

Technology and Collaboration Checklist

Technology and Collaboration for the Virtual Team

Familiar Communication Tools

Team members are familiar with these common 21st century innovations in communication:

- Twitter
- Facebook
- Google+
- SKYPE
- Instant message
- Google Talk
- YouTube

Audio & Video conferencing

- WebEx
- GOTOWEBINAR
- Live Meeting
- Google+ Hangout – Can be video
- SKYPE – Can be video

Enterprise Collaboration/Social Networks

There is a proliferation of tools that combine the above familiar communication tools in sites for collaboration. Some of those include:

- Sharepoint
- Abeo
- Chatter (A Salesforce.com app)
- Yammer
- HipChat
- Basecamp

Collaboration Checklist

Does the software you are about to purchase provide:

- Discussion boards
- Document sharing
- Groups that can form at will
- Ability to follow others in the network
- Emails of discussions
- Calendars
- Tasks
- Chats
- Face-book type discussions

Is it easy to use?

How much of a learning curve will there be?

How many features does it incorporate?