CALMweb Part 2: Are you a part of it?

THERE'S an old adage: 'Be there or be square'. Today, that might read: 'Be on it or be left behind'.

'It' is the inTRAnet and it is quietly going about changing the nature of how business is conducted within CALM.

Wondering why we have CALMweb-CALM's inTRAnet-and why Department will be putting more emphasis on it for internal communications in the coming months? Read on

First, information exchange can be more than text publications or video shows. InTRAnets are multimedia. Text, graphics, photos, animation, audio and video can be used as they are best suited to deliver a particular messageeven combining on one inTRAnet page.

Linked information

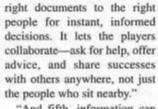
to schedules.

Always up to date

But information on an

Second, information can be linked. A user who wants the brief summary gets it quickly. But someone who wants details can explore layer upon layer of linked information. Project descriptions can be linked to team participants, to budgets or Third, in today's fast-paced business world, just about any-

thing fixed in a tangible form is outdated immediately. The cost of regularly reprinting forms, handbooks or manuals makes up-dates expensive or unrealistic.



inTRAnet can be up-dated as it

changes with the only 'cost'

being that of keying in the new

data, and the user gets the latest

Fourth, keeping front-line

"People at all levels have

a new responsibility for

making decisions that in the

past were made only by man-

agement," said Director of

Corporate Relations Ron

"An inTRAnet brings just-

"CALMweb delivers the

in-line learning to employees'

Kawalilak.

fingertips.

employees informed is critical

version immediately.

in a competitive climate.

"And fifth, information can be personalised. No longer must communicators 'push' information to everyone, hoping that people who can use it get it. Now, individuals can 'pull' what they need when they need it.

"When the user pulls the information, he or she is more likely to respond to the message," said Ron.

"It's the difference between being handed a leaflet on a street corner and shopping at the news stand for a favourite magazine (LANDSCOPE, of course).

"The information available on CALMweb is only limited by the uses we can dream up," said Ron.

"And the cost of publishing the information is practically nonexistent, enabling staff to publish information of interest to a limited audience, undreamt of when publishing in print because the cost would simply be too prohibitive.

"This is particularly important if those few employees who value the information are able to do their jobs better and more innovatively or satisfy customer needs efficiently.

"Consider the following sce-

"Staff no longer have to print a handbook or manual that is likely to go out of date the instant it rolls off the press.

" Instead, they can store the manual on CALMweb, where colleagues can find just the information they need in a flash, without having to study an index or a table of contents.

"They simply type in a key word, and all matching entries are suddenly a mouse-click away, and the information is always current."

Interactive is in

The internal phone directory can now be interactive-and far more useful than ever it was

Staff can look up employees by name, branch or geographic location. When they find an employee, they not only get the data they would have found in the old book, but (in the future) they will also get links to the employee's profile on their personal homepage. (Check the current Science and Information Division's homepage for examples).

They will also find information about that person's branch or region, and a link that, if they click on it, allows them to instantly send an email.

Organisation charts can be up-to-date, and need never be printed again. They can include links to phone directory



Web author: Herbarium research scientist Alex Chapman and administrative assistant Pam Burgovne. Photo by Verna Costello

listings and other pertinent information.

Apply for Jobs

"CALMweb can also allow you to browse internal job openings and submit applications," said Ron.

"At present, you can view the information and print off the appropriate forms for mailing or faxing to Human Resources Branch.

"But soon, information input by the employee will go directly into the appropriate database, eliminating data entry chores for the Branch

"Customer-related information can be stored in searchable databases, allowing CALM staff to find information and answer customer questions far more quickly than had previously been possible.

"Branches, regions and divisions can make information available about their efforts, their schedules and the services they provide.

"Likewise, project teams can post their objectives, progress and results-for one another or any other employee with an interest."

For further information on CALMweb, contact your CALMweb author. or David Gough at Corporate Relations, on (08) 9389 8644, or email to davidg@calm.wa.gov.au. For access to CALMweb, contact your manager,



Web author: Como research librarian Kathryn Lee. Photo by Verna Costello





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