



Office 2007 Green

Save Money, Time and Forests



Office 2007– Customer Examples

Save Money. Cut Costs. Reduce Your Footprint.

- Paper and Related Costs
- Hardware and Communications
- Travel
- Office space
- Licensing

Save Time. Do more with less.

- Automate manual processes
- Minimize Phone Tag, Email
- Training

Reduce Risk.

- Data Security
- Compliance

Paper and Print Costs:

“Largest hidden cost in IT today”¹

Paper is expensive... document-related activities consume up to 15 percent of a company's annual revenue”²

¹ CIO Magazine, Oct 2005 Why CIOs Should Care About Rising Printing and Paper Costs

² Xerox Global Services, March 2008 Whitepaper - The "Less Paper Office"

Hidden Cost of Paper

*“Inclusive costs of paper were estimated to be 13 to 31 times the purchasing price ... \$26 to \$62 per ream”.*³

*“Costs such as printing, copying, storage, and mailing overwhelm the paper purchase cost”.*⁴



³ Citigroup and Environmental Defense Copy Paper Hidden Costs

⁴ Cutting Paper, Berkeley National Lab, US Department of Energy

Microsoft Training Saves \$360,000 by Reducing Paper Waste

Management Excellence



What Is Management Excellence?

Management Excellence is one of the five pillars of [myMicrosoft](#). The goals of Management Excellence are to help managers build sustainable businesses and develop exceptional people. The Management Excellence framework is made up of six distinct elements as depicted in the graphic. Tools and resources are in place to support each element. These elements are key contributors to the transformation of the Microsoft culture and the implementation of the career model.

What Are Management Excellence Practices?

Management Excellence Practices are the outcomes that managers produce that add value to Microsoft. These practices are a means to achieve exceptional results associated with manager career stage profiles (CSPs). Each of the practices is supported by a number of tasks, which are documented in job aids; these provide managers with how-to guidance for successfully achieving Management Excellence.



Ramp Up Notebook Links

[Introduction](#) • [Table of Contents](#) • [Role Preview](#) • [Practice Guides](#)

“We needed to get rid of the dusty binders and offer a way for managers to tailor their own development – it needed to be self driven and integrated with their work experience”. -
Tim Russell, Microsoft Corporation

“Simply put, OneNote 2007 helps us gain a bigger cost savings and minimize our waste. It is true progress towards a more cost-effective, paperless environment. “ -
Hank Floyd, Microsoft Corporation

Nyrpo Saves over \$700,000 through Data Collection Efficiency and Paper Waste Reduction

EXPENSE REPORT

Report Date: 05/17/2006 Expense Code: 3928797 Start Date: 02/06/2006 End Date: 02/07/2006
Business Purpose: College Recruiting Trip

Employee Information

Name: Michael DeVoe Title: Associate University Recruiter
Department: Recruiting ID Number: EB-345

Itemized Expenses

Date	Description	Category	Cost	
02/06/2006	Round-trip flight	Transportation	325.00	>>
02/06/2006	Hotel	Lodging	175.00	>>
02/06/2006	Dinner	Meals	22.90	>>
02/07/2006	Breakfast	Meals	5.50	>>
		University Transportation	12.00	>>
			Subtotal	540.40
			Less cash advance	0.00
			Total expenses	540.40

Context menu options: Insert Item Before, Insert Item After (Ctrl+Enter), Remove Item, Cut (Ctrl+X)

“Although it seems a small thing, using paper forms across the company was expensive. With InfoPath, we can significantly reduce the amount of paper we use, saving us up to \$2 million a year.” - Michael Kilday, Nyrpo



Nyrpo has already realized more than U.S.\$700,000 of cost savings associated with data collection efficiencies and reduced paper consumption.

Nyrpo implemented a customized solution based upon Microsoft Office InfoPath 2007 and Microsoft Office SharePoint Server 2007,

Wise Group Reduces Costs, Increases Productivity and Meets Environmental Sustainability Goals by Digitizing Forms



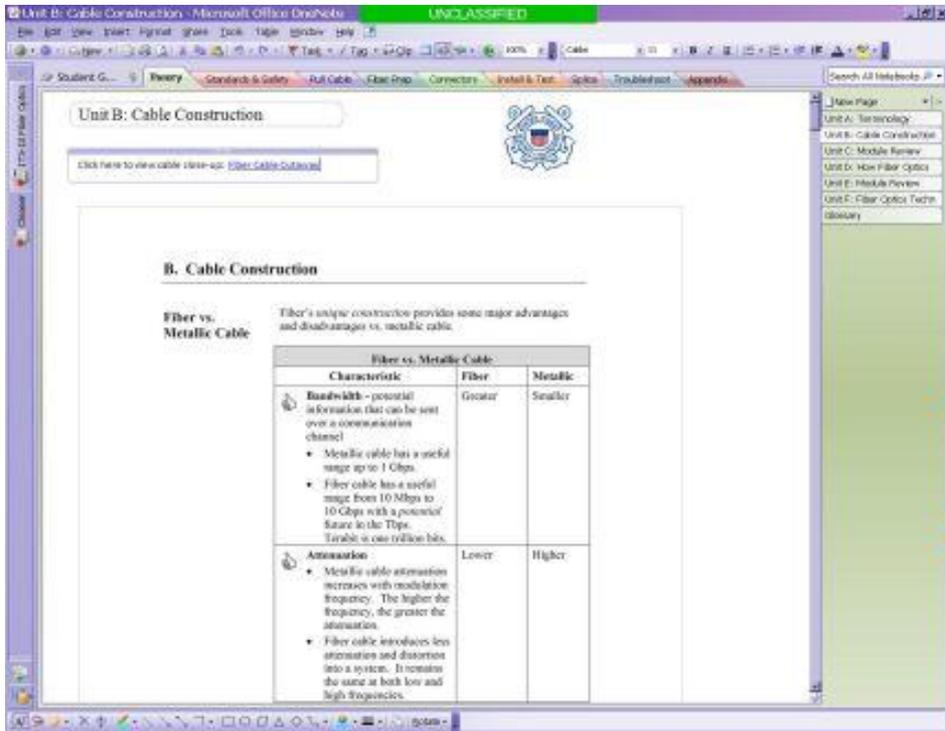
Microsoft Office Forms Server
2007



“With the Group’s spread throughout New Zealand, paper forms were being faxed, couriered and posted all around the country,” says Stuart Prendergast, CIO, Wise. “This was costing us money and inhibiting our ability to stay agile. We needed to reduce our inefficiencies while maintaining robust systems.”

The implementation and national deployment of a customized Microsoft Office Forms Server Solution enabled Wise Group to save time, increase productivity, improve customer service, reduce waste, and minimize its environmental footprint.

USCG Training Organization Reduces Printing Costs and Paper Waste While Simultaneously Increasing Instructor Productivity



US Coast Guard OneNote Training

- In OneNote 2007, you can search for text within pictures, and spoken words in audio and video recordings.

"It isn't very often that a piece of software comes along that actually unifies what you're doing. OneNote 2007 takes the Microsoft Office suite one step closer to being a one-stop shop for training." Jane Lybecker, USCG

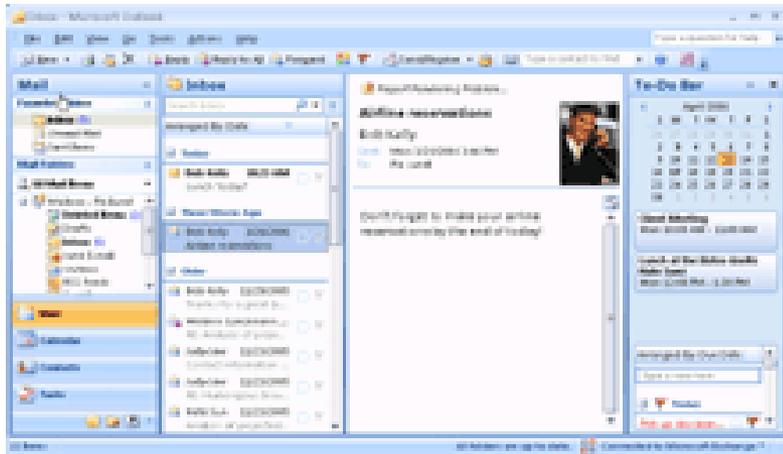
OneNote 2007 could save new USCG instructors one full month in training and preparation time... (and for a single class) hundreds, possibly thousands, of dollars in printing costs.

Cut Travel Costs. Save Money. Reduce Carbon Emissions.

Office 2007 includes email, communication, and collaboration capabilities.

"A recent report in the *Baltimore Sun* estimated telecommuting had created more than \$US20 billion dollars of savings annually across the US economy. The report claimed a ten percent rise in the number of workers telecommuting only once a week would lead to fuel use drop of 1.2 million gallons per week and workers' productivity increasing by between 10 and 25 percent."⁵

Principle Asset Reduces Physical Office Space Needs by Enabling Remote Workforce



Office 2007 helps mobile and remote users. Tools include:

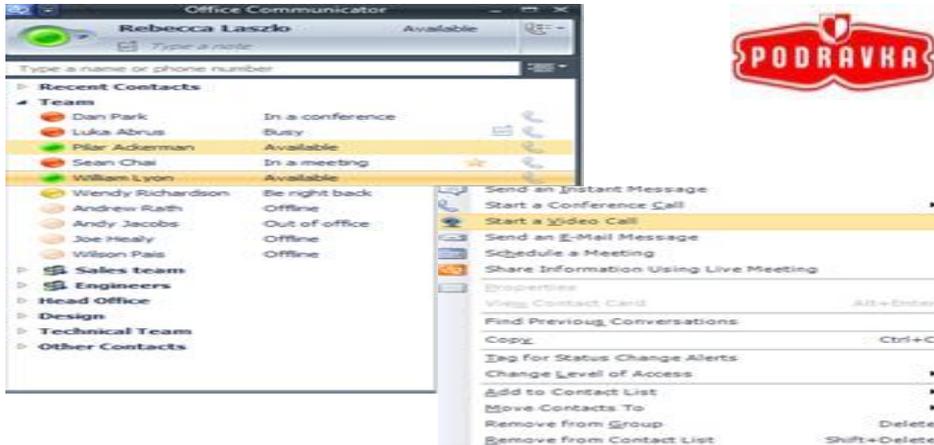
- **Outlook 2007** provides an integrated solution to help you better manage your time and information, while in or out of the office
- **Office Communicator 2007**, you can work remotely and call using only an Internet connection – it does not require a VPN to connect to the corporate network

By providing easier access for mobile and remote users, the Microsoft solution enabled Principle Asset to grow substantially without having to expand office space.

“We are saving up to \$5,000 in monthly rent and utilities, on top of the up-front costs of adding new furniture and IT infrastructure.”



Podravka Saves Millions by Reducing Travel



“Because Office Communicator 2007 gives executives a credible alternative to face-to-face meetings, we (Podravka) expect business travel to drop by 20% .”
– Mario Vrhoci, Podravka

“Over a five-year period, savings from Office Communications Server 2007 will reach up to HRK11 million (U.S.\$2.1 million).” – Mario Vrhoci, Podravka

In the future, executives will make fewer business trips, and instead use the audio and Web conferencing in Office Communicator 2007.

Microsoft Leverages Microsoft Office RoundTable to Improve Productivity, Reduce Costs and Minimize Its Carbon Footprint



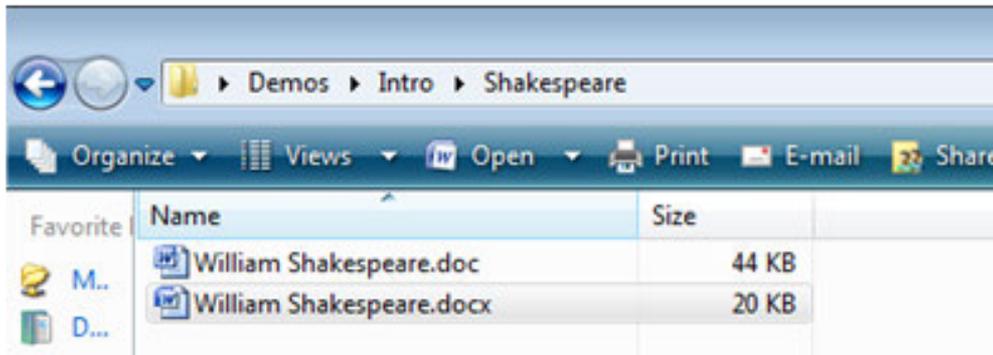
Microsoft Australia analyzed the effectiveness of using Live Meeting and Microsoft Office RoundTable to host the country's annual manager meeting.

- Microsoft Australia found that Live Meeting and RoundTable:
- Saved Microsoft Australia \$18,000;
 - Protected the environment from 4 tons of CO₂ and equivalents [CO₂e];
 - Returned 160 hours of additional productivity.

Hardware, Network, Bandwidth Savings

Office 2007 file sizes are 25-50% smaller.

Smaller File Sizes = Bigger Cost Savings



A screenshot of a Windows Explorer window showing a folder named 'Shakespeare' under 'Intro' and 'Demos'. The window displays two files named 'William Shakespeare.doc' with sizes of 44 KB and 20 KB. The interface includes a navigation pane on the left, a ribbon with 'Organize', 'Views', 'Open', 'Print', 'E-mail', and 'Share' options, and a table of files.

Name	Size
William Shakespeare.doc	44 KB
William Shakespeare.docx	20 KB

- Open XML formats reduce the file sizes of Word, Excel, and PowerPoint documents by as much as 25-50%, avoiding bandwidth and hard drive cost increases

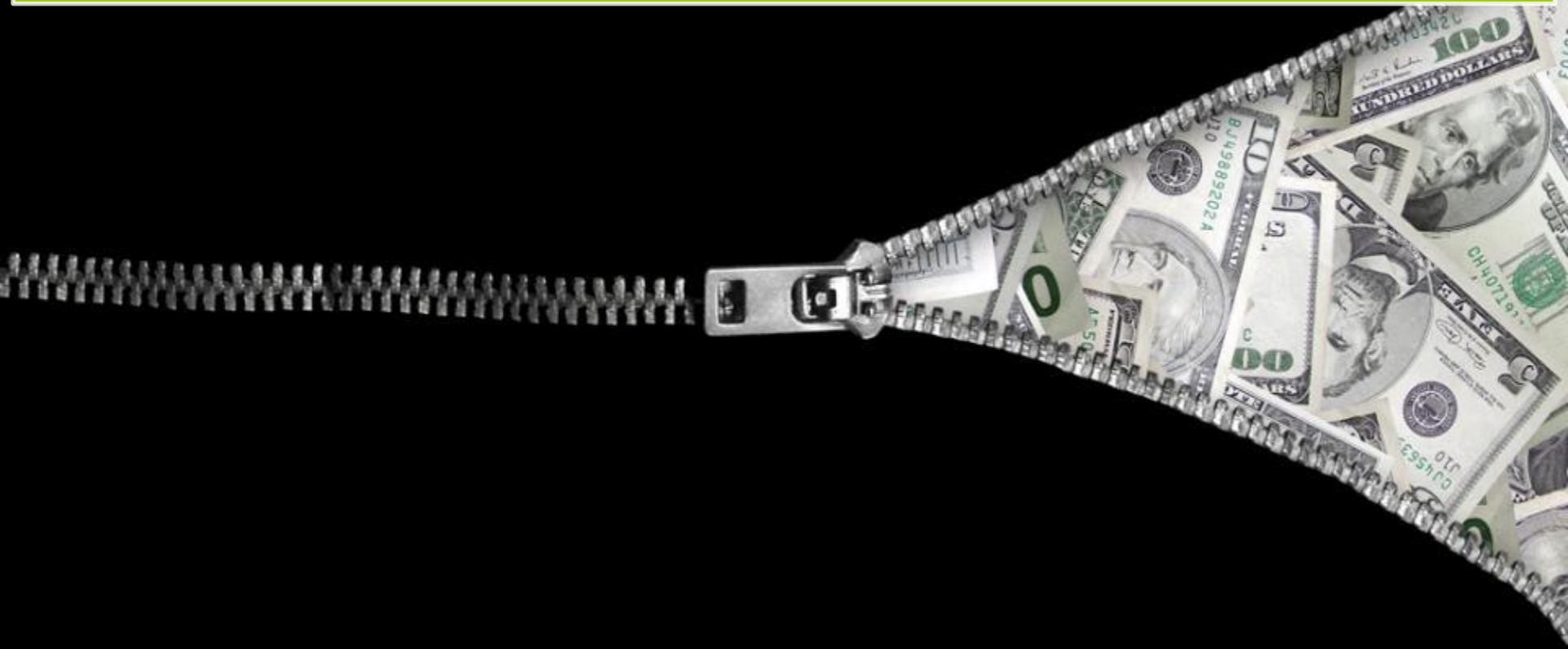
The compact, XML-based file formats of the 2007 Microsoft Office release have helped Hobart Service avoid U.S. \$50,000 per year of additional bandwidth usage costs.

“This means we won’t have to buy more disk space for some time to come.”

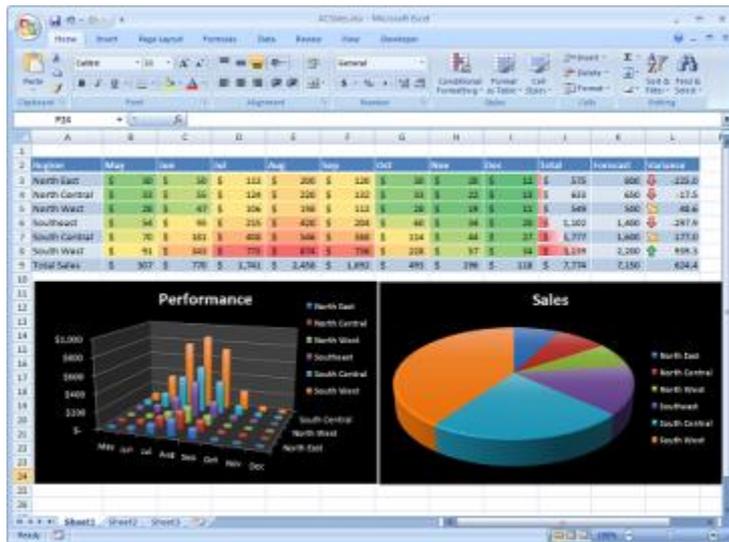


Low Cost, High Value

Integrated suite eliminates need to license single-purpose products



Rx: Save \$200,000 Ortho Clinical Diagnostics—licensing costs



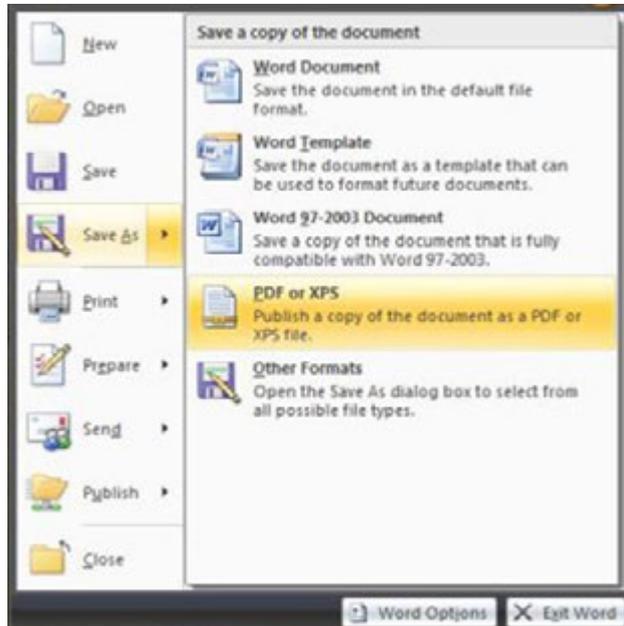
Ortho-Clinical Diagnostics, a Johnson & Johnson company, expects that by eliminating the need for the currently deployed business intelligence tools, it will be able to **save more than \$200,000** per year in licensing costs.



Communicate analysis with greater clarity with dramatic visual effects and intuitive charting tools

Integrated, low cost suite

Save Honeywell money



The 2007 Microsoft Office Add-in allows you to export and save to the PDF and XPS formats. It also allows you to send as e-mail attachment in the PDF and XPS formats.

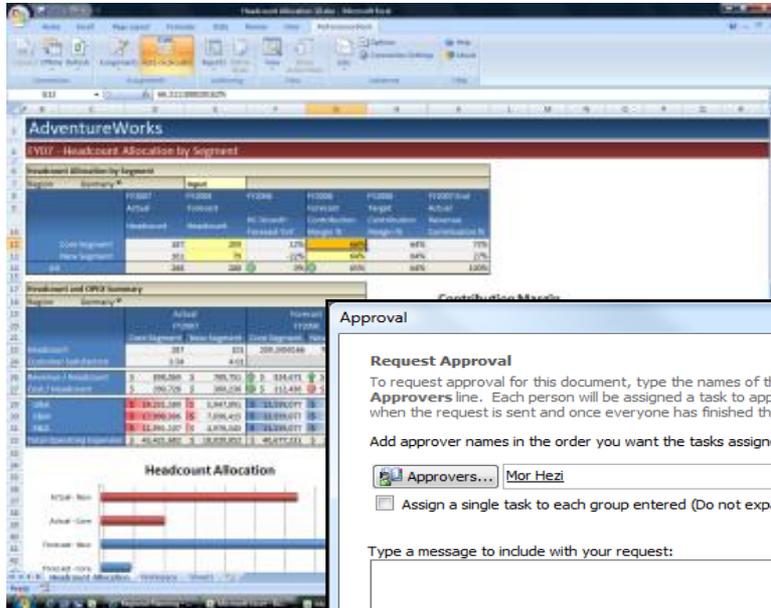
Honeywell Aerospace is experiencing higher efficiency and reduced costs due to the Save As PDF add-in for the 2007 Microsoft Office programs.

Honeywell

- *“Built-in PDF output support, so additional products do not need to be added.”* – A Gartner Analyst Report’s List of Benefits of Office 2007

Ending the Paper Chase

BT Financial Saves A\$540,000



Approval

Request Approval
To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.

Add approver names in the order you want the tasks assigned:

Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

Due Date
If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Give each person the following amount of time to finish their task:

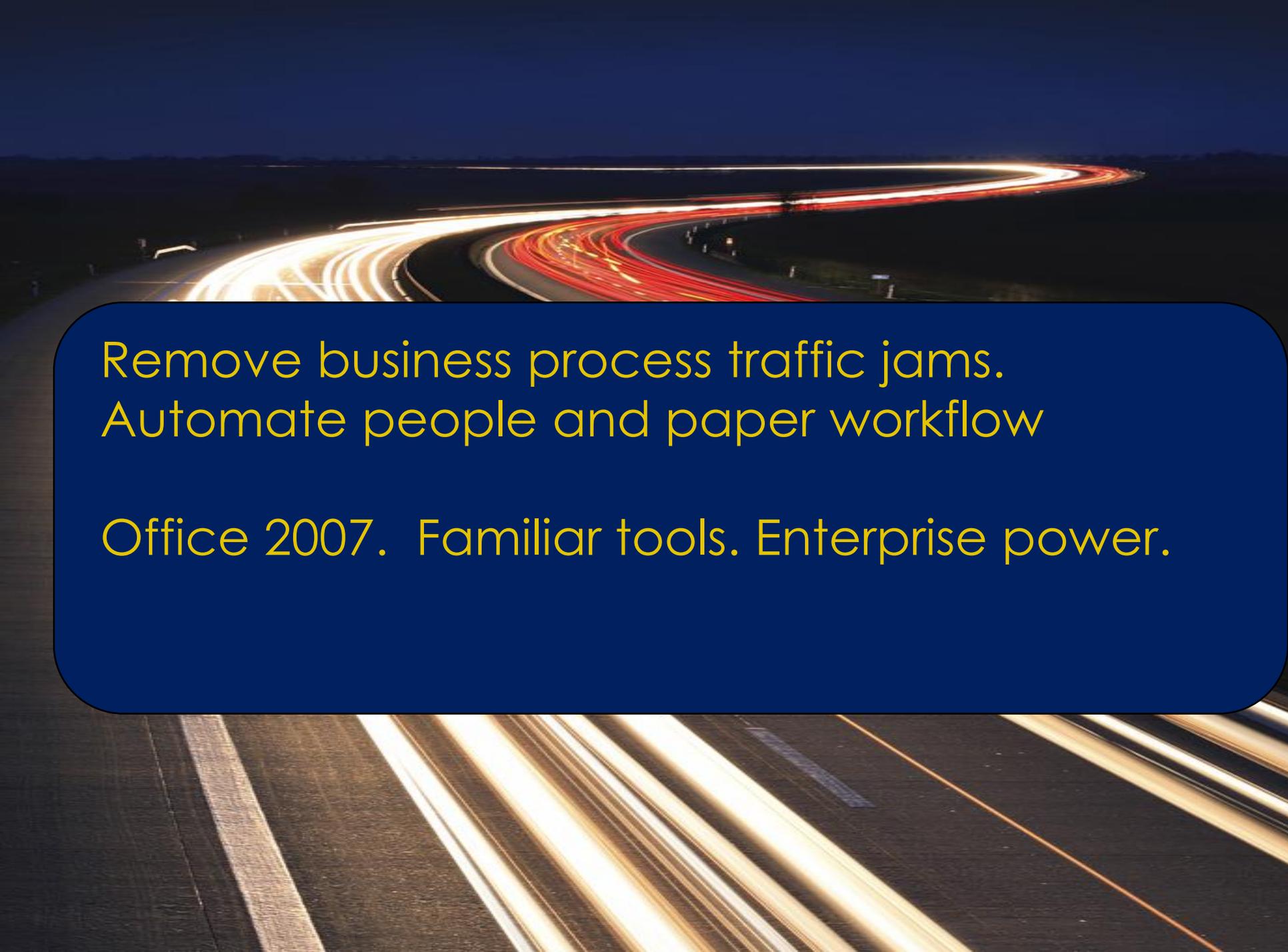
Notify Others
To notify other people about this workflow starting without assigning tasks, type names on the **CC** line.

Task instruction will be included in the tasks to each participant.

BearingPoint found streamlined processes enabled by Office 2007 would **save BT Financial Group nearly A\$540,000 (US \$350,000) each year**

"The new system takes all the manual processes out of chasing people for information and copying it from other systems. This gives people time to focus on work that adds more value to the company."



A long-exposure photograph of a highway at night, showing vibrant light trails from cars. The trails are primarily yellow and white, with some red trails visible, curving through the dark landscape under a deep blue night sky.

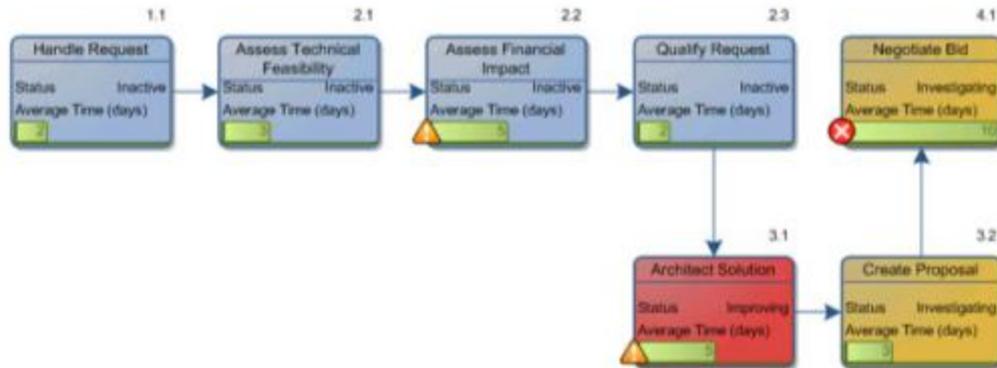
Remove business process traffic jams.
Automate people and paper workflow

Office 2007. Familiar tools. Enterprise power.

Spotting Bottlenecks = Happy customers

Saving Banco de Venezuela \$3 million

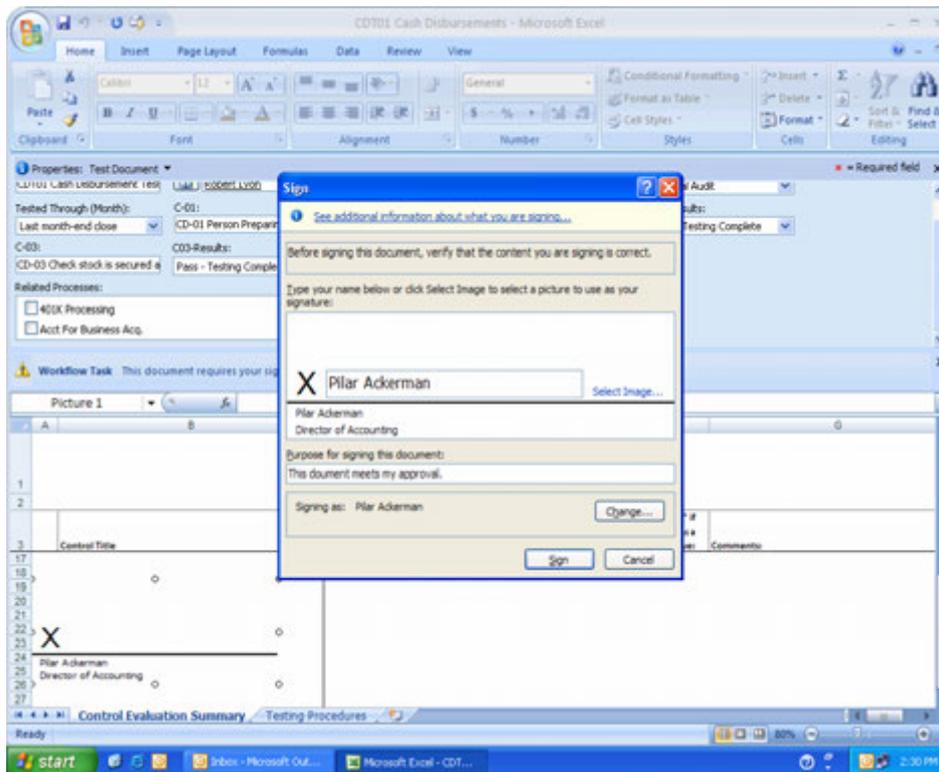
Process Improvement Project: Customer Engagement Workflow



To address compliance needs and improve efficiency of its internal claims management processes, Banco de Venezuela deployed Office Visio. With its improved processes and capabilities, the bank expects to **save nearly U.S.\$3 million per year**, cut claims processing and resolution time.

Name	Owner	Status	Average Time (days)	Description	Inputs	Outputs
1.1 Handle Request	Service Sales Representative	Inactive	2	Receive an...	Initial custo...	Tracking nu...
2.1 Assess Technical Feasibility	Service Sales Representative	Inactive	3	Create esti...	Customer r...	Technical fe...
2.2 Assess Financial Impact	Service Sales Representative	Inactive	5	Create fina...	Customer r...	Financial im...
2.3 Qualify Request	Service Sales Representative	Inactive	2	Determine ...	Customer d...	Bid decision
3.1 Architect Solution	Project Manager	Improving	5	Create a so...	Customer d...	Architectur...
3.2 Create Proposal	Project Manager	Investigating	3	Create a pr...	Customer d...	Statement ...
4.1 Negotiate Bid	Service Sales Representative	Investigating	10	Submit the ...	Architectur...	Updated ar...

Remove speed limits with OpenXML Shave minutes of time with automatic document development



TGE Engineering uses a document management solution based on Open XML Formats that automatically integrates existing content with the correct templates.

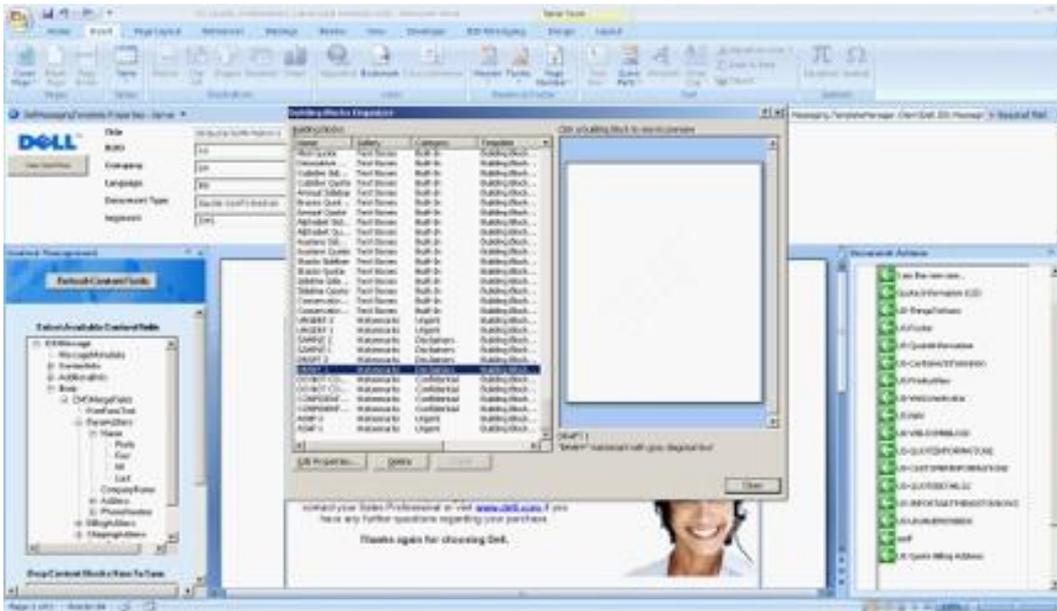
*“We managed to reduce the average time it takes to lay out a document ... from 8 minutes to 17 seconds. ... At an average engineering rate of 80 euros [U.S.\$109] per hour, the **savings quickly amount to thousands.**”*

Dell – record breaking speed limits and ROI

Time & Labor – example 4

Dell developed an OBA that will enable business users to maintain their own templates and automatically populate the templates with data from back-end systems.

The solution will help “more effectively serve customers” and “was developed with half the resources required to maintain the status quo, which will make for a rapid return on investment”

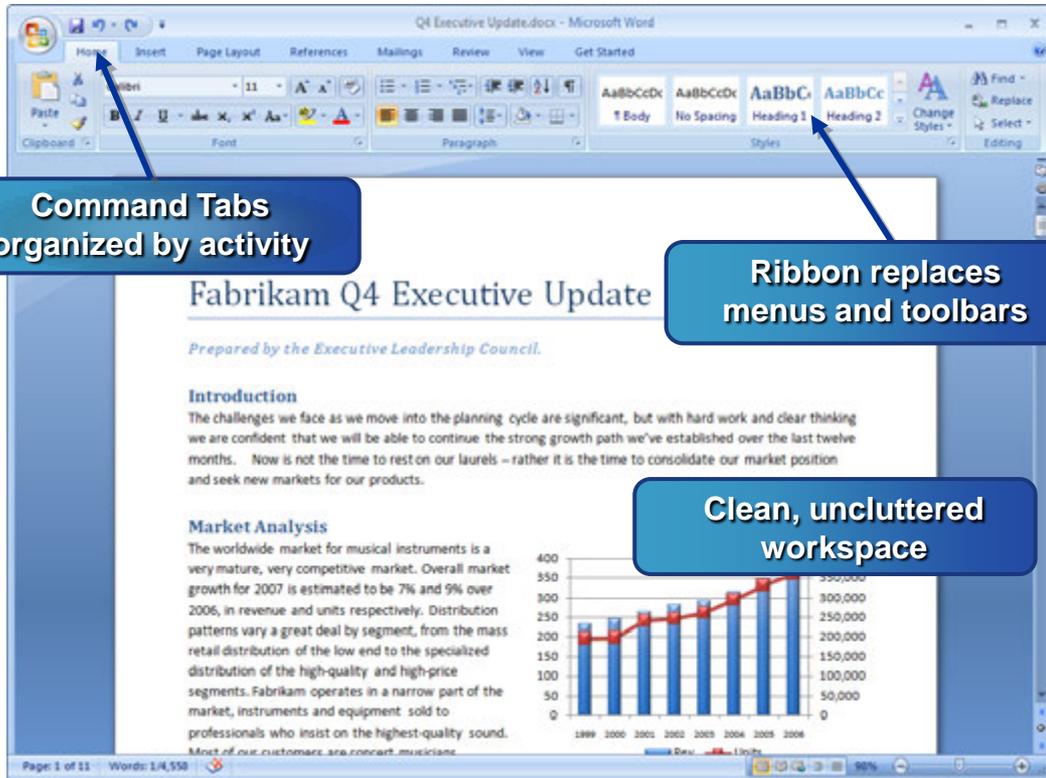


OBAs utilize the already familiar Microsoft Office 2007 interface, increasing adoption.



Help for the Helpdesk

Lowering Citrix Support requests 10%



“I expect at least a 10 percent reduction in user support requests, thanks to the revamped interface and better cross-program integration within Microsoft Office Professional 2007.”



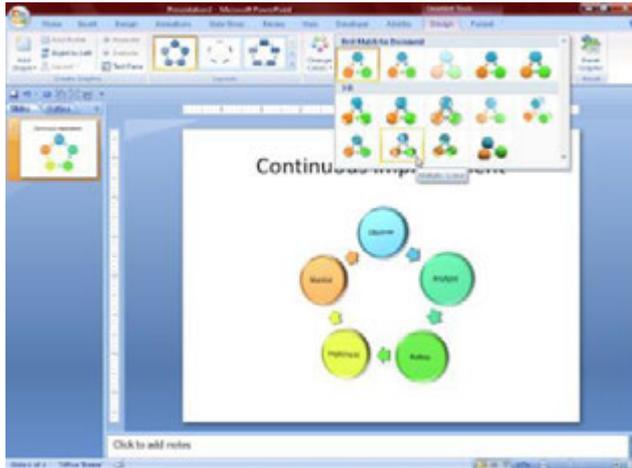
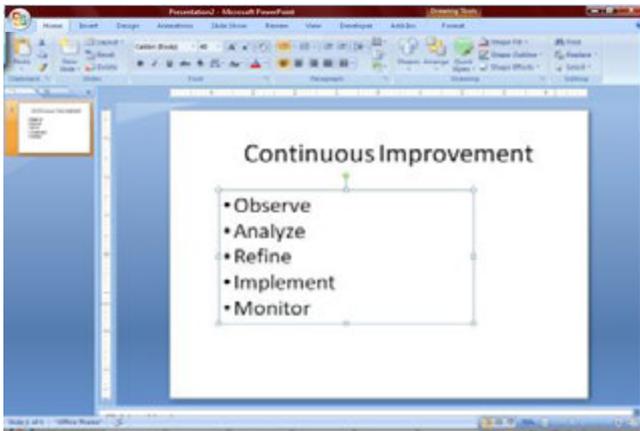
- The Office 2007 user interface makes it easier to discover new features and spend less time searching for commands.

Save marketing dollars and express your creativity with great-looking Office 2007 templates.



Simply Beautiful Savings

Save marketing dollars



“The new SmartArt graphics help me create a presentation in a fraction of the time it used to take.”

Honeywell

In PowerPoint or Word, enter a simple bullet point list. Sophisticated special effects are now just a click away

Marketing and Advertising

save \$10,000 to produce materials



“By not having to enlist an outside marketing-communications firm, we’ll **save an anticipated \$10,000 yearly** even as we reach out to thousands of additional business opportunities.”



With Publisher 2007 and PowerPoint 2007, develop more professional-looking documents in-house.

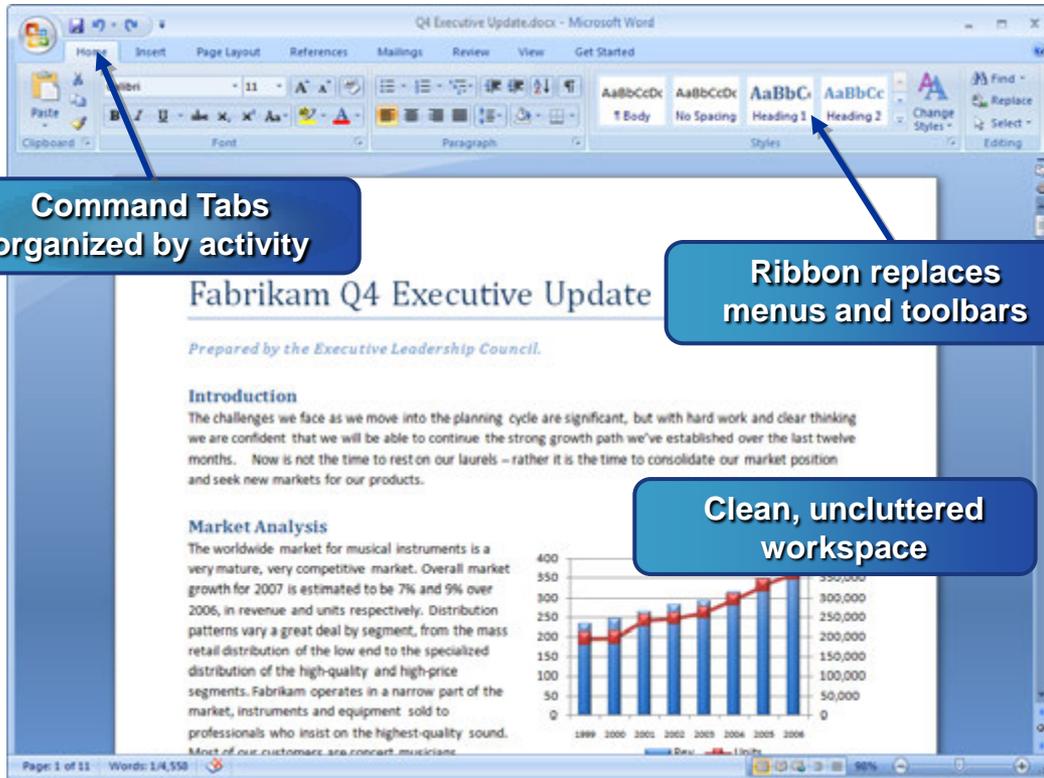


Best of Both Worlds: User Flexibility + IT Governance

Reduce IT Support Costs and Improve End User Productivity

Help for the Helpdesk

Lowering Citrix Support requests 10%



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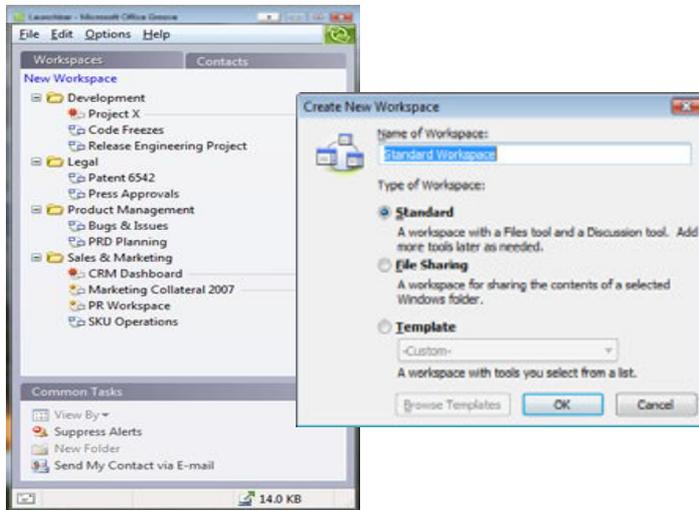
- The Office 2007 user interface makes it easier to discover new features and spend less time searching for commands.

Reduce Risk



On the Fly Workspaces

Speed FAA Investigations and Improve air safety



*“In many situations, project teams (at Federal Aviation Authority) can use Groove 2007 and **not need a pricey IT staff person** devoted to their project. Anyone with manager-level access can create a Groove 2007 virtual workspace on the fly, with no programming knowledge.”*



- Office Groove 2007 makes it simple to create, customize, organize, and work in workspaces without IT assistance