



Accolade® for Collaborative Workflow

Streamline Deliverable Creation, Approval, and Regulatory Compliance

Sopheon's Accolade addresses innovation process challenges by enabling your organization to:

- Reduce the time required for cross-functional team members to provide input for shared deliverables.
- Streamline document review and approval processes.
- Ensure that your documentation processes comply with government and industry regulations, such as SOX, ISO, and 21 CFR Part 11.
- Lessen the time spent on low-value communication by as much as 30 percent.

For companies focused on growth through innovation, speed is critical. Success often rests on being the first to market with a differentiated offering that can deliver real customer value. However, effective innovation commonly also depends upon the ability of global cross-functional innovation teams to work well across time zones, national and organizational boundaries. In regulated industries, the challenge of efficient collaboration is even greater because it includes cycles of inspection and the formal approval of technical deliverables to ensure traceability and accountability. These processes can have a material impact on how long it takes to get products into the marketplace.

Simplify the Creation and Approval of Cross-Functional Project Deliverables

Sopheon's Accolade platform enables process simplicity that allows cross-functional team members to efficiently contribute their knowledge during the creation of documents. The software goes beyond traditional workflow approaches by facilitating the collaborative editing of information. This capability empowers teams of knowledge workers who are required to coordinate the sharing of input and build on the work of their peers. Additionally, the Sopheon solution streamlines document approval, whether routed serially or in parallel, and provides for all versions to be permanently stored for future reference and auditing. The result is improved communication and greater accountability among your global innovation teams.

Enable Collaborative Workflows to Capture Input from Knowledge Workers

In most innovation processes there are key deliverables, including product definitions, business cases, or scorecards, that require gathering expert input from diverse functions, such as R&D, marketing, and operations. With Accolade these deliverables can be built collaboratively using an easy-to-understand workflow that is uniquely designed to support the needs of knowledge workers responsible for document creation. When it is time for a worker to provide input, he/she is automatically notified. That individual may then open the deliverable,

Benefits

- Enable cross-functional innovation teams to more easily collaborate on the creation of project deliverables.
- Streamline complex document approval processes.
- Ensure traceability, transparency, and accountability for critical documents.
- [Reduce the administrative burden for global innovation teams.](#)
- Integrate business processes and audit functions.

edit it, and hand off his/her version to the next person in line. The recipient can be confident he/she has the most current iteration of the document and is building on the entire body of work previously completed by other team members.

Create Flexible and Configurable Workflows to Match Your Process Requirements

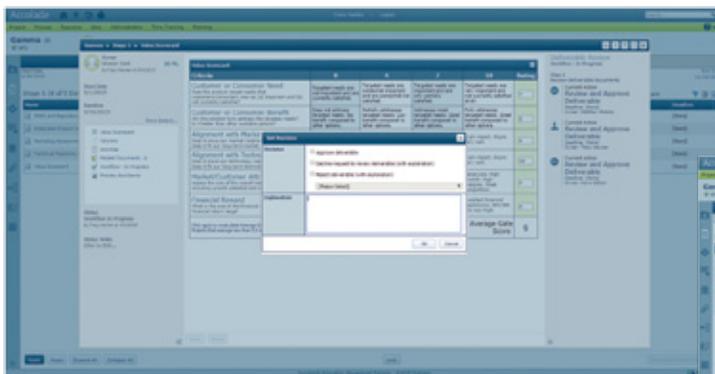
Choose from routing options based on your process requirements. Parallel routing allows team members to send documents to reviewers and gather their approvals concurrently. Serial routing involves sending the document sequentially to each reviewer and enabling its return to the deliverable owner when all reviewers have given their approval. These workflows can be adjusted to accommodate your needs. For instance, steps that are irrelevant can be skipped. In a further example, the workflow can be constructed so that a deliverable can move forward after a single decision by a representative from a group of authorized reviewers. Workflows can even automatically migrate a project to a different process, or pass the next gate, based on the requisite approvals having been completed.

Increase Workflow Visibility and Accountability

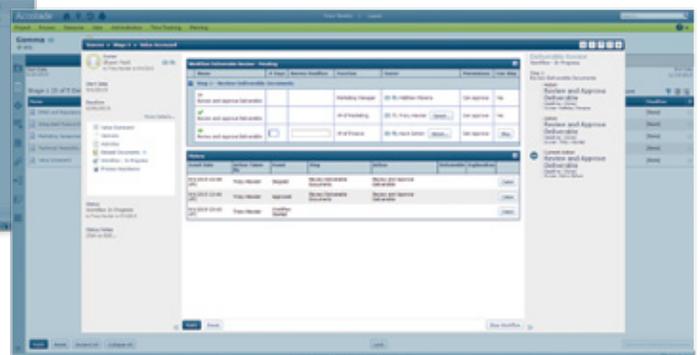
When formal approvals are required, decisions regarding acceptance or rejection of a document are recorded in the system, including the reasons for a decision. As the document is routed, the deliverable owner is notified via email of its status so that the project can be kept on-track.

Enable Auditing Processes Required for Regulatory Compliance

In order to meet the auditing requirements for processes such as 21 CFR Part 11, ISO, SOX, and others, all versions of approved project deliverables are stored for future reference and for use in verifying regulatory compliance. Electronic signatures can also be required for each approval. A detailed record of reviewer entries, routing paths, and approval decisions can be instantly viewed in a report, ensuring accountability and a clear audit trail of documentation.



Efficiently circulate shared deliverables such as business cases, product definitions or scorecards among cross-functional team members to gather their expert input.



Ensure project accountability by flagging key deliverables in the system for approval or rejection. Users are notified of the reviewer's decision via email and a copy is recorded in the project's history.



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