
Central Desktop – why we love it and you will love it too.

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What is Central Desktop?

- Web-Based Project Management Software including:
 - Task lists
 - Ability to track Milestones and Progress
 - Ability to capture Discussions instead of losing them in e-mail
 - Ability to post documents, links, etc.
 - Ability to track versions of a document
 - Ability to have internal and external members of each workspace
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And.....

- Tool to set clear expectations regarding performance by employees
 - Tool to integrate projects within an organization
 - Tool to go over tasks and deadlines and check-in when meetings are not practical
 - Tool to build network for employees in different offices within the agency working on the same projects.
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Central Desktop: Advanced Features.....

- Also can integrate with Microsoft Outlook and Instant Messaging
 - Ability to have an RSS feed to notify of changes made to workspaces
 - Web conferencing – (Although why if you can access legal meetings from NTAP?)
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How Does MLSA Use Central Desktop?

- Currently, MLSA tracks work and projects like:
 - Pro Se Forms Development Project – multiple employees creating, reviewing and automating multiple forms
 - Administrative Tasks – Track due dates for all administrative tasks, including grant deadlines, invoicing, etc.
 - Board of Trustees Meetings – Track all tasks associated with organizing and setting up meetings
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MLSA also uses to track.....

- MLSA Community Outreach Project – Coordinated outreach including mailings and materials regularly sent out to multiple lists – can keep the address lists, tasks, etc. all here
 - Helpline Wiki – Wiki with information for Intake Workers, Advice Paralegals and Casehandlers handling Helpline calls.
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And.....

- Self-Help Law Unit – MLSA staff in multiple offices share spreadsheets and plan clinics (MLSA does not have a central WAN.)
 - AmeriCorps*Vista Project – Set list of tasks and resources for AmeriCorps*Vista Project – do same thing every 6 months, making it perfect for Central Desktop
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Central Desktop – A Walk Through

The Dashboard

- First page a user sees when logging in to Central Desktop
 - Lists all of the user's workspaces, overdue tasks, tasks due in next 10 days and recent activity in all of user's workspaces –either as a list of most recent activity or grouped by workspace
 - Also has a task list just for user, including personal tasks
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Workspace Demonstration

- Main Components of a Workspace
 - Milestones
 - Task Lists
 - Docs and Discussions
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Central Desktop Digest and E-mails

- User receives daily digest showing tasks and workspace activity
 - User will also be e-mailed discussions and comments on tasks and documents. Can reply to e-mail and will be posted in central desktop, or can go in and enter reply.
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What are the Advantages of Using Central Desktop

- Provides Web-Based Project Management
 - Provides central coordination point for projects
 - Meet generational expectations of younger work force
 - Provide opportunities for partnerships across the program
 - Accommodate part-time and off-site workers
 - Give supervisors a tool to track work by off-site workers
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More Advantages of Central Desktop

- Provides a method for tracking productivity of employees
 - Encourages collaboration between on-site and off-site employees
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MLSA Planned Uses of Central Desktop

- Track Pro Bono Project – need more flexibility than case management system can provide – and can provide outside local pro bono coordinator access to information without giving access to case management system.
 - Indian Wills Project – track work of externs based on reservation.
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Technology Needs for Central Desktop

- Computer with High Speed Internet Connection
 - Central Desktop Account (web-based, so no software to install)
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Tips for Implementation of Central Desktop

- Realize that anything can be a “project”.
 - Have one vision for each workspace and do general set-up.
 - Have one employee do most of set up of structure in beginning.
 - Designate one or two employees as user support
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Thank you.

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