

Systems, Platforms, and Tools Implementation

1. Making Teamwork Easier with Online Tools: Microsoft Teams and Asana

- **What It Does:** Think of Microsoft Teams and Asana like your digital office. They're where everyone can talk, share tasks, and see what everyone else is working on, all from the comfort of their home.
- **Why It's Great:** These tools make sure nobody's out of the loop and everyone knows what they need to do next. It's like having a super-organized assistant who makes sure everyone's on the same page.

2. Giving Everyone the Right Tools: Laptops Managed Online

- **What It Does:** Instead of bringing your own computer to work, we'll provide the perfect one for each person's job, already set up and ready to go.
- **Why It's Great:** This means everyone has exactly what they need to do their best work, and if there are any tech problems, we can fix them without anyone needing to leave their desk.

3. Keeping Our Work Safe and Easy to Find: Google Drive and AWS S3

- **What It Does:** Google Drive is our digital filing cabinet where we can all store, share, and work on files together. AWS S3 is our ultra-secure vault, keeping all our big projects safe for as long as we need.
- **Why It's Great:** Everyone can find and collaborate on files easily with Google Drive, and we never have to worry about losing our important work with AWS S3's safekeeping.

4. Protecting Our Digital World: Top-Notch Security and Learning How to Stay Safe

- **What It Does:** We'll have the best locks on our digital doors and teach everyone how to keep their keys safe.
- **Why It's Great:** This keeps all our work and personal information safe from online bad guys, and everyone knows how to avoid the tricks they use.

Our Project's Starting Point: The MVP

Here's what we're focusing on first to get our project off the ground:

- **Teamwork Tools Setup:** We're kicking off with Microsoft Teams and Asana so that everyone can start collaborating smoothly right away.
- **Getting Everyone the Right Laptop:** We'll quickly set up the laptop service to make sure everyone has the tech they need to start creating.
- **File Sharing and Safety:** Google Drive gets set up for easy sharing, and we'll make sure our project storage on AWS S3 is rock-solid.
- **Basic Security First:** Right from the start, we're protecting everyone's workstations and showing everyone how to keep their digital work environment safe.

Team Scenario

A relatively successful Youtube channel making education videos would like to create spinoff channels with different themes and subjects.

- > The company is entirely remote, and would like to stay that way.
- Responsibilities at the company include researchers, writers, video editors, market research, advertising, SEO, etc., though most people wear many hats.
- Even though their existing BYOD policy has been working fine up until now, the company intends to start providing employees with laptops.
- Because different employees will have different needs and preferences, the expectation is that users will select their preferred model of laptop, which the company would purchase and the MSP would provision and manage.
- Employees include both Windows and Linux users, though most are not highly technical.
- Written collaboration is a big part of this company's process, so some way to work together over the cloud is important. Detailed version control would be a plus, but is not required.
- Video editors will need a large, local backup solution.
- The company would like a cloud-based data storage solution for video files, though this is mostly for archival purposes rather than collaboration.