Innovation Project – Session 2

# Types of Collaborative Tools

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| Name: | Asmita Bhandare |
| Student ID: | 20106482 |

# Type 1: Online Whiteboards Collab Tools

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| Describe this type of Collaborative Tool and why it would be used in business | Online Whiteboards provides a shared and open design space when individuals can make edits and share content from their devices. It can be used in businesses which enables remote teams to collaborate. |
| List 3 Examples of this Collaborative Tool (including URLS) | Microsoft Whiteboard: <https://www.microsoft.com/en-au/microsoft-365/microsoft-whiteboard/digital-whiteboard-app>  Jamboard: <https://jamboard.google.com/>  Conceptboard: <https://conceptboard.com/> |
| List 2 possible advantages to using this type of collaborative tool | 1. Encourage Teamwork: Encouraging teamwork promotes the creativity. 2. Easy Content Sharing: Users can import images and other files onto the whiteboard, so it is simple to reference. |
| List 2 possible disadvantages of using this collaborative tool | 1. Security Concerns: Sharing sensitive information might raise privacy issues. 2. Device Compatibility: Different devices and operating systems might raise accessibility problem. |

# Type 2: Project Management Tools

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| Describe this type of Collaborative Tool and why it would be used in business | Project Management Tools are used for project collaboration which will help to assign tasks, track progress etc. in businesses. It improves productivity by helping teams plan, execute and track projects efficiently. |
| List 3 Examples of this Collaborative Tool (including URLS) | ProofHub: <https://www.proofhub.com/>  Trello: <https://trello.com/>  Monday.com: <https://monday.com/> |
| List 2 possible advantages to using this type of collaborative tool | 1. Improved planning and scheduling: It helps in creating and assigning tasks and tracking progress of project. 2. Risk Management: It helps in identifying and addressing risks early in the project. |
| List 2 possible disadvantages of using this collaborative tool | 1. Expensive: Project Management Tools are expensive. 2. Maintenance: Maintenance of these tools may require time and resources. |

# Type 3: Shared Calendars

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| Describe this type of Collaborative Tool and why it would be used in business | Shared Calendars are digital calendars to allow multiple users to access, view and collaborate on same schedule.  For streamline internal communication and coordination, it is useful in businesses which in turn reduces scheduling conflicts. |
| List 3 Examples of this Collaborative Tool (including URLS) | Google Calendar: <https://calendar.google.com/calendar/>  Microsoft Outlook Calendar: <https://outlook.live.com/calendar/>  Team up: <https://www.teamup.com/> |
| List 2 possible advantages to using this type of collaborative tool | 1. Meeting Scheduling: It can be easy as can check the availability of team. 2. Event Planning: It is useful in planning company-wide events. |
| List 2 possible disadvantages of using this collaborative tool | 1. Lack of face-to-face Interaction: Overreliance on Shared Calendars may reduce face-to-face interactions. 2. Overloading the events: In larger organizations, it can become clutter with numerous events. |

# Type 4: Instant Messaging Tools

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| Describe this type of Collaborative Tool and why it would be used in business | Instant Messaging is real time text based communication software platform. It is used in businesses as it provides a quick and efficient way to exchange messages in real time. |
| List 3 Examples of this Collaborative Tool (including URLS) | WhatsApp: <https://www.whatsapp.com/>  WeChat: <https://www.wechat.com/>  Facebook Messenger: <https://www.messenger.com/> |
| List 2 possible advantages to using this type of collaborative tool | 1. Multimedia Sharing: Users can share multimedia files like videos, images, voice messages 2. Group Collaboration: It supports group chats, which supports easy collaboration and sharing updates. |
| List 2 possible disadvantages of using this collaborative tool | 1. Distractions: These apps can be distracting with constant notifications. 2. Potential for Misuse: These apps can be used for unprofessional behaviour like spreading rumours, gossiping. |

# Type 5: Cloud Storage And File Sharing Tools

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| Describe this type of Collaborative Tool and why it would be used in business | Cloud storage allows to store the data and files on remote servers.  So that they can be accessed anytime, anywhere and from any device.  Cloud Storage has features like Collaboration (for team work), Version Control (for maintaining history of the versions of files) which are very useful in businesses. |
| List 3 Examples of this Collaborative Tool (including URLS) | Microsoft OneDrive: <https://onedrive.live.com/about/en-us/signin/>  Google Drive: <https://drive.google.com/drive/>  GitHub: <https://github.com/> |
| List 2 possible advantages to using this type of collaborative tool | 1. Cost Effective: It reduces the need of physical storage devices so reducing maintenance cost and hardware 2. File Synchronization: Files get updated in real time on every linked devices. |
| List 2 possible disadvantages of using this collaborative tool | 1. Internet Dependency: Internet access is needed. 2. Service Outages: Service provider may experience some downtime which will affect to access the data or files. |

# Type 6: Video Conferencing Tools

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| Describe this type of Collaborative Tool and why it would be used in business | Video Conferencing allows individuals to have face-to-face meeting in real-time irrespective of their physical locations.  For globalization of businesses, it is important to have real time communication and smooth collaboration, which is possible by Video Conferencing. |
| List 3 Examples of this Collaborative Tool (including URLS) | Zoom: <https://zoom.us/>  Microsoft Teams:  <https://www.microsoft.com/en-au/microsoft-teams/log-in>  Google Meet: <https://meet.google.com/> |
| List 2 possible advantages to using this type of collaborative tool | 1. Reduced travel cost: accessed at any locations 2. Increased Collaboration: achieved by Screen Sharing, Virtual Whiteboards |
| List 2 possible disadvantages of using this collaborative tool | 1. Dependency on devices 2. Privacy Issues: Recording of video conferences may raise privacy issues. |

# Type 7: Wiki Tools

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| Describe this type of Collaborative Tool and why it would be used in business | Wiki is a collaborative website which can allow multiple users to create, edit and organise the content in a collaborative way.  In businesses, it can serve as a knowledge base where teams share information, best practices or work policies. |
| List 3 Examples of this Collaborative Tool (including URLS) | Wikipedia: <https://www.wikipedia.org/>  Media Wiki: <https://www.mediawiki.org/wiki/MediaWiki>  IBM Developer Wiki: <https://www.wikiwand.com/en/IBM_Developer> |
| List 2 possible advantages to using this type of collaborative tool | 1. Knowledge Sharing: it can be a valuable knowledge resource as editing is done collaboratively. 2. Reduced Email Overload: can reduce the use of lengthy email threads. |
| List 2 possible disadvantages of using this collaborative tool | 1. Quality Control: Sometimes provide inaccurate or incomplete information. 2. Content Duplication: For larger Wiki’s it is hard to maintain the consistency. |

# Type 8: Enterprise Collaboration Social Networks (ESN)

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| Describe this type of Collaborative Tool and why it would be used in business | Enterprise Collaboration Social Network is a social private networking platform.  It is designed mostly for businesses for collaboration, work related communication, knowledge sharing. |
| List 3 Examples of this Collaborative Tool (including URLS) | Microsoft Teams:  <https://www.microsoft.com/en-au/microsoft-teams/log-in>  LinkedIn: <https://au.linkedin.com/>  Slack: <https://slack.com/intl/en-au> |
| List 2 possible advantages to using this type of collaborative tool | 1. Enhanced Productivity: It is easier to find information which reduces the time spent on searching for resources. 2. Increased Transparency: Open discussions promotes the transparency. |
| List 2 possible disadvantages of using this collaborative tool | 1. Information Overload: Employees may experience the information overload, it is hard to filter the relevant information. 2. Low Adoption Rate: Some employees prefer the traditional way of communication. |