

# Introducing ConceptDraw OFFICE 2

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# ConceptDraw OFFICE 2

ConceptDraw OFFICE 2 is an integrated set of visualization products and document exchange technologies. ConceptDraw OFFICE consists of a diagramming platform, a mind mapping, and a project management tool. These tools are essential to generate business diagrams, mind maps, project plans, dashboards, presentations, schematics, and any other business visualizations. These tools have access to an online service, ConceptDraw Solution Park that will deliver additional product extensions in the future. This is a time saving assistant for generating your business documents and presentations.

## Office Products

ConceptDraw OFFICE 2 contains three well-integrated products that assist in any workflow task. ConceptDraw MINDMAP is an excellent tool for planning, brainstorming, and building processes. ConceptDraw PROJECT excels at planning projects, from simple to complex. ConceptDraw PRO is a powerful diagramming tool. All these products help communication process of project status, situational conditions, and visual representation of data.

## Office Technologies

ConceptDraw OFFICE 2 document exchange technologies integrate with all aspects of organizational workflow to save time.

Examples are:

- **INGYRE2** in ConceptDraw OFFICE allows for the exchange of project management data between applications.
- **Intelligent Topics** types in ConceptDraw MINDMAP automate how to produce final documents and presentations.
- **Live Objects** in ConceptDraw PRO are visually changed based on external data sources, building dashboards and dynamic presentations from your data.

## Product Extensions Add Future Value

New to ConceptDraw OFFICE is the addition of the ConceptDraw Solution Browser. the ConceptDraw Solution Browser lets you navigate through additional product extensions, delivers help information, manages all updates, and gives you access to additional downloads and installs from ConceptDraw Solution Park.

## Project Management Support

ConceptDraw OFFICE 2 together with ConceptDraw Solution Park supports project management (PM) activity. Some of the project management solutions include:

- PM Made Easy
- PM Agile
- PM Response
- PM Team
- PM Docs
- PM Presentations
- PM Meeting
- PM Planning,
- PM Dashboards
- Personal Time Management

These PM solutions help you work with mind maps, Gantt charts, Pert charts, presentations, to-do lists, schematics, dashboards, management reports, budget status, meeting agendas, resource usage tables, and many other metrics with a single click to save you time.

## Future Value Beyond Purchase

ConceptDraw OFFICE 2, combined with the online service of ConceptDraw Solution Park, maximizes your investment by delivering a growing number of professional solutions that support your work activities through product extensions that can be downloaded and installed with ConceptDraw Solution Browser.

## Leading Innovation

ConceptDraw OFFICE 2 is powerful software suite with high customer value. ConceptDraw OFFICE 2, with the extensibility of ConceptDraw Solution Park, provides a unique value to our customers, and leads the competition in value with its no charge technical support, licensing per named user policy (instead of per system), powerful inputting and outputting capabilities, multiple OS support, and online services that deliver a wide range of product extensions for your work environment.

Customers said that ConceptDraw OFFICE 1 was innovative. ConceptDraw OFFICE 2 accelerates that innovation by applying visualization science and techniques to businesses. No other product on the market is packed with the innovation contained in ConceptDraw OFFICE 2.

# What is ConceptDraw MINDMAP?

ConceptDraw MINDMAP is a product that creates documents and presentations automatically from mind maps. You can present and explain your ideas to any audience or have discussions with your team using the extended features for inputting data into a mind map.

## What are the Output Capabilities of ConceptDraw MINDMAP?

ConceptDraw MINDMAP offers a variety of outputs to make it easy to share map content in the appropriate format. Creating output is simple — just one click allows you to output to other applications, such as Microsoft Project, Excel, PowerPoint, and Word. You can generate essential text and tables critical for your work. The output capability of ConceptDraw MINDMAP unlocks the information in your maps to build documents and presentations.

With one click, you can communicate status, update tasks, write articles, and build presentations from your map, with the appropriate document or presentation type and template. For example, you can generate a task list with one click.

## What are the Presentation Capabilities of ConceptDraw MINDMAP?

ConceptDraw MINDMAP offers a set of tools to create presentations from a map. With one click, you can generate a slide sequence. You can even build multiple presentations and store them in a single map.

Different audiences require different types of presentations. ConceptDraw MINDMAP can create multiple types of presentations from a single map without altering the data or format. With ConceptDraw MINDMAP's View Navigator, you can select the map parts you want to present, sequence your slides, and even preview the presentation.

## What are the Input Capabilities of ConceptDraw MINDMAP?

ConceptDraw MINDMAP supports inputting external data into a map with one click. Input capabilities are critical because it makes your data visual. When your data is visual, you can manage and communicate it using newly generated documents and/or presentations.

Data you can input into your map can come from just about anywhere. Data can come from Microsoft Word, Excel, Outlook, Project, the web, a mind map and other electronic sources. You can input data as a task list, resource list, Gantt chart, brainstorm or search results.

# What is ConceptDraw PROJECT?

ConceptDraw PROJECT is a full-featured project management solution that keeps you on top of your data through its project dashboards. Project dashboards display all of your key performance indicators on one screen so you can take instant action whenever necessary.

ConceptDraw PROJECT contains an extensive toolset to help project managers. the rich data visualization capability that is provided by ConceptDraw products builds project dashboards, one-click reports, multi-project views, Gantt charts, and resource views. the rich, visual data presentation supports important project management tasks, including critical planning and change management.

# What is ConceptDraw PRO?

ConceptDraw PRO is a full-featured diagramming platform which lets you display, communicate, and deliver dynamic documents and presentations.

ConceptDraw PRO includes the traditional set of drawing tools, extensive object libraries, ready-to-use templates and learning materials, and a professional set of printing preferences. You can print your diagram to a variety of table/paper size/orientations. Professional printing options and exporting to many popular graphic formats are supported, giving you flexibility in your work. You can prepare and demonstrate presentations, and it is also possible to create presentations with dynamic content. You can extend the graphic toolbox with the help of solutions and the integration with Microsoft Office and other ConceptDraw OFFICE applications. ConceptDraw PRO provides numerous professional business solutions based on technologies of integrating external data. the technologies used in this product are:

- **ConceptDraw Solution Park**
- **Live objects**
- **INGYRE 2**

Business management and planning is simplified with ConceptDraw PRO because of the ready to use solutions for project management and corporate dashboards.

# Products: Approach to Integration

## Why Separate?

Knowledge workers are heavily involved in structuring, managing, and displaying results of their work. These activities need tools. a single tool is not practical because the overall work process requires numerous tools. in practice knowledge workers do one activity at a time, including thinking and structuring; avoiding obstacles and managing results; and drawing descriptive sketches. At any one time knowledge workers need a range of professional tools to perform any specific activity. For this reason, the user interface of the application needs to focus on each activity. For example, a professional carpenter has a tool belt with many individual tools for building a house. No professional carpenter has ever requested a universal tool to function as a paint brush, measuring tape, and sledge hammer.

Knowledge workers require automation to manage their activities. ConceptDraw OFFICE provides a set of tools that meet this requirement. ConceptDraw MINDMAP identifies and structures ideas and generates final documents and presentations. Use ConceptDraw PROJECT to assign tasks and report completeness of multiple projects. Use ConceptDraw PRO to build technical schemes and diagrams for documentation and also to create status dashboards. All these products provide a tool set for professionals in your organization. Choose the proper tools to get the best results.

## Why Together?

Combining the tools in our work we go from one tool to another tool. We finish working with one tool and move to another tool. This reduces productivity because we must transfer our data from one application to another. ConceptDraw products are tightly integrated so time wasted switching from one tool to another is eliminated.

## Why Use Data Technologies?

The amount of time used to switch your work data inside ConceptDraw applications is minimal and there is never a penalty for switching back and forth between tools. Now you can change tools as often as required. ConceptDraw OFFICE lets you use the proper tool at the proper moment, for the proper effect. the data integration technologies in ConceptDraw OFFICE connect your working applications using technical solutions from ConceptDraw Solution Park. This integration allows your applications to work together as a single tool for accomplishing your goals.

The technology used in ConceptDraw OFFICE includes:

- **NGYRE2 technology,**
- **Intelligent topics**
- **Smart inputs and outputs**
- **Live Objects**
- **ConceptDraw Solution Park**
- **Dashboards**
- **Dynamic presentations**

ConceptDraw OFFICE uses these technologies to extend your connectivity with other applications and productivity tools. It also extends your data integration capability within your workflow. Additional technical solutions for your professional needs are collected in ConceptDraw Solution Park. You can extend your ConceptDraw applications by installing additional sophisticated and useful data integration solutions found in the ConceptDraw Solution Park.

# True Map Style

## Themes for Mind Mapping

When using a mind map there are three broad classifications of the type of activities one is working on. These three classifications are brainstorming, analysis and presentation. For each stage, individuals have requirements for what the map must look like.

### Brainstorming

Brainstorming is an initial collection of the information process. Information represented in topics in this initial stage does not require more detailed sorting. This process can be seen as analogous to cloud tags on the web. This means minimum lines and two or three hierarchy levels supported by fonts and colors. Until ConceptDraw MINDMAP 7 these templates did not exist.

### Analysis

The main visual attribute for analysis is for the topics to be separated by category to create a unique hierarchy. At this point the mind map increases in its value for individuals and teams. The mind map must be flexible in its ability to represent different structures. For instance a horizontal hierarchy may need to be represented as a vertical hierarchy to clearly show the logic expressed in a map. All visual elements are important here; fonts, type size, contrast, shape and topic color. This is a common type of map template.

### Presentation

Data that has progressed from brainstorm to analysis must finally be presented to tell the story. Special topic styles in mind maps help to accomplish this. Presentation-oriented styles help the speaker and audience see and understand. Branches become responsible for conveying the story. The topic styles have the potential for a large impact during the critical presentation stage. It is also important not to overload the audience with information from unnecessary branches (for example, previous and new materials). In practice the best map for telling the story is one that functions much like a roadmap or a subway map. These maps very clearly show the individual paths and relationships between paths. This helps to direct attention to the current path or episode of the presentation. Until ConceptDraw MINDMAP 7 these templates did not exist.

Innovation in ConceptDraw MINDMAP 7 can be seen in everything that pertains to the product, from user interface to topic themes. ConceptDraw MINDMAP 7 has been designed from the ground up to not compromise what people want to accomplish.

# Knowledge-Readiness in Project Management

The measurement of knowledge in your project is a strategic advantage to your organization because it gives you insight into short and long term readiness and identifies the trouble areas that must be resolved. the knowledge-readiness indicator supports any project methodology and gives better insight to the project managers.

In project management, very few indicators are predictive of future performance. Percent-completeness is an indicator of past performance; however, percentage of completion provides no insight into future project success. the ConceptDraw Knowledge-Readiness Dashboard is an indicator of future project readiness. The Knowledge-Readiness Dashboard tracks individual tasks and the documentation associated with the tasks and provides a pictorial view of the project's readiness state for successful task completion. For successful task completion, documentation must be in place, the ConceptDraw readiness indicator measures this key performance indicator.

The dashboard lends a Project Manager insight into numerous knowledge areas of a project. There are two indicators that are displayed together to give important project readiness details. the first indicator provides the ratio of unspecified tasks to specified tasks as a visual ratio that shows the relative readiness of any phase of the project. the second key performance indicator is a go or, no go representation of task-readiness and it indicates tasks that have a critically low number of specification documents and tasks that have adequate specification documents associated with tasks. the two knowledge-readiness indicators clearly show potential future project execution problem areas. the state of readiness indicator gives Project Managers a crystal ball that can be used to predict potential shortcomings in future project stages.

## What is MIND MAPPING 2.0?

How many times does the medium not support the message? with early Mind Map 1.0 technology, sharing map content was difficult because of ineffective output capabilities, low rates of mapping adoption, and because of difficulties of understanding what an author wanted to communicate.

ConceptDraw MINDMAP 7 solves the fundamental limitations of Mind Mapping 1.0, making it easier to share new content and meaning across an organization.

### **Do You Make Maps Only for Yourself?**

In its earliest form, Mind Mapping 1.0 focused on personal use — maps were hand-written on paper, integrating color, images, and limited text. Authors used mind maps to produce outlines for a speech or to remember a complex set of ideas.

As useful as these maps were for authors, they did not support content sharing with others — the author possessed the only copy of the map, and getting anyone other than the author to understand the meaning of the map was often quite difficult.

### **One-to-Many Communication**

Creating mind maps with software significantly increased their usefulness. It became easy for the author of a map to share content with many people by placing the maps on network drives or emailing them. Collaboration could occur by projecting a map onto a wall; a map author could share ideas with a team and gather input. However, even electronically produced maps often require the author to explain the meaning of the map to people who did not participate in the process.

Whatever the case was, Mind Map 1.0 maps, paper-based or electronic maps, often had important information trapped inside that never was shared. the MINDMAP 1.0 paradigm failed at rapid adoption because of the audience's inability to understand what the author meant.

## ConceptDraw MINDMAP 7 Introduces MINDMAPPING 2.0 — Many-to-Many Communication

ConceptDraw MINDMAP 7 enables efficient and effective many-to-many communications.

- **Multiple Outputs**

ConceptDraw MINDMAP supports the creation of multiple outputs from a single map with one click, making it possible to choose the specific document type that is appropriate for an audience, situation, or task.

- **Variety of Inputs**

ConceptDraw MINDMAP supports many types of inputs, making it simple to organize and update information.

- **Intelligent Topics**

ConceptDraw MINDMAP structures data to support domain-specific activities using intelligent topics to structure data for specific business processes.

Together, these attributes in ConceptDraw MINDMAP 7 make it possible for a map to be a pivotal point in managing organizational knowledge. The multiple forms of input bring rich data into a map, enabling the map author to organize and share the content in a variety of outputs. Many people can contribute to the map content through the input process, and a map's effectiveness is enhanced by the quality of this data.

The bottom line is that ConceptDraw MINDMAP 7 makes it easy to communicate information clearly, quickly, and effectively. Test drive the first mind mapping 2.0 product, ConceptDraw MINDMAP 7.

# What is Mind Mapping 2.0?

## Why Did Mind Mapping 1.0 Fail to Be Widely Adopted?

Mind Mapping 1.0 fails to effectively transfer knowledge from a mind map to its intended audience.

Since Tony Buzan first attempts at popularizing the use of mind maps in the 1970's, people have struggled to increase the adoption of this visual technique of organizing ideas around a central idea, task, or topic. In its earliest form, mind maps were developed by individuals for personal use — hand written, on paper, integrating color, images and text. People who used mind maps recognized their ability to improve memory and the thought development processes; they also realized that mind mapping was stuck in a one-to-one communication channel. Something would have to change radically to increase the usage of mind maps.

Starting in the 1990's, newly developed mind mapping software changed the use of mind maps considerably — now individuals could share their maps easily, store them, and update them. The great hope was that mapping would become an effective medium for supporting collaborative decision-making processes, business planning, or project management. As software, mind mapping held out the promise that teams of people would be able to collaborate in these processes. And, in some cases, the success was phenomenal. People loved mind maps and felt that mind maps gave them a competitive edge. Mind mapping software appeared to change what was a one-to-one communication channel that developed during the pen and paper era of mind mapping and had become a one-to-many path, with the author channeling collective wisdom into the map.

Far-too-often, though, the promise and initial successes are frustrated by some of the same issues that limit paper-based mind maps. The biggest challenge to overcome was that a mind map was still dependent on its author to communicate its meaning. While the map can make sense to a team when it was being developed, members often cannot recreate its logic for themselves afterwards. Team members who miss a meeting are left even more mystified. Even avid mind mappers often struggle to understand maps created by others, if the author isn't present to explain its meaning.

Even with the introduction of software to construct mind maps, the limits of mind mapping remain stuck in Mind Mapping 1.0 today unless it can solve the problem of improving the transfer of knowledge from a map's author to its intended audience. A version 1.0 of a mind map effectiveness in supporting business processes remains limited as well.

## **Mind Mapping 2.0 Makes Sharing Knowledge Simple and Introduces Intelligent Topics in ConceptDraw MINDMAP**

Mind Mapping 2.0 takes fundamental steps to overcome the limits of Mind Mapping 1.0. 2.0 maps make it simple to customize communicating information from maps in ways that are appropriate for the audience or business activity. Version 2.0 maps can be converted with a click of a button to share content with their intended audiences as slide shows, reports, presentations, documentation, or as decision-making trees.

Mind Mapping 2.0 delivers on the promise to easily share information using different outputs. Exporting content with the click of a button works the way it's supposed to, without the hassle of custom programming, tweaking templates, and spending hours reformatting content. Technology solutions for specific tasks are readily available without waiting for a product upgrade or new release.

People creating 2.0 maps don't have to spend time massaging their content — instead they can choose their communication strategy in an instant based on what business activity they want to support.

Mind Mapping 2.0 also makes it simple to input information from many data sources — a map's value is no longer dependent solely on its author. Instead, you can bring in data from email, Google search results, Microsoft Word, Excel, and Power Point, or other sources. The mind map becomes the pivot point from organization knowledge, to value-added analysis; from the map's author, to sharing that knowledge appropriately with teams.

Mind Mapping 2.0 also delivers on the promise to build domain knowledge into maps through the use of intelligent topics. A topic is no longer just a formatted object with the meaning you assign to it. Intelligent topics create information hierarchies that are domain specific. For instance, topics used for project management understand the different data associated with tasks, milestones, and project phases. You don't have to build that knowledge into the map — the map is ready to support you in your business process.

As a result, Mind Mapping 2.0 represents a breakthrough in mind mapping. No longer is the value of its content limited by an audience's ability to reconstruct the author's intent. Mind mapping 2.0 enables quick and simple communication that's needed right now for a specific audience or task. Mind mapping 2.0 draws on organizational knowledge to improve how data is shared with teams by enabling many different content inputs. And, finally, intelligent topics assist in structuring data in ways that support domain expertise.