when people need it.
- Visibility of who has access to information diminishes.
- Confidence that the document you are working on is the right one is compromised.
- Oversight across the organisation is reduced, and
- Endless app chimes and notifications serve to distract teams from getting work done.

If these apps, which aim to instil connectedness, communication, and collaboration in your business, worked why do we still have to attend so many meetings?



Why are we still having to respond to so many emails?

Why are we still always hunting for information?

It's because they don't enable us to work the way we expect them to.

Let's look deeper at some of these pitfalls.

PITFALL 1

Information Mismanagement

A recent survey found that our business information can be sitting in up to 20 different systems!

So despite us knowing how vital our business information is we are collectively doing a terrible job managing it.

And the problem is three-fold:

- 1. HOW it's stored**
- 2. WHERE it's stored; and**
- 3. HOW we find it.**

We're keeping it where?!

Most businesses store their information in folders on local shared drives or in the cloud.

This is madness and isn't much more useful or sophisticated than using a filing cabinet.

It provides very little control over the security of your information, and what's more you have to deal with the systemic disorganisation that goes hand-in-hand with numerous people having unregulated access to it.



Which brings us to the WHERE

We've all experienced the endless hunt for that one file - and when you eventually find it you're not even confident it's the right version.

Your important information is actually floating around in cyberspace attached to this chat message or shared during that video call or attached in this email.

It's no wonder you can never find anything.

Which brings us to HOW we're searching

The average information worker spends up to six hours per week gathering information – all because our information systems are not structured properly.

We're hunting for information based on where it might be, not what it is.

Imagine if you could find a specific piece of information, five years old, pertaining to a particular client contract... in seconds.

Not in hours, not in days, not possibly neverbut in seconds!

Better yet, imagine if this information could automatically come to you.



PITFALL 2

System Overload

(not where it matters)

We seem to have systems for everything except for those which manage the visibility and reporting of work that is being undertaken.

This explains the reliance businesses have placed on multiple single-purpose apps to replace, fill the gaps, or mitigate their lack of process.

Far from making things easier these apps are making it worse, not only by dividing the work and information across multiple platforms but by making it next to impossible to know with any confidence where teams are at with their work or if they need help.

With the “work” scattered across several apps it’s no wonder there are numerous meeting requests, endless emails and constant messaging app notifications – we’re all just trying to find out what’s going on!

It’s obvious that process and the right system is the key to managing work.



PITFALL 3

We are selling our people short

We aren't providing the right information to the right people at the right time.

We spend time and money hiring the best people only to bog them down - making them undertake unproductive, repetitive, manual processes just to find the platform or information they need to do their job.

What's worse is that while they are trying to work we are constantly interrupting them with messages, emails, meetings and noisy office environments.

On the business side, the information employees have developed to fill the gaps in process is not being captured or shared, leading to a perpetual cycle of knowledge loss and inefficiency which ultimately prevents your teams from doing their best work.



A (short) horror story

It's late, you're still working but you're on auto-pilot, deep into an important task as the rhythmic 'tap' 'tap' 'tap' of the keys focuses your mind, helping you race through the gears.

But then the dull sound of a Slack, Teams, or email notification grabs your attention like it has all day.

You instinctively investigate the source of the distraction and by the time you look back to your screen...

You're off track, back to first gear again, for the umpteenth time that day, costing you valuable time and headspace.

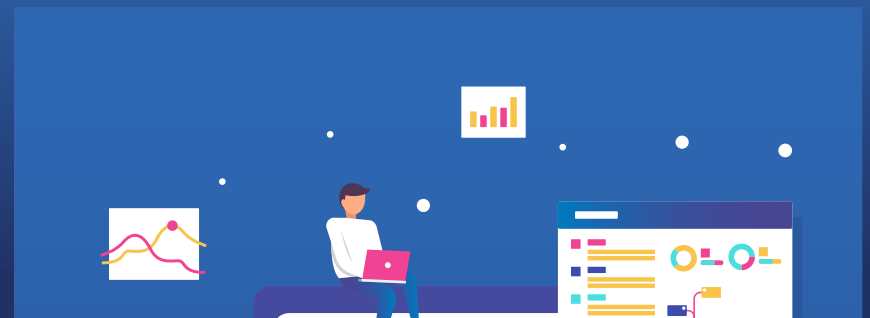
This common horror story is the single greatest source of workplace inefficiency worldwide.

Workplace messaging apps such as Slack, Workplace by Facebook,

Gmail Chat and Microsoft Teams promise greater workplace communication, collaboration, efficiency, with quicker answers, permanent availability and access to all the information you need.

Brilliant. In theory.

But the reality is that instant messaging apps cause us to both lose our focus and our ability to switch off, leading to rising levels of frustration, longer working days and impacted mental health.



The top five reasons messaging apps don't work

1. Less email is actually more frustrating

- Messaging apps are a false dawn which have enabled us to think we're being productive by messaging colleagues instantly and constantly when in reality all we've achieved is the replacement of email with a more unstructured, messy chat thread.
- The worst part is that the information isn't managed on an authorised and compliant application.
- Your valuable business data is floating around on the internet stored by third-party apps, becoming inaccessible after a period of time.
- In addition to the messiness there's also a risk of sending the information to the wrong people or, worse, losing it.

2. Work quality is diminishing

- We haven't actually improved the quality of outcome or improved productivity by swapping out email for messaging apps.
- Instant messages are replacing emails but often key information is getting lost which leads to double handling of tasks, over-communication and distraction.



3. We're not decreasing the amount of time spent in meetings

- Workplace messaging tools promised to reduce the time spent in meetings but that's simply not transpiring.
- WIPs are still a regular occurrence, decisions are still slow and cumbersome (often requiring a meeting) and the misuse of messaging apps is creating new problems which - surprise, surprise - require meetings to solve.

4. We feel obliged to respond

- Subconsciously, we feel obliged to immediately respond to instant messages whereas this is not the case with emails.
- This leads to short fire replies — those done without giving too much thought to the outcome or quality of response.
- An example of this is when the manager of a remote worker feels the need to communicate to see "how things are going" wasting both their time and the workers.

5. We're terrible at multi-tasking

- It's a scientific fact that humans can't effectively multi-task – we can really only do one thing well at a time.



So where do we go after all that?

Good decisions are based on access to good information so your processes need to ensure that the right information is made available to the right people, at the right time – where they need it, when they need it.

Your employees should never have to break away from their work to hunt for information or worry if the piece they're working on is the latest, approved version.

This is especially relevant given the rise of cross-functional teams and remote working which has shown us that connected, collaborative teams are the most productive.

Unfortunately what we're seeing is that most organisations think the pathway to connectedness and a high level of collaborative success is through 'upgraded', 'modern', 'digital' communications alone.

In fact this is only part of the solution - you cannot simply replace face to face meetings with video calls, or emails with messaging apps and expect any positive changes to materialise.

That's because the fundamental reason for these meetings remains unchanged - a lack of visibility of information, of people, and of work.

So instead of imposing further distractions on our teams in the form of apps let's fix our broken processes.



SOLUTION

How do we build connected teams without imposing distractions?

Simple.

Implement a smart, modern document management system that's simple to use, is available wherever you are, makes information available to you from within your work, and enables smart searches so you can instantly find whatever information you need based on what it is – not where it might be.

Make sure it's a system that will ensure that your information, documents and files are centrally managed

with information policies and processes that cover access, control, security, and retention of your information.

Do this and you connect teams with work in a single place where you can see the progress of projects, tasks and workflows live.

Where decisions can be made, document versions updated, workflows completed and monitored, and communication is connected to each piece of work.

It's a managers dream to be able to see work happening, to know that you're utilising the resources that you have the best you can, and even to know when to get involved if you see things are slipping...

Without the need to distract your teams with meetings, calls and messages.

With a smart system in place this is your new reality.



Imagine

if all the work that you need to get done today or need to assign to someone else was in one place.

Imagine

if all the information you needed to do that work was right there.

Imagine

that you could simply and effectively collaborate on any of it with partners, suppliers and even customers.

Imagine

if information could find you, instead of you painstakingly having to hunt for it.

Imagine

never losing another document again and relinquishing the fear of your IP ending up in the wrong hands.

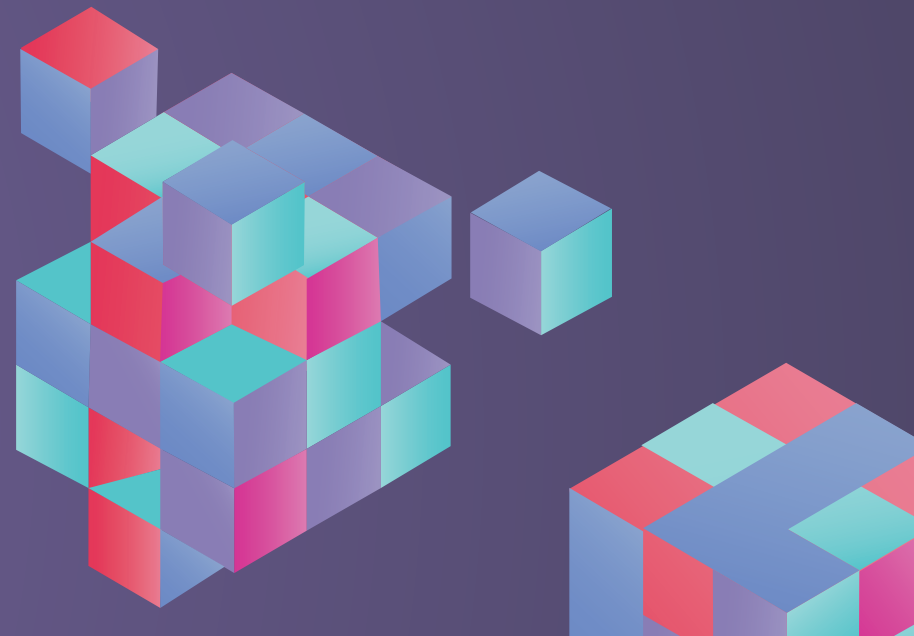
Imagine

having total transparency, increased ability to focus and so much more time to do great work.



PIQNIC

PIQNIC is a smart
platform that brings
**People, Information,
and Work**
together in one place.

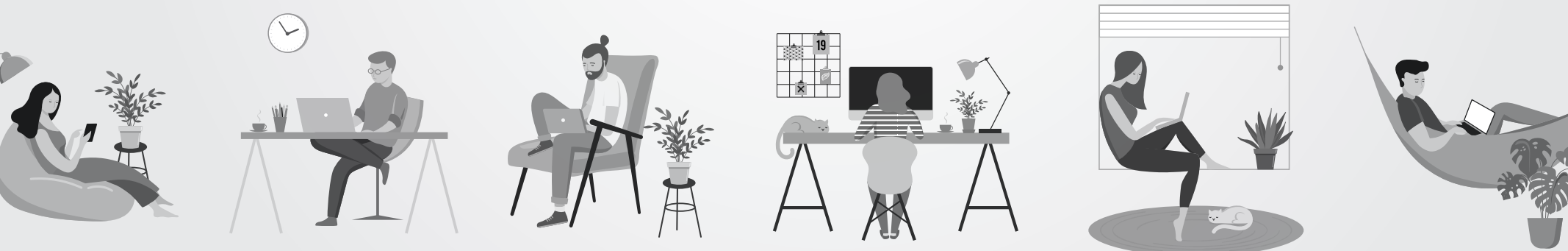


How can this smart system make your life easier?

If you're in Marketing you can see all the digital assets associated with a project and the campaign collateral including client correspondence which could be an email, document or message.

If you're a Chartered Accountant you can instantly find last year's depreciation schedule for a particular client, and look at the workings of this including versions and who approved it.

Maybe you need to collaborate on a document with version control and then get it approved for release to a client, you can even collaborate with the client on this as well.



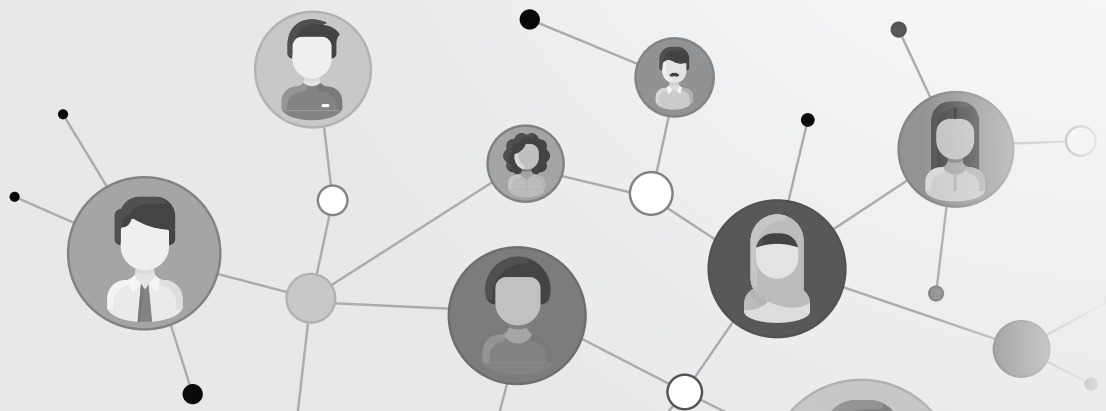
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Connecting People

Work is no longer scattered across several apps and everybody is on the same page in a more collaborative, connected and transparent workplace - so you can focus on getting more done, without all the distractions.

Here's a real example:

- You're a bookkeeping company closing off end of year accounts for a client.
- You can quickly create a shared and secured digital workplace and invite your team, your client and their accountant in to work through the process.
- New files and versions can be added with instant messaging for "on-topic" communication without the need to use email.
- Decisions and approvals keep everything compliant and documents and files are automatically saved to the document management repository.
- Presto!



PIQNIC

Connecting Information

PIQNIC turns the document management industry on its head with the most useable, cost effective, rapidly deployable system.

It cleverly classifies all your information together in one place so the hunt for information ends and you no longer have your information stored all over the place in a multitude of apps.

Once your information is unlocked, and removed from silos, it's then secured and organised with role based searches which make information instantly available to people when and where they need it.

Here's some real examples:

- You can search for any digital asset containing a person holding a smartphone with your company logo, across six specific projects over that past four months. Boom!

- Want to see all invoices over \$10,000 from a specific supplier over the past 12 months. Easy!
- Interested in the latest version of company policy document with comments on updates. Get it in seconds!
- Start finding information based on what it is, not where it might be.

But it doesn't stop there because PIQNIC's document management function connects to new ways of working so you will never lose control of a document.

PIQNIC

Connecting Information

Everything you need to put your information to work is at your fingertips:

- Instant and secure file sharing
- Decision management with workflow
- Approval processes
- Comments and messaging
- Internal and external document collaboration
- Version control

**Welcome to the new era
of digital management.**



PIQNIC

Connecting Work

Work is something we do, not a place we go so PIQNIC helps organisations increase the management of work by bringing it together in one place.

For individuals:

- You'll know exactly what needs to be done and by when.
- In each workspace, you'll be instantly connected to all the information you need to get your work done.

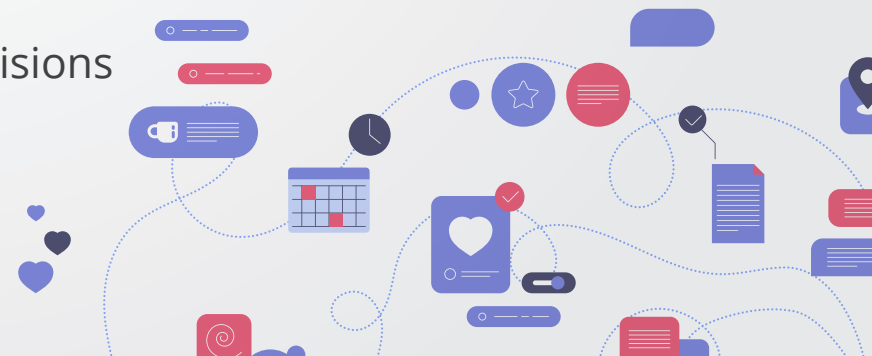
- You can let people know how you're tracking, collaborate with task focused on-topic messaging, start workflows, make decisions and all your documents and files are automatically classified and managed.
- You have a much calmer, focused way of working.

For teams:

- Everyone is now on the same page.
- Get real-time communication updates, new version notification of a presentation, progress updates, external collaboration for full transparency and decisions with voting rules.
- True teamwork!

For managers:

- You're connected to your team and all the work.
- The days of running blind and guesswork are over.
- You'll no longer need to interrupt people with endless meetings and distractions trying to figure out where things are at because this is all now available to you.
- You're present, ready to help and lead the most productive team ever.



Outsmart, don't outspend

So after all that, are you still wondering where to start?

You start with a single step – **start by calling PIQNIC**

PIQNIC is a super platform purpose built to bring work management, team collaboration and document management together in one place enabling your teams to:

- Start projects
- Manage tasks
- Find information
- Share files
- Review Documents
- Make decisions
- Build Workflows
- Message anyone

From anywhere!
Without leaving the platform!

It's a single-platform replacement for all your single-purpose apps.

PIQNIC

PIQNIC

**With PIQNIC
on your team**

- You will never lose another document or file
- Your information is safe, secure and instantly available
- You and management can see how your teams are working in real time
- You can put an end to pointless meetings, endless email threads, and numerous distractions
- You can invite any one to join in – so your clients and suppliers are on the same page.

PIQNIC is simple to set up and is backed by smart people who are ready to help

If it sounds too good to be true it's not.

It's simply everything you need in one smart package.

Get in touch with our UK partners PDM to let us know how we can help at

01274 883459

or info@pro-doc.co.uk

www.pro-doc.co.uk