

COLLABORATION TOOLS

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INTRODUCTION

Collaborative work is about people working together to achieve a common goal. This is facilitated by the development of new technologies. Collaborative work remained fairly simple.

There are a lot of collaborations tools that are used for

- **Content Creation**
- **Project Management**
- **Content sharing and Document Management**
- **Corporate Social Network**

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- **Corporate Social Network.**
- **Contact Management.**
- **Team Communication**

ADVANTAGES OF COLLABORATION

Flexibility: Companies and employees are more flexible. The technologies that support collaboration make it possible to easily communicate and exchange information no matter the place or time.

Mobility: Most companies implement project teams that do not work in the same place or even at the same time;. In-person meetings are replaced by video conferences. This type of meeting reduces costs by limiting travel costs

Skills and motivation: Companies project teams can work with the most competent people of their choices because technology compensates for the geographical separation.

document sharing: Teams save time by sharing documents over a secure platform; and versioning ensure everyone is working on the latest version of a document – this help work not to be repeated.

Increased productivity: Collaborators tend to be more efficient when the companies they work for use modern collaboration tools.

DISADVANTAGE

Security: Data shared with too many collaborators can prove to be a threat. Sensitive business data must remain under control and cannot be disclosed outside the organization. Customer information, company figures and tariffs are examples of data that need to be protected.

Work-life balance: Another potential issue is people overworking and blurring the lines between their personal time and work hours.

DISADVANTAGE

Productivity: The loss of human touch can be detrimental if taken to an extreme. Productivity is lost if everything needs to be entered into a system

TYPES OF COLLABORATION TOOLS

Decision-making tools help organize ideas in graphic form.

There are many tools that organizations can acquire to assist with collaboration. Google offers document sharing with Google Docs and allows employees to chat and communicate via Google hangout. Microsoft offers outlook messaging for emails, Skype conversations, and a space for sharing OneDrive documents.

Calendar sharing tools: The shared calendar facilitates organization's appointments and meetings without the need to consult all participants. Types of Calendar tool;

- Google Calendar
- Calendly

File sharing tools: File sharing tools allow you to transfer files, distribute them and give access to them. Shared files can be; software, books, videos, documents, etc. Types of file sharing tools.

- Citrix ShareFile.
- Dropbox.
- Google Drive.
- iCloud Drive.
- Microsoft OneDrive.

Document synchronization: Document synchronization aims at matching two documents. This means that any modification, addition or deletion of a document in a directory will also be effective in the second directory. This way, employees have the latest version and the information remains the same everywhere. The two documents remain exactly identical.

Different software for Document Sync;

- OneDrive
- Google Drive
- Goodsync

Video-conferencing: A method of communicating with a live, visual connection by means of a video with multiple people across multiple locations. In-person meetings can be replaced with video conferences so the team can still get the “feeling” of seeing each other as they communicate.

Example;

- Zoom
- Google Meet
- Streamyard
- Google hangout

ENTERPRISE COLLABORATION TOOLS

The leading software vendors like Microsoft and Google offer packages that combine multiple solutions to work together. Ready-to-use solutions such as Asana, Atlassian Confluence, IBM Workplace, Slack or Box allow organizations to maximize employee productivity by offering a complete or customized collaboration platform.

Collaborative project management: Collaborative project management makes it possible to plan, coordinate, monitor and manage complex projects carried out by team.

ENTERPRISE COLLABORATION TOOLS

Tools for sharing applications and resources: Project team members can work on the same document, work remotely and online or on the same system. These enterprise systems offer the option to manipulate documents online so that all employees have access to information.

Information and knowledge management tools:

Projects are divided among collaborators but the tasks are interconnected and notifications are sent to the concerned persons. The notification system allows teams to save time by being instantly informed of activity progress.

Coordination tools: These tools help to include project team members in the planning and monitoring phases of projects and to link them to each other by providing them with information. Project team members can use the software to create invoices, track budgets and progress, view their tasks, evaluate deadlines, and analyze past time sheets.

TEAMWORK

Teamwork is the process of selflessly working collaboratively with others to achieve organizational goals.

Ways to work as a team

- Know your team members
- Agree on a team mission
- Promote sharing
- Map goals and timelines
- Ensure clear communication

TEAMWORK

Examples of teamwork skills

- Communication
- Responsibility
- Active listener
- Collaboration

COLLABORATION TOOLS FOR TEAM COMMUNICATION

Communication helps in simultaneous work, it increases collaboration, stimulate real time feedback.

Tools :

- 1. Slack:** Slack is a popular and well-crafted platform offering instant messaging, file transfers and powerful message search. It has many features and dozens of integrations with other tools like Trello and Intercom.

COLLABORATION TOOLS FOR TEAM COMMUNICATION

- 1. Google Meet:** Meet is a video conferencing tool that allows its users to schedule meetings and share their screen.
- 2. Zoom:** This is a web conferencing platform for audio and video conferencing.
- 3. Microsoft Teams:** This is a Microsoft collaboration app that helps teammates to stay organized and work from any device.

COLLABORATION TOOLS FOR PROJECT MANAGEMENT

Project management tools are critical. It help team members coordinate effectively and monitor task progress or keep track of objectives.

TOOLS

1. **Asana:** This is one of the most well-known project management tools, Asana allows users to assign tasks to other members, add followers to projects and monitor deadlines.

- 1. Dapulse:** Is a collaboration tool that helps you communicate, set objectives and assign tasks. It has a great visual design so it's easy to understand and work with.
- 2. ProofHub:** This is a work management tool that offers a comprehensive suite of collaboration and project management functions. On this platform, you can organize files, plan and monitor projects and discuss with colleagues and stakeholders.

SECURE COLLABORATION TOOLS

Document sharing and collaboration can put organizations and their customers data at security risk, from accidental release of information with the wrong person to problems created by incorrect lifecycle management.

SECURE COLLABORATION TOOLS

For this reasons Organizations must enforce;

- Team wide and organization wide two way factor authentication
- Encryption in transit and at rest
- Malware Detection and analysis
- Customizable policies
- Message Analytics
- Scalable Technologies



THANK YOU