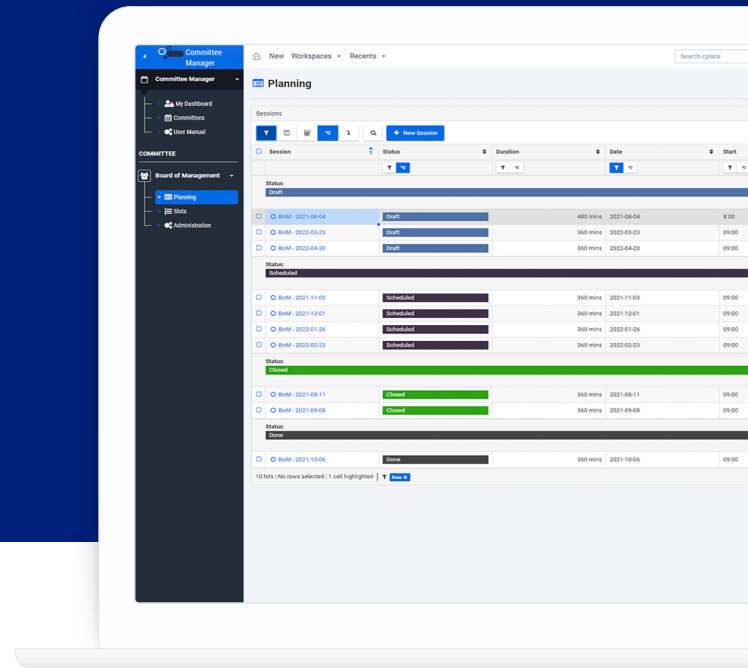


# cplace

Transparent and efficient  
communication of committee  
contents, decisions, and tasks

## Committee Manager

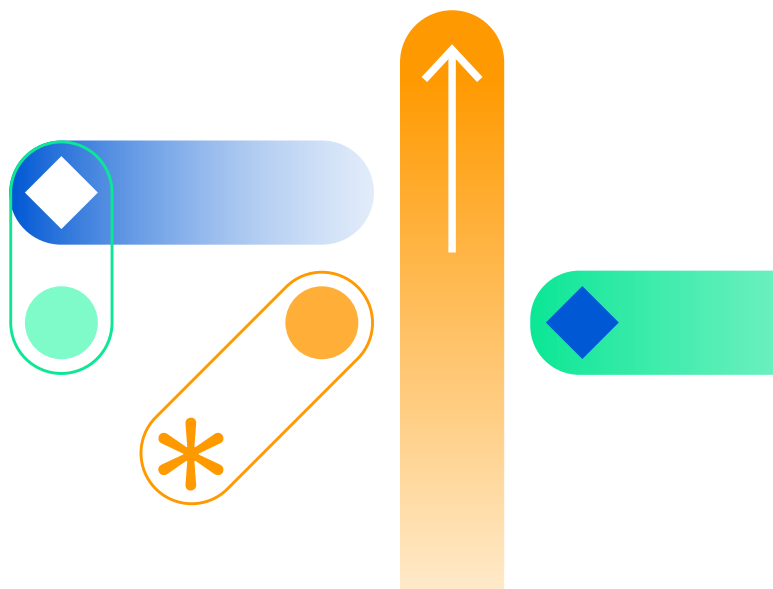


The cplace **Committee Manager** allows for the collaborative and efficient planning, execution, documentation, and follow-up of committee meetings.

All relevant documents and decisions are centrally available on one platform. Workflows and dashboards make it easier to identify and prioritize topics, align them, and make decisions.

All agendas, decisions, and tasks are made available in a transparent manner. This allows committees to operate in an optimally coordinated way. The entire organization benefits from the seamless flow of information between operational project work and project-relevant decisions in the committees.

→ More at cplace Universe





**Agenda planning at the push of a button using easy topic prioritization**



**Seamless connection between committee decisions and operational project work**



**Easily accessible documentation with export and historization features in the decision archive**

## Business Challenge

In many companies, committee management is spread across various software solutions. The large number of recurring work steps leads to an enormous amount of manual effort. At the same time, there is no central location where all committee-related documents and decisions can be archived and tracked. All of this complicates the prioritization of topics and decision-making, the coordination between committees, and the feedback of decisions and tasks back into the organization.

## Customer Benefits

The cplace Committee Manager not only simplifies the organization of committee meetings, it also creates transparency about proposed and scheduled agenda topics and committee decisions. It integrates seamlessly into the cplace solution landscape and forms a hinge between operational project work and project-relevant committee decisions, thus ensuring an unhindered flow of information between all participants.

## Special Features

1. Central collection and prioritization of topics: The Committee Manager acts as a "mailbox" for topic suggestions, serves to exchange information with the presenters and enables the simple, collaborative prioritization of topics.
2. Communication: Cancellations, draft agendas, decisions, minutes and resulting tasks are communicated via cplace. Read and edit rights control the access to information.
3. Documentation and historization: The Committee Manager provides centralized, easily accessible documentation, document export features, and the historization of decisions including automatic email notification when new documents are available.