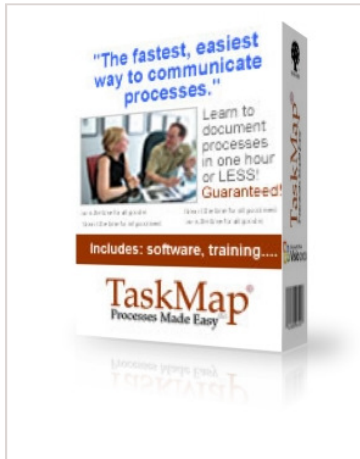


# TaskMap® Standard Edition

## Simple, affordable, powerful

Document and publish processes in minutes! **TaskMap** offers the simplest, fastest way to document work processes — and we guarantee it! We're so confident that **TaskMap** will satisfy your process mapping needs that we offer a 30-day money back guarantee.



### Product Data Sheet

"The business processes being reviewed by our project team were originally depicted in flowcharts. Subsequently, the flowcharts were restated as TaskMaps. Project team members and associated business managers were asked which they preferred – flowcharts or TaskMaps? The unanimous response? TaskMaps. The project team has adopted TaskMaps as the standard tool in the capture, analysis, and presentation of business processes."

*Nelson Osborn*  
Director, IT Corporate Initiatives  
Sanmina-SCI Corporation

#### System Requirements

- TaskMap runs with Windows 2000, Windows XP and Windows Vista
- TaskMap *Standard* works with either the Standard or Professional Editions of Visio 2003 or 2007

#### Related Products

- TaskMap Professional
- TaskMap Capture for Excel



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### Product Overview

Most process documentation tools are bogged down by complex methodologies and software systems that require highly-trained experts. Not **TaskMap**.

**TaskMap** uses only six symbols and an easy-to-use methodology that removes the mystery from creating effective and usable process maps. Extensive help text with hundreds of screen shots makes it easy to learn new tips and techniques.

Despite its simplicity, **TaskMap** offers powerful features that make it suitable for very complex processes:

- Visual representation of Guidelines, Resources and Roles involved with each Task
- Display of Task Frequency and Completion Time
- Automatic numbering and renumbering of Tasks
- Hyperlinks to external documents, databases, web pages and more
- Pre-defined reports with export to Excel, HTML and XML
- Hyperlinked page-to-page connectors for multi-page maps
- Hyperlinked "drill down" feature allows decomposition of high-level process descriptions into as much detail as required
- Simple creation of customized map views for different audiences

With **TaskMap** anyone can document, communicate and improve processes.

### Document

Harvard Computing Group's Simplified Process Mapping approach is built into the software, guiding users through the knowledge capture that is required to create a process map. And with only six symbols in the **TaskMap** stencil, anyone can learn to document work processes in an hour or less.

Experienced process mapping specialists will appreciate the sophisticated features of **TaskMap** that allow them to do their work more quickly — hyperlinking, drill down, interlinked maps, creation of custom templates — these features and more make creating maps a breeze.

Adding hyperlinks to source documents, data repositories and IT systems takes your TaskMaps one step further. Instead of merely being a picture of your process, a hyperlinked TaskMap is the means by which people complete their work. The TaskMap is the dashboard or navigation tool for taking action in the process.

### Communicate

The true value of a process map is measured by how well it communicates process information to one or more audiences.

For hundreds of organizations worldwide, **TaskMap** has proven to be the most effective way to communicate process information. You can share TaskMaps with any Visio user, or publish them as interconnected web pages so anyone with a web browser can learn about and take action in your processes.

**TaskMap** combines iconic and textual information in a unique, compact format that conveys process information in the most efficient possible manner.

### Improve

**TaskMap** reports summarize key process details for analysis and process improvement. For example, automated time totaling reports summarize cycle times as well as showing idle time in a process. Role reports highlight over- and under-utilization issues.

**TaskMap's** visual presentation style allows ready identification of bottlenecks, overly complicated areas of a process and missing information.

Whether you use Six Sigma, LEAN or another process methodology, **TaskMap** will help you build better processes.

TaskMap is a registered trademark of Harvard Computing Group, Inc.