# Introduction

In order to streamline our operations in and out of the office it is necessary to decide on new software that will either be implemented into or eliminate our current software for project collaboration. Collaboration software is a collection of tools used in order to better communicate and drive project cohesiveness within project groups. This software will allow project managers, programmers and software engineers to better collaborate and increase productivity over the life of the project with more streamlined ability. This comparison will help decide which of the two software options will best help us with our project collaboration. The options available to us are Huddle and Yammer. The criteria used to narrow down to these two and to decide which one to choose are productivity, version control and cost.

**Productivity Tools**

Increasing productivity is essential to staying competitive in a market full of competing options. By utilizing this software we will be able to produce faster returns on projects as well as increase our workload in turn increasing our profits. Collaborating online and in real time with our clients will improve our project times and provide increased software production.

**File sharing and cloud storage.**  File sharing is the ability to save files in the cloud and make them available to other project team members. Huddle and Yammer both offer this service and this will eliminate the need to rely on e-mail as the archaic way to share files. This will be the primary tool to share project files and documents with clients.

**Video conferencing.** Video conferencing is the ability to take conference calls and make them face-to-face. Video conferencing is available with Huddle and can be utilized in a large conference room setting or with the webcams on the company computers. Yammer does not offer this service.

**E-mail.** E-mail is available with both Huddle and Yammer but in varying degrees. Huddle offers full integration into our already existing e-mail client while Yammer provides a separate e-mail service which would have to switched over to in order to implement its service.

**Web publishing.** Web publishing offers the chance to securely publish and monitor all files and documents. Huddle and Yammer offer this ability and this feature also improves file transfer security. Web publishing will allow for the release of secure files such as training manuals to employees and provide real time tracking to see who has received the file and offer the ability to follow up with individuals.

**Social platforms.** Yammer offers a social platform within its software and this will give us a tool that will include online chat and the ability to create employee profiles. The profiles are important in order to place employees in the correct administrative rights categories. When deciding who has rights to read and or write to a file or document, the social platform will make this more fluid. Huddle does not offer a social platform option.

**Single sign-on.** Single sign-on allows the user to sign into either Huddle or Yammer and then simultaneously be signed into every tool such as email and the social platform. Huddle and Yammer both offer the ability to utilize single sign-in across all software and social media such as Github and Mindflash. Embedding a code snippet into our already existing software will make sharing more easily available.

**Version Control**

Version control is the ability to save every piece of the project no matter how recent so when we experience problems we can revert back to an older version to help avoid bugs and complications. Version control is the epicenter of group project collaboration and having this available to us is an essential tool for project management. While there are seriously good options available outside of the group collaboration software, the ability to have it under-the-hood would provide a seamless option.

**Time tracking. V**ersion control offers the opportunity for the project group to have several team members working on the same aspects of the project simultaneously. However, in regards to version control, there is no ability within Huddle or Yammer to time track projects. This is essential to most version control programs and applications for billing the client the correct amount of hours worked as well as allow project managers to track employee workload.

**Cost**

Huddle and Yammer are expensive but the increase in productivity will save money in the end. Huddle offers its software as a service for $20.00 a month for up to twenty five users per project. This is a great option because our project teams consist of no more than ten employees at a time per project. Yammer is offered for $3.00 a month per user with unlimited project availability and participation. Yammer offers the ability to run multiple projects with an unlimited number of employees for the base user price.

**Mobile capabilities.** Huddle and Yammer offer the ability to collaborate while away from the project base. This is possible due to their mobile capabilities, real time communication and the ability to move through projects with more open communication. Email, file sharing and video conferencing are available and allow the project to be worked on while employees are away from the project base.

**Customer service.** Huddle and Yammer offer around the clock client support within the base price. Huddle and Yammer both offer similar client support but with different price structures. Included in these costs is the availability of around the clock client service and technical support therefore eliminating down time. Instead of having to wait for in-house technical support that is only available during business hours we’ll be able to get software upgrades, patches and fixes as they are needed. Our growth as a company is something that should be taken into consideration due to the fact that the number of employees working on projects will increase therefore making Huddle a better option in terms of flat cost. While Huddle would initially be cost prohibitive, in the near future it would be a better option. Table 1, below, includes several key points as well as cost.

**Online software.** Online software means that either Huddle or Yammer would handle implementation and maintenance of the software therefore alleviating our company of the cost involved in new software. Again included in cost of the software will be around the clock client support and updates and would free up our existing IT staff for more pressing issues and therefore saving on the cost.

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**Summary**

In summary, group collaboration software is an option that will improve our position in the marketplace and allow us to be better suited to compete. Saving time and improving our product by streamlining and implementing a seamless transition into the software will advance us and help make us the best option for future clients. Table 1 below illustrates several key comparison options available with Huddle and Yammer including cost.

**Recommendation**

The growth that Huddle allows us is far greater than Yammer due to the fact that it gives us the option to implement more of our already existing software and programs. This option will cut down on the amount of down time needed to train and learn the new program and allow us to be up and running in a shorter timeframe. Yammer offers great tools and options but Huddle is a better fit because of its version control and social platform implementation. Those two options will give us tremendous flexibility moving forward as we grow and continue to take on larger projects. After reviewing an extensive amount of material on group collaboration software my recommendation is Huddle. Huddle, even though it entails higher costs, has the best options for our company and will allow us the opportunity to move forward and stay relevant without having to change collaboration software again in the near future.

**Works Cited**

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