



Best Management Practice

For Portfolio, Programme, Project,
Risk and Service Management

Maximising Access to OGC's Best Practice Guidance

To embed OGC's Best Practice guidance into your organisation, easy access to the guidance is vital. The most practical way of providing this to all core users is via multi-user electronic access, allowing you to broaden availability throughout your organisation.

A multi-user licence provides the following benefits:

- **Global Access** – maximum access to the guidance through any workstation within an organisation.
- **Cost Effective** – considerable savings over purchasing multiple single user Online Subscriptions. The pricing structure is based on multi-user access; the number of users accessing the content at the same time.
- **Tailored Solution** – access to the guidance is via Online Subscription. Alternatively full content can be installed onto any intranet system,* giving search capability throughout your organisation.
- **Support** – multi-user licence holders can benefit from dedicated technical support.

Multi-user licences are a legal requirement if you intend to make OGC Best Practice guidance available to more than one user. The law applies to Intranet as well as Online access.

* The following intranet versions are available: JBos, IIS and Tomcat

Electronic Products - Functionality

The Online subscription has additional functionality over and above the hardcopy, PDF and ebook versions. Features includes:

- **Dynamic Content** – content is presented in four different ways to enable the user to view information in a familiar topic-by-topic format. This allows the user to dip into the text at any chosen point, topics include: Standard, Process, Themes and Principles View (applies to Managing Successful Projects with PRINCE2™ 2009 only).
- **Dynamic Table of Contents (ToC)** – provides chapter or subject specific table of contents depending on the view chosen. Each heading in a ToC is a link to that particular section to help the user navigate through the content quickly and easily.
- **Easy Navigation** – navigation buttons allow for easy switching between pages viewed. A breadcrumb trail is provided along with the ability to hide or show the ToC, helping maximise the viewing area.
- **Search and Search Results** – allows the user to search by a single word, multiple words or phrases. Users can also choose to search from a glossary term and search across multiple products to see any cross-over results for their chosen search.† Results are shown as a list based upon the relevancy of the search, allowing for easy navigation.
- **Bookmarking** – pages can be bookmarked during your session by using your browser.
- **Cross Linking within Chapters** – hypertext links throughout the content, linked to the appropriate section within the publication, allowing for easy cross-referencing.
- **Pop-up Glossary Terms** – the glossary of terms can be accessed from the main text by placing the cursor over a highlighted term. This activates a pop-up window displaying the definition of that glossary term.

† Access from cross-product searches is dependant on a valid subscription to other products.



Maximising Access via Intranet

The content can be installed onto your intranet, giving access and search capability throughout your organisation. The intranet products are now compatible with the following platforms to allow access to as many users as required across businesses and sites, including:

- IIS
- Jboss
- TomCat.

Maximising Access via Online Subscription

An Online Subscription gives you instant access to the latest authoritative text during your subscription period. It avoids the need for you to host the material on your intranet and manage it internally.

All amendments, revisions and impressions issued throughout the year are accessible via the Online Subscription.*

Contact our specialist OGC Multi-User Licence Team for a free demo and to discuss your requirements. Simply email ogc@tso.co.uk or call 01603 696701.

* Subject to issues raised via the public issues log located at: www.best-management-practice.com/changelog and the guidance from the Change Advisory Board driving updates to the content during the subscription period.

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