

How to Make your CEO \$1000 for Free

Andrew Chung

National Business Development Manager
achung@novell.ca

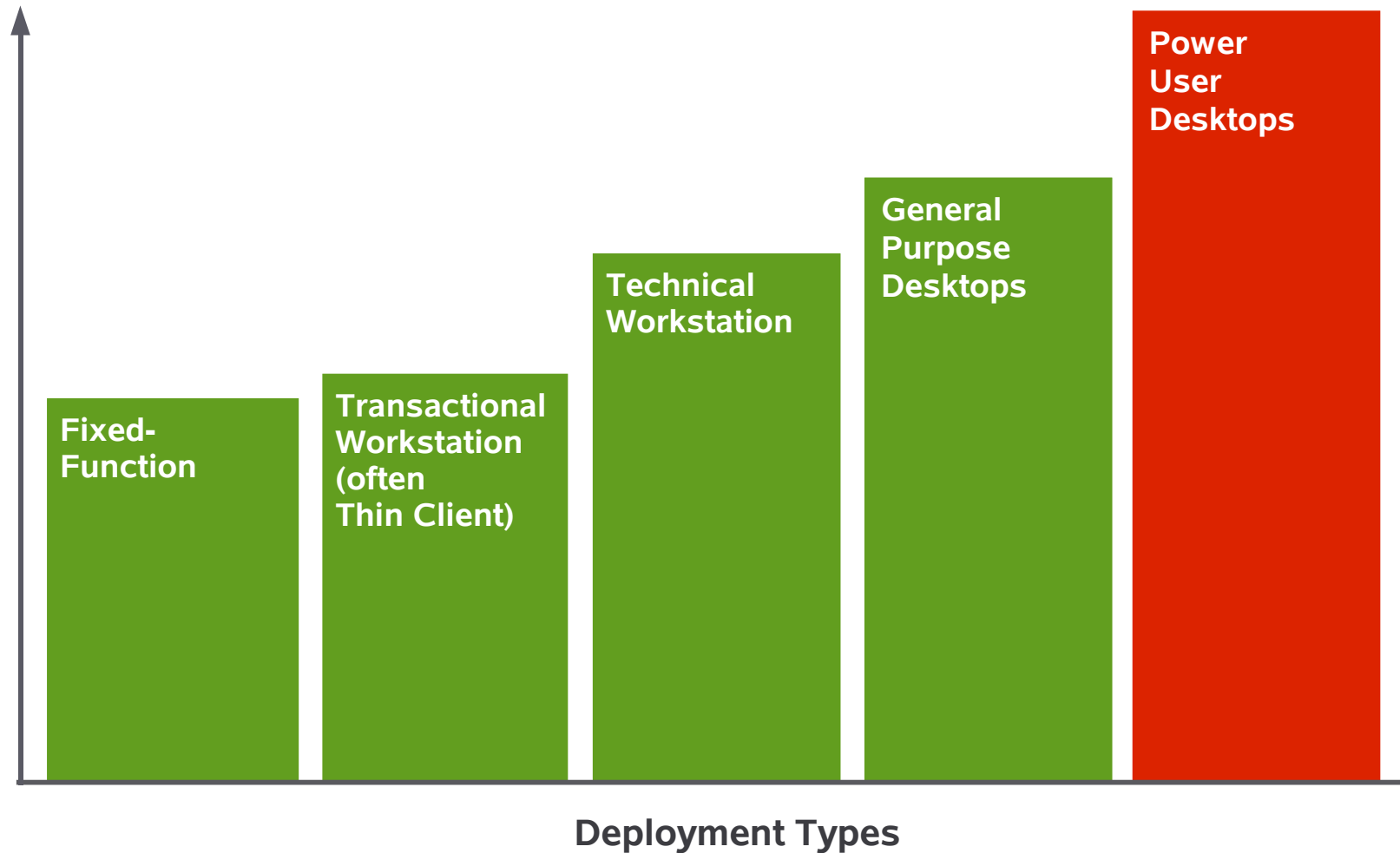
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Agenda

- Some Initial Thoughts
- Introduction to OpenOffice
- The Value of OpenOffice
 - Cost Savings
 - Productivity
- Migrating to OpenOffice

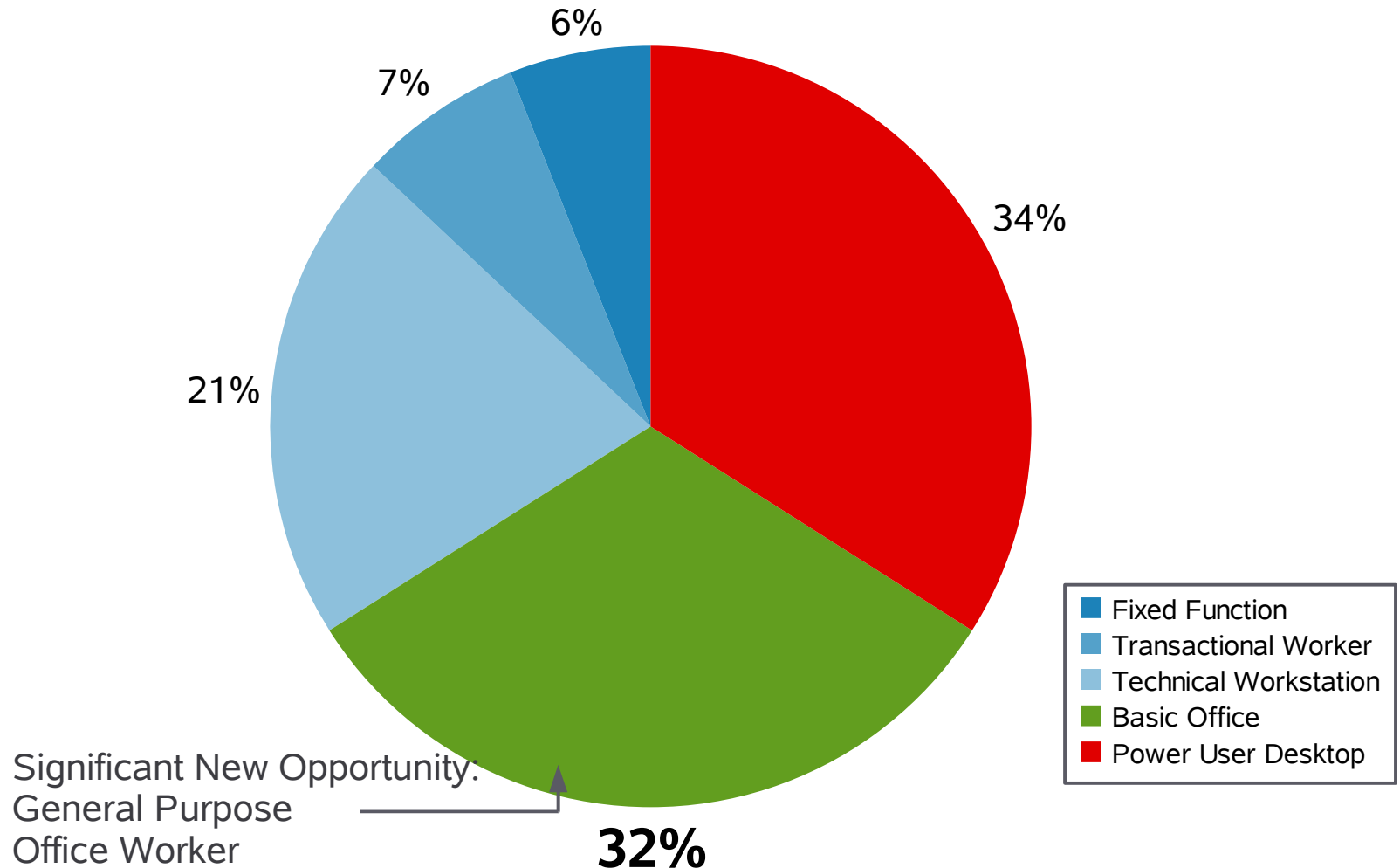
Some Initial Thoughts

Desktop Segmentation



SUSE® Linux Enterprise Desktop

Doubles the Novell® Addressable Market



CRN

June 12, 2006

Head To Head: Can Novell SUSE® Linux Take On Microsoft Windows Vista?

“SUSE® Linux Enterprise Desktop 10 has the feature set, compatibility and flexibility to meet the needs of most corporate desktop users. What's more, at a price point roughly one-tenth of what Vista and Office 2007 will cost, SUSE Linux Enterprise Desktop becomes harder to ignore.”

<http://www.crn.com/sections/breakingnews/breakingnews.jhtml;jsessionid=CZCAK4DRJB3I4QSNDLPSKH0CJUNN2JVN?articleId=188703320>

Ten minute video at <http://www.crn.com/video/>

Forbes

August 31, 2006

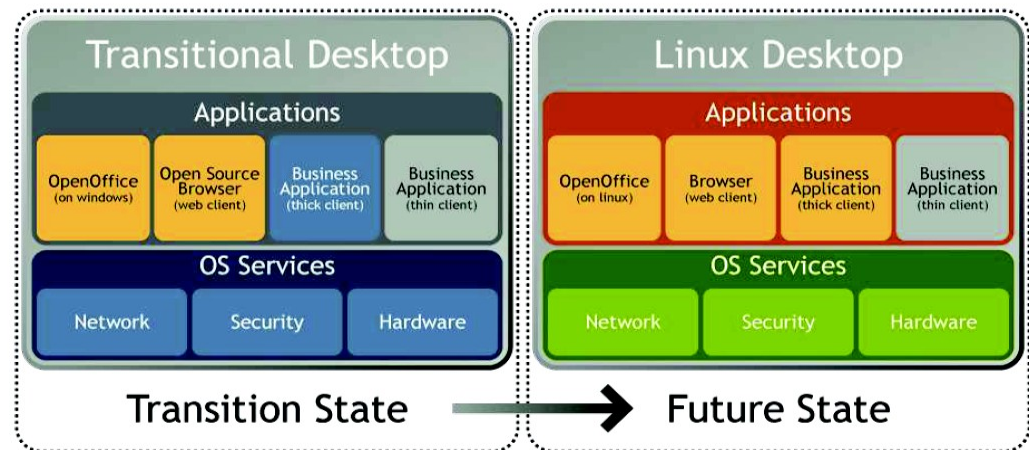
"Novell® has just produced a Linux desktop so sleek that I didn't want to return the demo machine they loaned me, and I just bought a copy for my office PC."

-- Daniel Lyons, Forbes Reviewer

http://www.forbes.com/2006/08/31/stallman-linux-opensource_cz_dl_0831stallman.html?partner=yahootix

Some Initial Thoughts

- Not an end all be all guide
- Meant to give you some guiding principles in your migration strategy
- Migrating to OpenOffice on Windows is a launchpad to migrating desktops to SUSE® Linux Enterprise Desktop
- Let's make this interactive and discuss where necessary



Introduction to OpenOffice Novell® Edition

OpenOffice Main Components



OpenOffice Writer – Word Processor (MS Word)



OpenOffice Calc – Spreadsheet Tool
(Excel)



OpenOffice Impress – Presentation Tool (PowerPoint)



OpenOffice Web – Web content creation Tool



OpenOffice Draw – Sketching Tool

OpenOffice.org 2 Novell® Edition

- Performance improvements
 - Faster start times
 - Built-in quick-starter application
- Full support of Open Document Format
- Improved Calc interoperability
 - Microsoft Excel VB macro support (1st to solve)
 - Better support for pivot tables
- Improved slide show rendering
 - Smooth looking lines and edges (anti-aliasing)
 - True alpha transparency in animations
- Multimedia playback support
- Collaboration client (Evolution™) integration
- Font fidelity



OpenOffice.org 2 Novell® Edition

New Features of OpenOffice.org 2

- New presentation engine for Impress
- New toolbar concept and design
- Support for password-protected Microsoft Office documents
- Digital signatures and encryption enhancement
- Enhanced native system theme integration (Microsoft Windows, Gnome and KDE)
- XForms support
- Supports up to 65,000 rows and columns (Calc)
- New database application



OpenOffice 2.1.x Novell® Edition

- Microsoft openXML docx file converter
 - odf-converter-1.0.0-5 included in SP1
 - Novell helped finalize this initial converter
- Microsoft / Novell Collaboration
- Bi-directional open source translators for word processing, spreadsheets and presentations between OpenOffice.org Novell Edition and Microsoft Office.



Open Document Format Novell® and the ODF Alliance

- OpenDocument Format
 - Emerging, open XML-based document file format standard for electronic office documents (spreadsheets, charts, presentations)
 - Open standard, protecting information from being “locked” by technology
 - Developed as an application-independent file format by OASIS
 - Approved by ISO and IEC as international standard
- Goals of ODF Alliance
 - Promote and advance the use of OpenDocument Format
 - Enable public sector to have greater control over and direct management of their own records, information and documents
- Benefits of ODF
 - Ensures that documents are usable and accessible in the future by anyone, at any time.
 - Offers (not only) public sector a greater choice, including both proprietary and open source applications, by providing interoperability among office suites
 - Promotes innovation in the market for office applications.



ODF provides freedom of action, choice, flexibility and reliability, and prevents from vendor lock-out.

The Value of OpenOffice

Cost Savings

OS Upgrade	\$199 Windows XP Pro	\$0 Use Windows 98
HW Upgrade	\$700 - \$1000 Estimated New PC Cost	\$0 Use same hardware
Office Software	\$239 MS Office 2003 Std Upgrade	\$0 Use OpenOffice
Total	\$738 - \$1438 Win XP/Office 2003	\$0 Win 98/OpenOffice

- Not all of your users will need the full functionality of the full MS Office Suite
- Assume
 - Windows 98 running Office 2000
 - Migrating to Office 2003 or 2007

Productivity

- Users will not experience a significant loss in productivity as the look and feel of the user interfaces are very similar to that of Microsoft office 2003
- Office 2007 will require some retraining and may be too much for your users needs
- May not be able to migrate all of your users to OpenOffice and will need to remain on MS Office
- Will need to collaborate with external partners and must send documents to other external entities who may not be on OpenOffice and continue to use MS Office.

Productivity

“Under the technical collaboration agreement, the companies will create a joint research facility and pursue new software solutions for virtualization, management, and **document format compatibility...**”

“Microsoft and Novell® have been focusing on ways to **improve interoperability between office productivity applications.** The two companies will now work together on ways for OpenOffice and Microsoft Office users to best share documents and both will take steps to make translators available to improve interoperability between Open XML and OpenDocument Formats.”



<http://www.microsoft.com/interop/msnovellcollab/faq.mspx>

Migrating to OpenOffice on Windows

Guiding Principles

- Be patient and avoid becoming frustrated
- Understand that there is a “human side” to this change it's not just about the cost savings and technology
- Executive level sponsorship is key
- Take your culture into consideration
- Ensure mechanisms for feedback at each stage

Pre-work

- Create a Sub-committee with Executive level support and accountability
- Create a project plan
 - Communication
 - MS Office Dependencies
 - Document Conversion

Communication

- Create a communication plan
 - Identify Goals and Milestones
 - Identify key stakeholders and executive sponsors
 - Identify visible channels of communication (Email, Corporate newsletter, Corporate Intranet, Seminars)
- Create message



What are your MS Office dependencies?

- Assumption: Identified key managers in each department
- Survey these managers (example questions):
 - How many people in this department use computer workstations as part of their daily work activities?
 - On average, how often is MS Word used? (Daily, Weekly, Monthly, Less than one month, etc)
 - Which of the following are used in Excel? (Macros, Pivot Tables, OLE Objects, Auto Shapes, Charts, etc)
 - What percentage of Excel documents are created for users outside the company?

What are your MS Office dependencies?

- Who?
 - Make it easy to categorize results
 - Who is sending you documents? Who are you sending docs to?
- What? Break survey down into sections by component (Word, Excel, Powerpoint)
- How? How are they using each of the components, what are they using
- Determine how to measure and summarize these survey results
 - E.g. Rank departments by ease of migration, identify candidates that will have the least impact by the change

Document Conversion

- What document standards will your organization employ?
- Should all documents be converted into an OpenOffice document format or will there be exceptions?
- Create a decision tree to determine process to convert documents
- Identify ownership of conversion of documents

User Transition

- Identify Goals and Milestones
- Support and Training
- OpenOffice Distribution
- MS Office Removal and OpenOffice installation
- Communicate goals and milestones effectively
- Determine metrics for success
 - e.g. Number of support calls related to “how-to”

Next Steps

Next Steps

- Pilot with a targeted group
 - This is identified with the survey
- Execute!
 - Pace yourself
 - Is your support infrastructure in place?
 - Total Quality Management
- Start moving your desktops to SUSE[®] Linux Enterprise Desktop

Final Thoughts

- Openoffice is not a full out replacement for Microsoft Office and its peripherals such as Visio, Outlook, Project etc.
- Openoffice is targeted at the 32% of General Purpose Office Worker (see slide 5)
- Implications for training will not be known until you test your users with a piloted group. Novell's experience and the experience of our customers with the product has not required significant re-training
- Unlimited 12x5 or 24x7 Openoffice support can be purchased from Novell to assist in the transition and for ongoing support for your users
- MS Office document conversion problems with OpenOffice Novell Edition can be sent directly to Novell without a support contract with Novell
- There are differences between OpenOffice from OpenOffice.org and the Novell Edition (which you can download from <http://download.novell.com/Download?buildid=Gf6kpM5liDs~>)

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