**The advantages and challenges of moving MCTV Limited to The Cloud**

**Advantages**

There are many advantages when moving a business to the cloud such as cost savings, data safely protected, flexibility, manageability etc.

It is much easier these days to start a business inovation and initiatives. Also it reduces operational issues giving the business extra time to focus on what is important.

One of the most significant benefits of cloud computing is the **cost saving** in terms of IT. With cloud computing you can save costs without having in-house server storage and application requirements. You only pay for what you are using, cloud services are affordable for any businness regardless the size.

**Reliability** is very consistent, you can access anytime from anywhere. You never going to face problems of a server fail or any other techinical isse that may come up if you are hosting it on your own.

The IT part of maintenance, updates, infrastructure is eliminated and all of this will be managed by the service provider.

Cloud computing services can give you an advantage over your competitors, the business will save much more time to focus on main important objectives.

Cloud based services are very **flexible** and ideal for growing business, the services provided can scale up or down according to your business need.

**Team work** is also improved, once your whole team can access, edit, and share documents anytime and from anywhere, they will be able to work along together efficiently as all informations will be updated in real time with full visibility of each others collaborations.

Before the cloud workers had to send files all the time, using emails and attachments, and many times with conflicts of file formats.

**Challenges**

Moving your business to could computing seems to be the way to go now due to many benefits but there are some challenges as well that companies needs to be aware of, maybe the first one would be choosing your vendor.

Choose the right **Vendor** is an important step and you want to take your time and make sure you are choosing the right one. There are many deals and bundles offered by many different vendors, but you need to think of a vendor in a long term relationship, you need to see the vendor as a partner.

Choosing the wrong vendor can make your life very hard once there is so much work involved between both sides, you need to pay attention to your contract and make sure that if you are not happy, you can break that deal. You need to make sure that you will be able to migrate your data somewhere else if things don’t go as you expected.

**Security** also is a very important thing that you want to look at it, after all the must important thing of your business will be held with a third party company, and that important thing is your data.

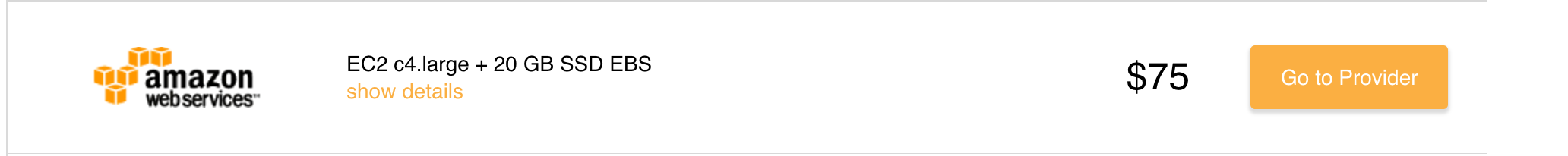
So make sure to check the security policies and make an audition from time to time after data been migrated.

Another challenge would be manage an employee related to that area, when a change like that happens, someone in the company may fell a loss of authority, powerm responsibility, and that sort of loss may cause resistance, so for the success of that move is important to minimize that resistance.

Probably some clouding trainning will be needed so the company need to get their employees trained for keeping the partnership with the vendor running smoother, it is important to start trainning as soon as the business has decided to make that move. So once the move is done, the business don’t have to sit and wait training to be finished or hire a professional for it.

**Cloud Costs and Benefits**

Before choosing the right Could Service Provider there is a lot of research to be done before you consider a long term service. A research based on finding a balance between cost and benefit will point us to the best solution for the business. Amazon offer a wide range of products, and on this research the EC2 product is the most suitable for our size business.



**Amazon EC2 Benefits**

**Elastic Web-Scale Computing:** It is flexible so you can decrease or increase the capacity quickly. You can also commission thousands or server instances at the sametime. It is controlled with web service APIs, so the application will scale itself depending on the business needs.

**Completely Controlled:** The business controls the instances such as root, access, etc. We can start or stop any instance using web APIs, they also can bee rebooted using the web service APIs, also access to their contole output.

**Flexible Cloud Hosting Services:** Multiple choices of instance types, OS( Including many Linux and Microsoft Windows Server) , and software packages. Select configuration of memory, instance storage, CPU as the boot partition size.

**Integrated:** Almost all of the AWS services is integrated with Amazon EC2 so it can provide a complete solution and secure for computing, cloud storage and query processing across a big range of applications.

**Reliable:** Replacing instances can be quickly done with a very reliable enviroment, the running services in Amazon is commited to 99.95% of availability for each Region of Amazon EC2.

**Security:** That’s a high priority when choosing a Cloud Service Provider, and Amazon meets the most security-sensitive organizations. The Amazon EC2 works along with Amazon PVC to provide a robust and secure network functionality.

**Collaboration Tools**

In a modern workplace enviroment those days team work is extremely important, many times members of your team at work could be in different places.

It is important for companies to progress along with the techonologies to help co-workers share their work in an efficient and simple way. That’s where a great collaborative tool is in need.

A good collaborating tool will have some characteristcs such as:

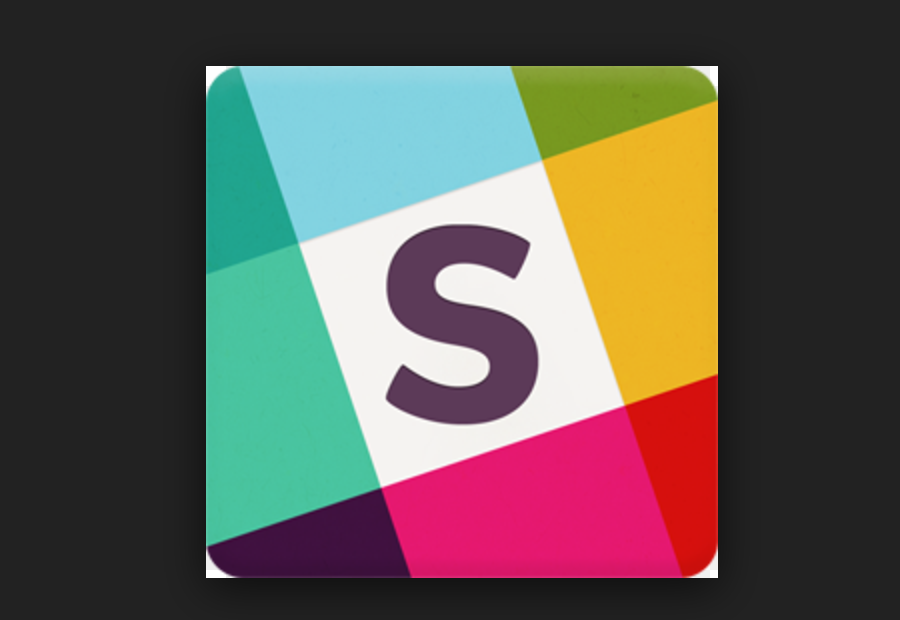
-Easy to track projects

- Generating Reports

- Be able to upload documents to and download documents from

- All documents been stored in a single place of easy access to team members.

Based on the size of our business, costs, benefits, we will start a research on what collaborative tool will suit better for our needs.

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**SLACK**

Slack is a cloud based instant messaging and collaboration tool, where you can set up group channels, direct messages, share files. All contents in Slack is searchable and that means files, people, and chats. Also supports a huge number of integrations services with products such as GitHub, Trello, Google Drive, DropBox, etc.

Initialy Slack was menat for organization communication, but now it has been more of a community plataform. Most of those communities are categorized by topic this specific group of people to discuss.

Slack has a free version and a paid version(Standard and Plus) which offer few extra features.

**Channels:** You can separate, topic, discussions, messages or purpose

**Private Channels:** You can set up private channels or direct messages as well.

**Direct Messages:** Sometimes you don’t need to talk with a whole team so you have the option to direct message members of your team.

**Sharing Files:** One of the most basic functions of any collaboration tools is the ability of sharing files. Slack provides an easy system of drag and drop for sharing files.

**Search:** Slacks search functionalitly helps you finding key information, even if it is inside of a document shared before.

**Notifications:** You can customise your notifications and give priorities to it, so you can focus on what’s more important, if you don’t customise you may get many notifications a day and end up ignoring them, so the customisation option can be quite important.

**Preferences:** The preference feature enables your team at company level or team level to customise your own slack while you still have total control of the situation

**Platforms:** Slack can be accessed from anywhere once you have an internet signal, there is an app for android, IOS, Windows, or simply can be accessed on the browser too.

**Integration:** With this feature Slack isnt only a normal messaging tool, you can get notifications from any social media or any other tool integrated with Slack.

**The free version includes:**

* Two person video calls and voice.
* Two factor authentication
* Max of 10 app integrations
* Apps for IOS, Android, Mac&Windows Desktop
* 5GB of storage for the team.

**The Standard version($8 per user monthly) includes:**

* Unlimited integrations with apps
* Guest access
* Mandatory two factor authentication
* Group voice and video calls
* Custom policies for files and messages and all sort of notifications by topic, department or p
* Unlimited searchable message archives
* Priority Support
* 10GB of storage per team
* Custom Profiles

**The Plus version($12.50 per user monthly) includes:**

* Compliance Export messages
* Support 24/7
* 20GB of file storage per team
* User deprovisioning and provisioning
* SAML based single sign on
* Real time Active Directory sincronization with OneLogin, Centrify, Okta, and Ping Identity



With teamwork projects your team can easily get effenciatly, organized, and more productive, and because it is secure based in a cloud, you can work from anywhere and anytime.

Each projects have lots of features that can easily be turned on and off on whichever way you want. With the project set up, its time to invite members of the team to the project. That’s easily done within few clicks and the members added to this project will get an email notification about it. From there they can set their profile, password etc.

The administrator of the project can set up a bunch of rules for the members of this project team, then its time to organize the project structure using tasks list.

Teamwork allows to create a general task for everyone, or a task directed specifically for a member of the team, where there is an option for comments about the task, log time, estimated time, when it started and when it supposed to be finished.

The user can split the project in many sprints as well if it is a big project and get the breakdown of it much more organized. Once the task is complete and the time spent on it logged there is an option to mark that task as finished and it will be hidden. All the tasks on the screen are tasks that are still not completed and there is a option on the bottom of it sprint or the general tasks where you can see all the tasks completed. Also if you closed a task by mistake you can comeback to it and re-open again.

If a task is too big and it has many steps to be accomplished you can create that task and add as many sub-tasks nescessary as you need to finish that task. There is dependent tasks as well where one task cannot start until some other tasks are done. So basically the project can be super specified in anyway possible your team may need.

Teamwork comes with a Gantt chart feature where it is a bit more visual, and editable too, if you move stuff around the chart it will automatically change in the project as well.

It can be accessed by browser or IOS and adroid app, or even by email, there is a special list of commands that allows you to even log in time within a task by email.

There are many more features in teamwork such as attach files to the project, milestones, risks, calendar etc. Teamwork is a powerfull tool that helps the users to manage on very specific details step by step of your project from start to finish.

**COSTS**

**Business ($249 per month):**

Unlimited users, up to 500 projects and 400GB space.

**Professional ($149 per month):**

Unlimited users, up to 200 projects and 100GB space.

**Small Office ($49 per month):**

Unlimited users, up to 40 pojects and 20GB space.

**Enterprise(Charged per user, needs to contact the company):**

Enterprise-grade security, corporate account manager, single sign-on(SSO), Unlimited users & projects, 500GB+and Enterprise API.



Basecamp is a collaborative tool created to organize projects, internal communications, and client work all in one place, so you have everything all together in one “central of truth”.

Organizing projects, sharing files, and communication among the people involved in a certain project isn’t enough for Basecamp, this tool is trying to go further. Every person involved in this project will see same home screen, and it starts with the messaging board, where everybody can update their status about what they are working on.

All the messages are separated by status, where everybody can comment on other team members status, and the general conversation is available for everyone in the project.

Next step is the to-dos, where it is possible to assign a specific task to a specific team member, the status of this task have many different options of status, like in progress, finished etc. All tasks comes with an option to set deadlines, when it started so the team can keep track of everything.

Also there is the Docs&Files board where all the documentations or files nescessary to get through the project will be there.

Then finally we have the CampFire chat room which is a live chat for everyone with a question or anything about the project.

All projects are displayed in the home page of the company, but there is a space called BaseCamp HQ, in there we can see a general information about important dates coming up, or a space called “What did you work on today?” so everyone can update their work load whenever they have time. When using this feature, once you update your status, everybody in the team automatically get a notification so everybody knows what you are working on at the moment avoiding confusion.

So instead of having stuff all over the place, Basecamp is trying to bring everything in one package that your company is working under one roof only, without have to use many tools integrated with one another.

**COSTS**

**Free for students and teachers:**

Unlimited users, unlimited projects.

**Business($99 per month):**

Flat fixed pricing, no fee per-users, Unlimited users, Unlimited projects.