**Software Applications for Business Group G Collaboration**

**a) Advantages and challenges of moving MCTV Limited to the cloud**

Advantages of moving to the cloud.

There are many advantages to moving MCTV to the cloud. One of the advantages is reliability. A significant advantage of cloud compared to other packages is the backups. We would not need to worry about losing our data as cloud keeps constant backups of it. The cost to businesses from the loss of data is huge and using cloud software would prevent that due to backup service provided. Other major advantage of cloud compared to other software packages is that cloud software has high security.

Advantages of moving MCTV to cloud are that by using cloud all information is always accessible to everyone on all devices as long as internet connection is available. This makes it easier to access all the company information which results in more effective management. By using cloud all MCTV data will be stored on a cloud server which is very reliable and will not be prone to data loss such broken hard drive, cloud always makes data backups and makes the information easily accessible again even if it is lost. This could save us from huge loses which many companies that do not use the cloud experience which results in huge financial loses.

Moving MCTV to the cloud will not require us to have the latest expensive hardware components which would save us a large amount of money.

Another advantage that moving MCTV to the cloud would bring is automatic latest updates. By using one of the cloud packages for our company we would have access to the latest technology and updates as the cloud is constantly updated, as a result we would always receive the latest technology and always be up to date.

Challenges of moving MCTV to the cloud are that it will require management and monthly payments in order to be able to be used by MCTV. Another challenge is that all company employees will have to be trained on the new system which would cost time and money. As cloud is constantly updated, all company employees including managers will require refresher training periodically.

Another main challenge that could affect our business if it were to move to the cloud would be the fact that cloud service providers could experience downtime/outages. This would lead to our business not being able to use the services for a period of time until the service is back working again.

**b) The costs and benefits of the solution**

For the software applications named which are web hosting at 000webhost,

Collaborative software Trello and GitHub.

Trello is free to use for most features, however to use Trello Business Class, we would require to pay 9.99 for each user which would total to 49.95 for the 4 managers. However at this time I believe it is not required for us to use these features as result the price would be free.

GitHub is a free collaborative software.

000webhost provides 3 plans which are:

**1.** free in which we will get 1000mb disk space, 10000 mb bandwith, 2 MySQL Databases, 5 Email Forwarders, 2 websites, website builder and free domain hosting.

**2.** Silver package: everything is unlimited except add on domains, priced at 3.49 per month.

**3.** Gold package: same as silver except unlimited add on domains.

For our needs, I would recommend to use the Silver package as it provide us with a free domain registration which would save us money as we would have to buy a domain from another website. It is also essential that our company uses a professional unique website name instead of a free provided host name which would include the 000webhosting advertisement on our website. I have explored other options such as wix.com, godaddy and register365 and all of them offer similar packages at a price. For our needs 000webhost is the most suitable one in terms of price and features.

**c) 3 other alternative packages that you have investigated in your area that are direct competitors**

I have investigated 3 different collaboration packages that could be suitable for our company.

1. Trello
2. Glip
3. Asana

**1. Trello** is a software package that can be used to collaborate with other team members. It is possible to assign tasks, tag cards, create alerts and add files, documents, photos etc. It is excellent program as it visually lets members to share their ideas with the team and everyone can see it immediately no matter where they are. It is effective and easy to use which would make it perfect for our company.

**Pros**

* Free
* Easily save files and notes from the boards
* User friendly
* Easy to sign up (no hidden fees)
* Excellent for small businesses

**Cons**

* Limited when compared to other collaborative software packages.
* Has a few security vulnerabilities
* Exporting is only available to Business Class users

**2. Glip** provides unified workspace that allows the users to collaborate on projects. Using Glip software package you can share conversations, files, tasks and calendars. It supports multiple devices anywhere if online connection is available. The software package is free.

**Pros:**

* Has many useful features
* Support for most devices including smartphones
* E-mail support
* Free to use
* Positive reviews
* Full mobile support

**Cons:**

* Does not have any exceptional features compared to other similar software packages.
* Not as user friendly as Trello
* Customer support not as excellent as other software packages

**3. Asana** is a popular web and mobile application that allows users to collaborate. Asana does not require the use of e-mail.

**Pros:**

* Has the most features of any software package researched
* Enterprise options available
* Full mobile support
* Integrated with other popular applications such as Dropbox, Evernote, Google Drive etc. This makes it very easy to use with other software.
* Free to use for teams for up to 15 people
* Excellent customer support
* Training widely available

**Cons:**

* Advanced features require payment
* Requires more training than other software packages as it is more complex

**e) Finally, you need to make the case for why we should choose your project ahead of your other family members.**

One of the benefits of collaboration is to share information between all the managers by all of them having access to a single database such as Microsoft Access. This would save time and make the process more effective. At the moment, all the managers do their own thing and do not communicate with each other which results in silos of information which reduces the effectiveness of the company. All company managers should have weekly or monthly meetings in which they would share their challenges and opinions and what could be improved. If everyone has access to all the company information then improvements could be made for example if Roberta wants to access company files such as e-mail or telephone number, she could use Access herself and she will not have to contact someone else to ask for that information which is currently happening in the company as every manager keeps all the information with themselves. Another benefit of using collaborative software is the ability for everyone to make changes and recommendations for the software.

GitHub and Trello could be used in order to collaborate on company events. For example a financial manager could keep updates on Trello regarding his current progress on certain tasks. This would make it easier for all other managers to see the progress of their tasks, communicate with other managers, manage priorities and add all kinds of other events. These features of the software would make it very useful for our company and I believe it would be improved greatly, especially in terms of communication which are currently lacking in our company. It would result in a more effective company management system which could save us significant amount of time and money. As a collaboration manager I would recommend using Trello as one of our collaborative software packages. A professional business package from Trello costs $9.99 per user. However for our needs at the moment we would not require a business version of the software. Currently it would be enough for us to use the free version of Trello and maybe at a later date use the subscription based service. GitHub is a very popular free and tested online project collaboration system. It is used to store and share information between users and collaborate on projects, add, remove or change. It would be very useful for our company in file managing department as it would grant us easier access and configuration of our files. The software is free and easy to use which is another advantage, we would have to provide training for all the managers, however the training is pretty straightforward and should not take more than 2 hours, same with Trello.

I believe that collaborative package is a better option than other packages because it allows us to communicate easily with each other and team work always gets better results. Our current situation in the company is the opposite, every manager keeps the information to themselves and does not share it which affects our company’s growth. By using one of the collaborative packages mentioned above we could ensure that our team is always up to date on all the happenings in the company and can make suggestions. Every manager will be able to see what is going on in the company at any time. Another reason that collaborative package I believe is the best for our company is because this package focuses on all areas of improvement in the company instead of one specific area and in today’s modern world it is very important to be flexible and versatile in all areas to bring in more customers and satisfy our current ones. Collaborative software will allow us to improve all areas of our business instead of just one specific area which would put us at an advantage over our competitors. Communication is our company’s biggest problem currently and it needs to be prioritized over other suggestions. By using collaborative software in our company, we can work as a team to improve our company in all areas and share and have access to all information which is not what is happening currently. If we focus on one area only then we will only sort out one problem and will still have other problems left such as communications between the managers. At this moment, using collaborative software is our best option. At a later date, we can look at improving other areas of our company, however for now we need to focus on the most important thing which is communication.