

IT Trends

Online Collaboration

Manatap Dolok Lauro, S.Kom, MMSI

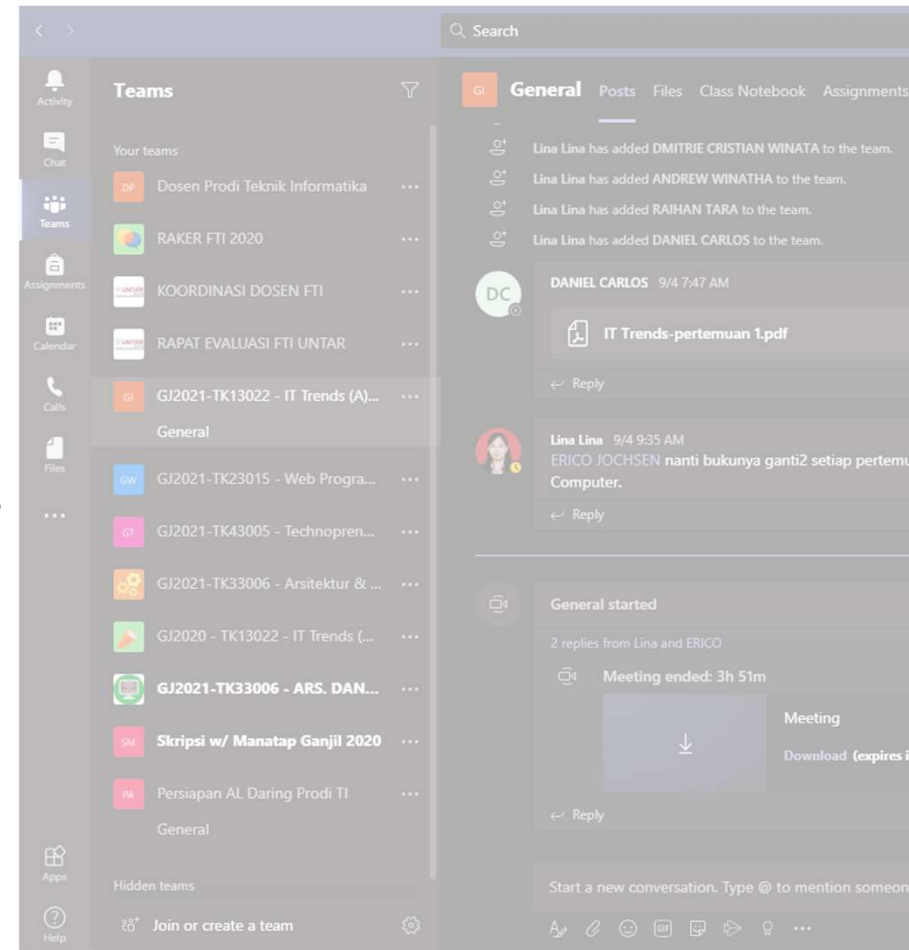
Reference

“Virtual Collaboration”, HARVARD BUSINESS REVIEW PRESS, 2016



Topics:

- Work productively
- Picking the right tools
- Clarifying the roles, tasks, and processes
- Communicating effectively
- Setting—and sticking to—a schedule



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Why do we need virtual collaboration

- Work from home
- Work with team, geographically
- Travel regularly, leaving team in office
- Short term assignment away from office



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RATING SYSTEM
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How

- One tool for all
- Different job different tools



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Things we share when do virtual collaboration

- Text
- Video call
- Document sharing
- Group Reminder
- Shared Calendar
- Kanban
- Source control
- Job / Project tracking
- Whiteboard

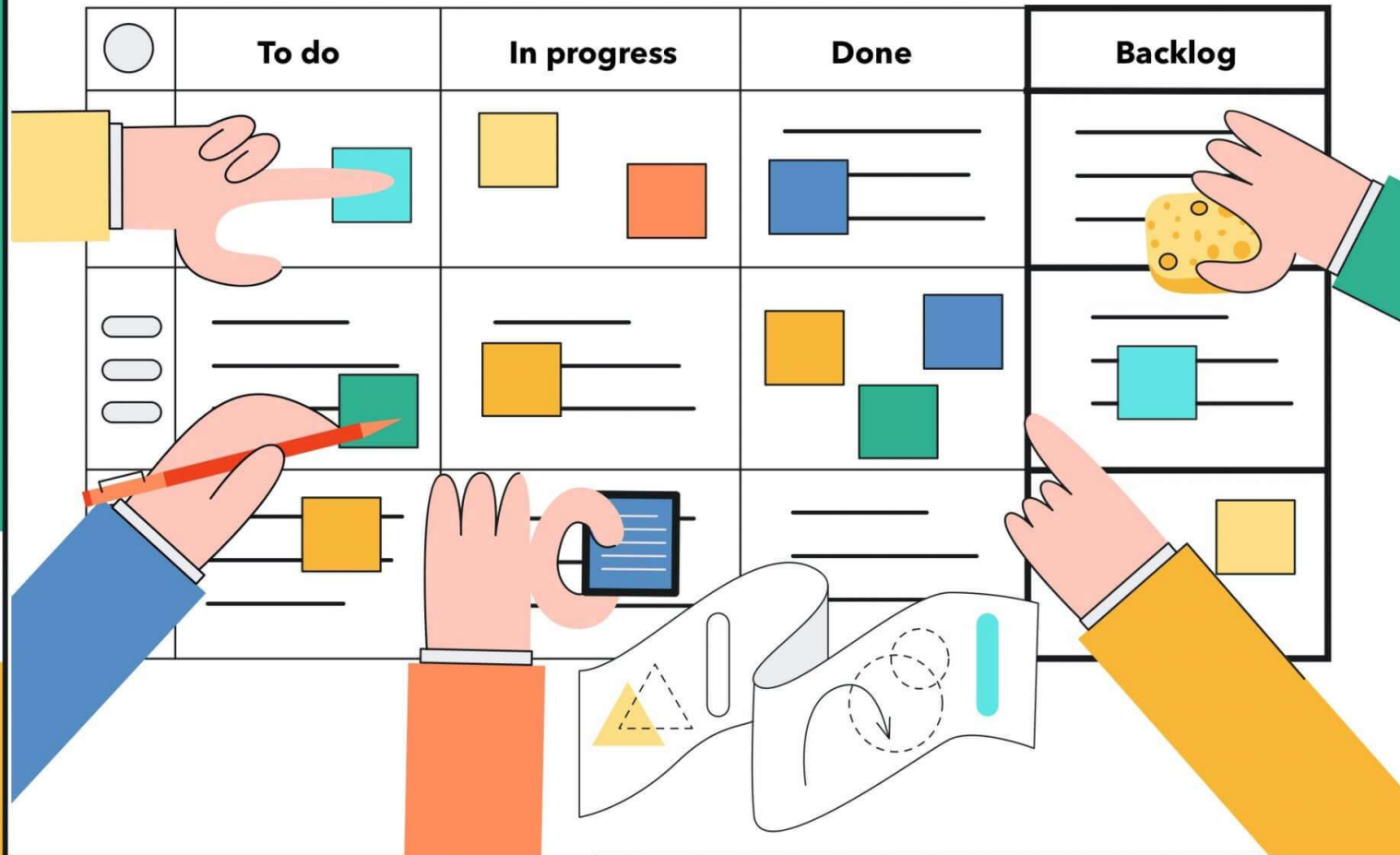


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KANBAN CARDS





TO DO 1 ISSUE	IN PROGRESS / REOPEN 1 ISSUE	DEV COMPLETE 2 ISSUES	INTERNAL TESTING 1 ISSUE	DONE 6 ISSUES ✓
<div>List, CRUD, File Upload</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-3</div>	<div>Email Send & Resend (w/ Password)</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-17</div>	<div>View AJB History</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-20</div>	<div>View AJB Schedule</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-19</div>	<div>Blacklisted No Reg & NPWP</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-15 ✓</div>
		<div>History</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-4</div>		<div>Available Slot</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-16 ✓</div>
				<div>Set Active/Non-Active</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-18 ✓</div>
				<div>UI Design</div> <div>BACKEND - MASTER NOTARY</div> <div> LAJB-14 ✓</div>
				<div>Framework</div> <div>BACKEND - PROJECT PREPARATION</div> <div> LAJB-11 ✓</div>
				<div>Database</div> <div>BACKEND - PROJECT PREPARATION</div> <div> LAJB-12 ✓</div>



The team whiteboard of your dreams.

Q1 MARKETING PLAN



Stakeholders - Marketing Team



12/13/2018, 11:44:52 AM

Cool Person

CP Is this up for discussion?

Could be! What are you thinking of.

Message...



Challenge on Online Collaboration

- Set & manage expectation proactively
 - No standard workday, no direct resource management
- You are your own IT Department
 - Technology issue, learn by yourself (Youtube, WikiHow)
- Other people can't "see" your work
 - "Is he really working now?"



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Clarify Expectation



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Clarify Expectation

Define the work (Charter)

PROJECT CHARTER					
Project Title	Project and Portfolio Management Tool			Project Manager	Sameer Patel
Project Start Date	May 21, 2017	Project End Date	August 31, 2017	Project Sponsor	Randy Hadden
Business Need					
All Information Technology projects that require agreement on the Memorandum of Understanding between the Customer and the Service Provider are approved through email. This project was initiated to reduce the manual approvals and create a system to obtain and track the approvals to reduce any discrepancies and loss of data.					
Project Scope			Deliverables		
Create an in-house PPM to include all Global IT projects.			1. Generate consolidated project status report 2. Extract Global Headcount details for all projects		
Risks and Issues			Assumptions/Dependencies		
1. Data discrepancy due to large amount of projects 2. Involvement of multiple teams			1. All Global IT projects to be added to the tool 2. Managers to provide regular updates for the projects		
Financials					
Budget to complete this project is \$3000					
Milestones Schedule					
Milestone			Target Completion Date	Actual Date	
Upload all Global IT Projects to the tool			May 20, 2017		
Complete UAT testing for the tool			July 30,2017		
Project Team			Approval/Review Committee		
Project Manager	Randy Hadden		Sponsor	Randy Hadden	
Project Manager	Sameer Patel		Business Division Head	Aniket Bhonsle	
Team Members	Vice President, Senior Manager, Analyst		Business Unit Head	Sunil Rajan	
			Finance Manager	Ketan Shah	

Project Charter

- Goals
- Scope
- Resource
- Schedule
- Milestone

AutoSave Off Project Charter Template.docx - Saved to this PC Ta... Manatap Sitorus

File Home Insert Design Layout References Mailings Review View Help Design Layout

Project Charter

Goals

Scope

Resource

Schedule

Milestone

Page 1 of 1 7 words Indonesian

1 Project Charter

Goals

- Ace Final Project
- Complete project
- Campus Webinar



2 Project Charter Scope

- Final Project
 - 20 pages of Paper, 15 minutes presentation video, about 10 minutes Q/A session
- Software Project
 - All functions completed using available resource, no additional work
- Campus Webinar
 - International speaker, technical expert, one day seminar

QUANTIFY !

QUANTIFY !

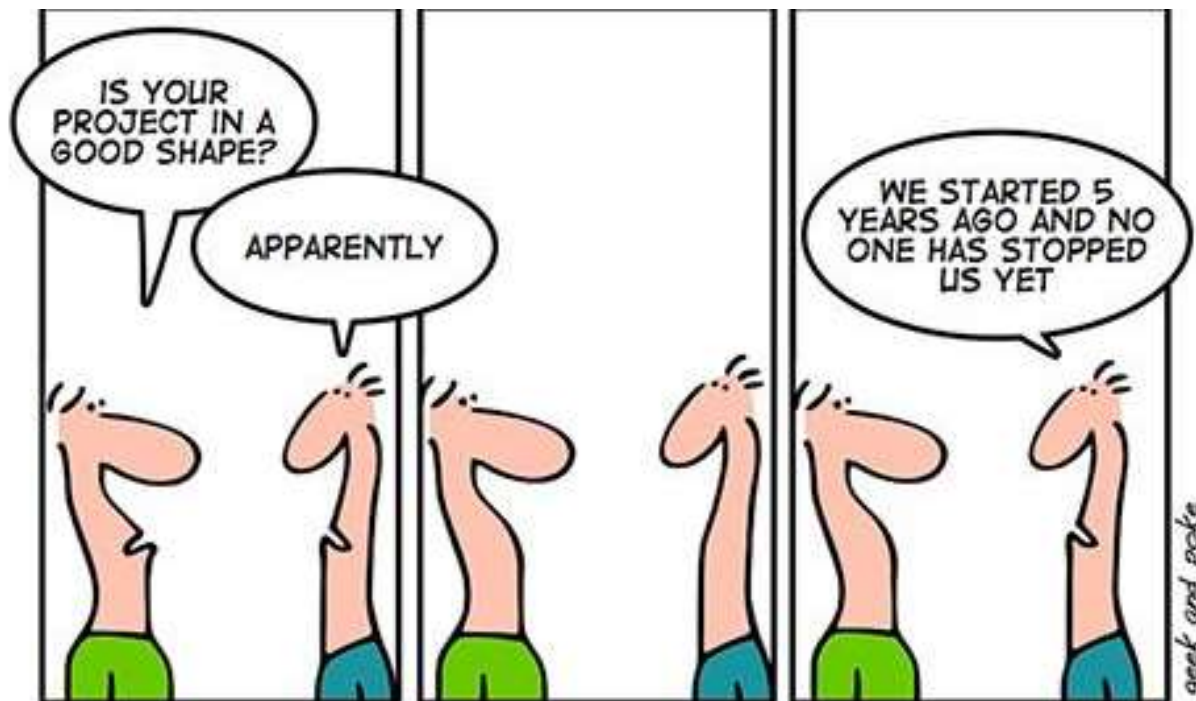
QUANTIFY !



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ONE YEAR IN A IT PROJECT - DAY 19

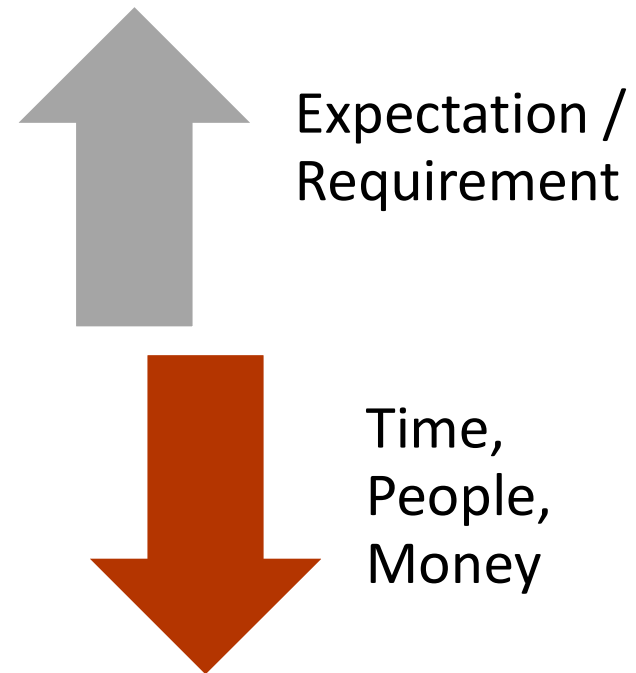
Project Scope

<https://www.zdnet.com/article/the-perfect-project-cartoon/>

3 Project Charter

Resource

- Final Project
 - All member working on paper, some people experienced in making video.
- Software Project
 - Some programmers, and a manager. Other hardware/software.
- Campus Webinar
 - Faculty (people, money), team (finding sources)



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4 Project Charter

Schedule Boundary

- Final Project
 - Submission deadline
- Software Project
 - Project deadline
- Campus Webinar
 - Semester, sources schedule

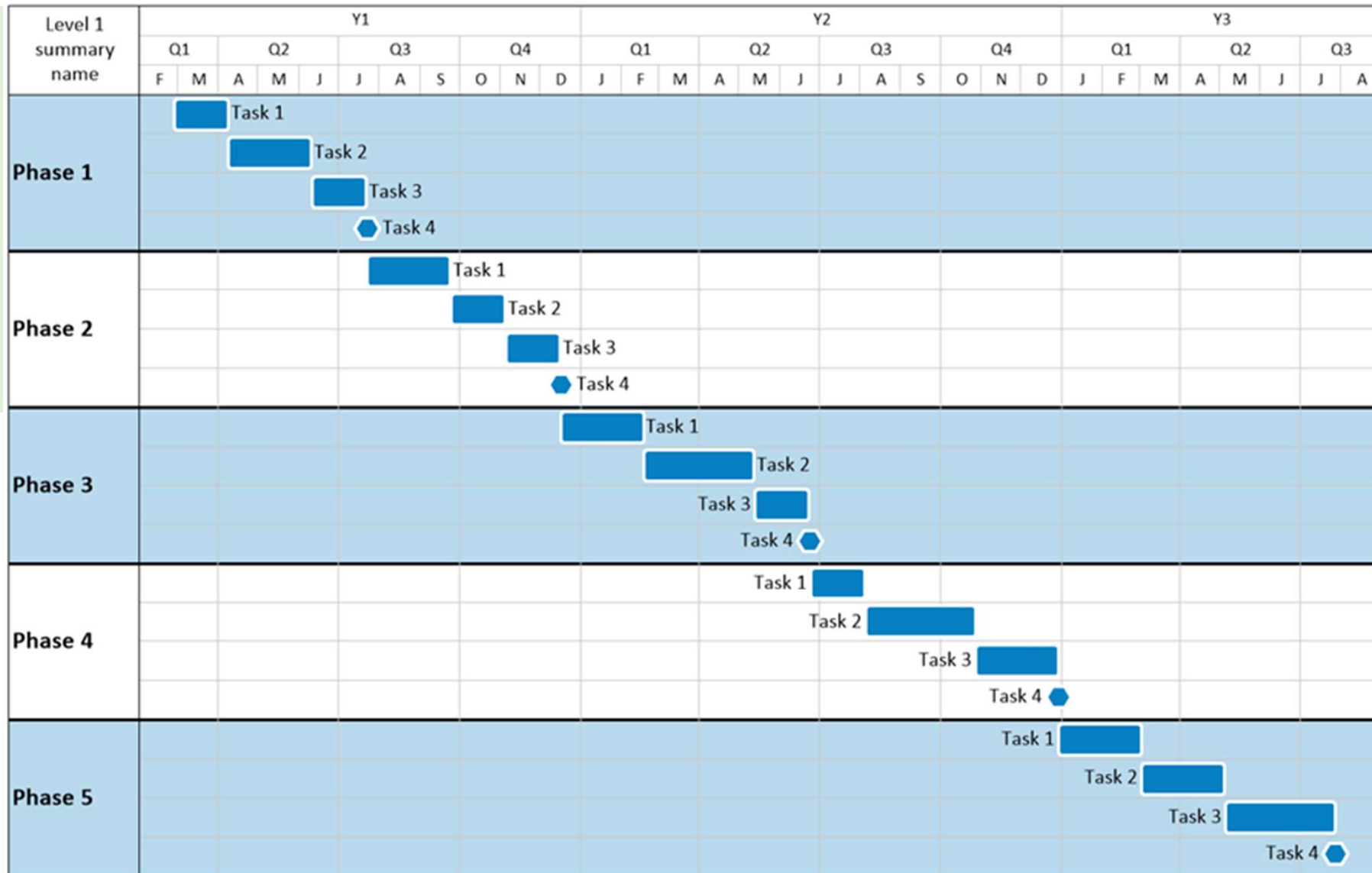


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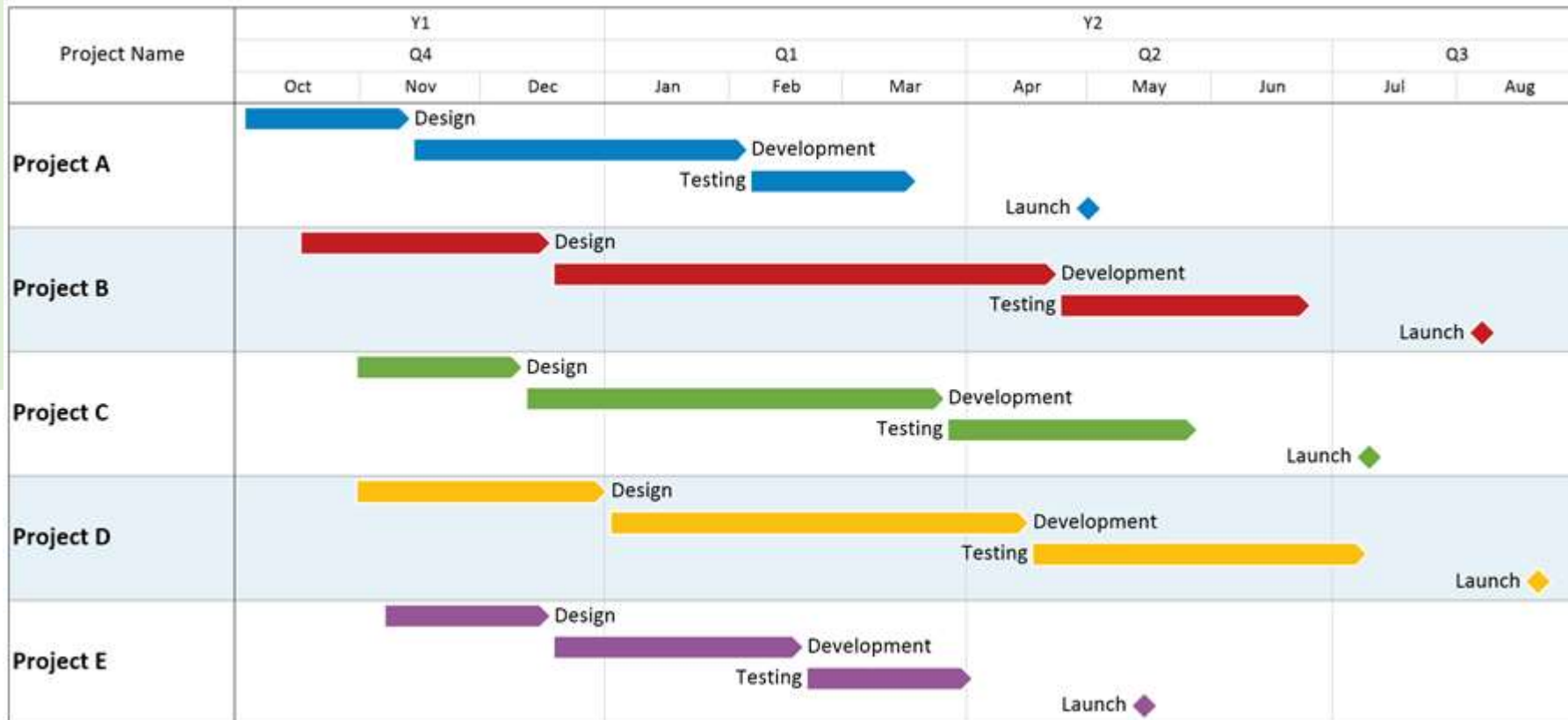


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Single Project Timeline



Multi Project Timeline



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5 Project Charter Milestone

- Final Project
 - Completion date for references, interviews
- Software Project
 - Completion date for Requirements, development, testing, deployment etc.
- Campus Webinar
 - Completion date for topics, sources contract, technical, etc.



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Manage Technology



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Manage Technology: Assess your needs

- What's your **primary** way of communicating—phone, e-mail, or some other channel?
- Do you hold **meetings**? If so, how?
- Do you need any **specialized** software or hardware?
- Do you need to **access any databases**?
- How do you store and synchronize **content**? How important is it to your work that you see and share real-time updates to files, data, and the like?



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Manage Technology: Assess your needs

- How much storage **capacity** do you need?
- What precautions do you take to **secure information**?
- What activities do you need to do on your **mobile phone**?
- Do you share or **synchronize calendars**?
- Do you need **project-management or issue-tracking software** (such as Asana, Smart-sheet, SharePoint, JIRA, Microsoft Project, or Basecamp)?
- What **compatibilities** must you plan for—for example, Apple versus Android?



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Hardware

- Good internet provider, hotspot
- Headset, Webcam
- Battery, car adapter



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Software

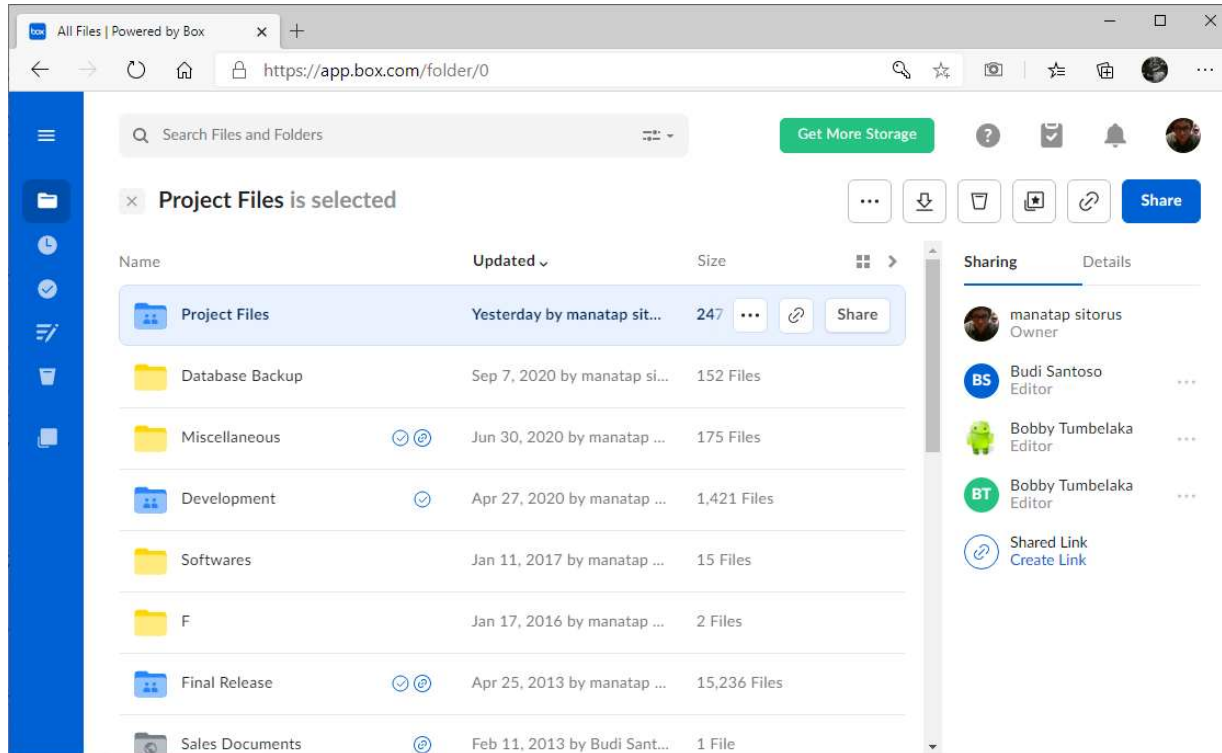
- Document collaboration.
 - Edit in real time and share files that are too large for e-mail.
 - Google Drive, Dropbox, Box, etc..
- Note sharing
 - Collect all your notes, clippings in one place. Sync across devices and allow you to share content with colleagues.
 - Evernote, Simple-note, Google Keep, etc..
- Scheduling.
 - Manage joint calendars with colleagues and set up in your own calendar various appointment slots that others can sign up for.
 - Google Calendar, Calendly, etc..



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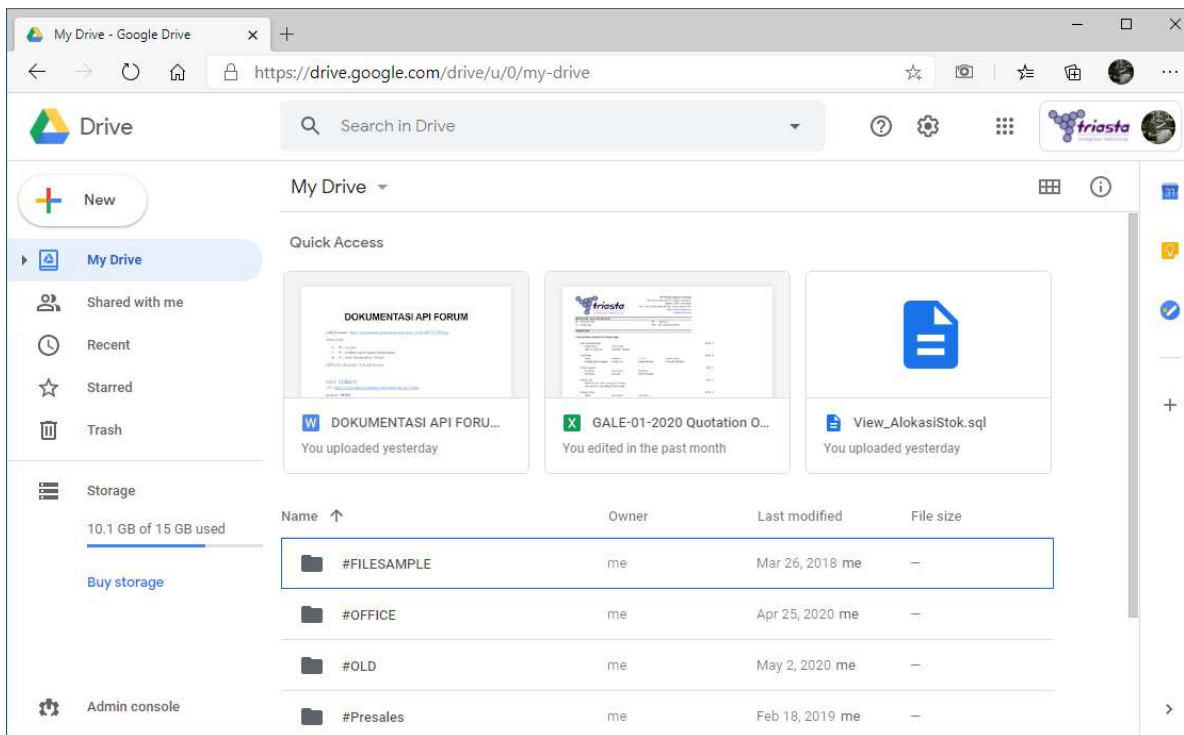


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Box

- File keeping
- Sharing between team
- Access history
- Permission for each user
- Desktop Sync



Google Drive

- File keeping
- Sharing between team
- Access history
- Permission for each user
- Desktop Sync

The screenshot displays the Evernote web application interface. On the left is a dark sidebar with navigation options: 'Manatap Sitorus', a search bar, a '+ New Note' button, 'Shortcuts', 'All Notes', 'Notebooks' (with sub-items like .NET, Code Pattern, DevExpress, ASPXGridView, DevExpress.XtraReport, Others, Gembox, Ideas, Notebook Stack, Server Management, SQL), 'Shared with Me', 'Tags', and 'Work Chat'. The main area is divided into two panes. The left pane, titled 'All Notes', shows a list of 56 notes with a filter icon. The right pane shows a detailed view of a note titled 'Detect Index Maintenance & Generate Script'. The note content includes a title, a date 'Jun 2', a description 'Use scscg; SELECT OBJECT_NAME(ind.OBJECT_ID) AS TableName,....', and a code block containing a SQL query. The code is as follows:

```
Use scscg;

SELECT OBJECT_NAME(ind.OBJECT_ID) AS TableName,
ind.name AS IndexName, indexstats.index_type_desc AS
IndexType,
indexstats.avg_fragmentation_in_percent,
'ALTER INDEX ' + QUOTENAME(ind.name) + ' ON '
+QUOTENAME(object_name(ind.object_id)) +
CASE WHEN indexstats.avg_fragmentation_in_percent>30
THEN ' REBUILD '
      WHEN indexstats.avg_fragmentation_in_percent>=5 THEN
'REORGANIZE'
      ELSE NULL END as [SQLQuery] -- if <5 not required, so no
query needed
FROM sys.dm_db_index_physical_stats(DB_ID(), NULL, NULL,
NULL, NULL) indexstats
INNER JOIN sys.indexes ind ON ind.object_id =
indexstats.object_id
```

At the bottom of the note editor, there are icons for 'Add tag', 'All changes saved', and a 'NEW EDITOR' button.

Evernote

- Taking notes
- Good note organization
- Sync between devices
- Share between team members

Triasta Integrasi Teknologi - Calendar - February 2020

Calendar Today < > February 2020 Search Help Settings Month

SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT Feb 1
	<ul style="list-style-type: none"> 09:00 Persiapan Keli 13:00 Rapat Evaluas 	<ul style="list-style-type: none"> 09:00 Persiapan Keli 	<ul style="list-style-type: none"> 09:00 Persiapan Keli 10:30 Conference Pei 13:00 Briefing Prakti 	<ul style="list-style-type: none"> 08:00 Yudisium 09:00 Voucher Dashb 11:00 Persiapan Keli 	<ul style="list-style-type: none"> 09:00 Persiapan Keli 	
2	<ul style="list-style-type: none"> 07:30 ASP.NET 13:00 Shell Meeting 19:30 Rapat Sistem 	<ul style="list-style-type: none"> 07:30 Arsokom 09:00 Yudisium 20:00 Rapat pra-pler 	<ul style="list-style-type: none"> 07:30 Front-End Proj 13:30 Enhancement f 14:30 Confirmation o 	<ul style="list-style-type: none"> 07:30 User Interface 	<ul style="list-style-type: none"> 07:30 Infotech 	8
9	<ul style="list-style-type: none"> 07:30 ASP.NET 20:00 Rapat SIG 	<ul style="list-style-type: none"> 07:30 Arsokom 	<ul style="list-style-type: none"> 07:30 Front-End Proj 	<ul style="list-style-type: none"> 07:30 User Interface 	<ul style="list-style-type: none"> 07:30 Infotech 	15
16	<ul style="list-style-type: none"> 07:30 ASP.NET 	<ul style="list-style-type: none"> 07:30 Arsokom 13:00 OTOMOTO Con 	<ul style="list-style-type: none"> 07:30 Front-End Proj 13:00 Barkber Meetin 	<ul style="list-style-type: none"> 07:30 User Interface 13:00 Sharp Ponco C 	<ul style="list-style-type: none"> 07:30 Infotech 	22
23	<ul style="list-style-type: none"> 07:30 ASP.NET 09:20 Barkber Deploy 09:30 Rapat Borang 	<ul style="list-style-type: none"> 07:30 Arsokom 	<ul style="list-style-type: none"> 07:30 Front-End Proj 	<ul style="list-style-type: none"> 07:30 User Interface 14:00 Final Flow Proc 	<ul style="list-style-type: none"> 07:30 Infotech 13:00 Barkber Meetin 	29

Calendar

- Schedule
- Repeat schedule
- Inform other team member regarding upcoming meeting
- Set up Google Meet, Direction, etc

Software

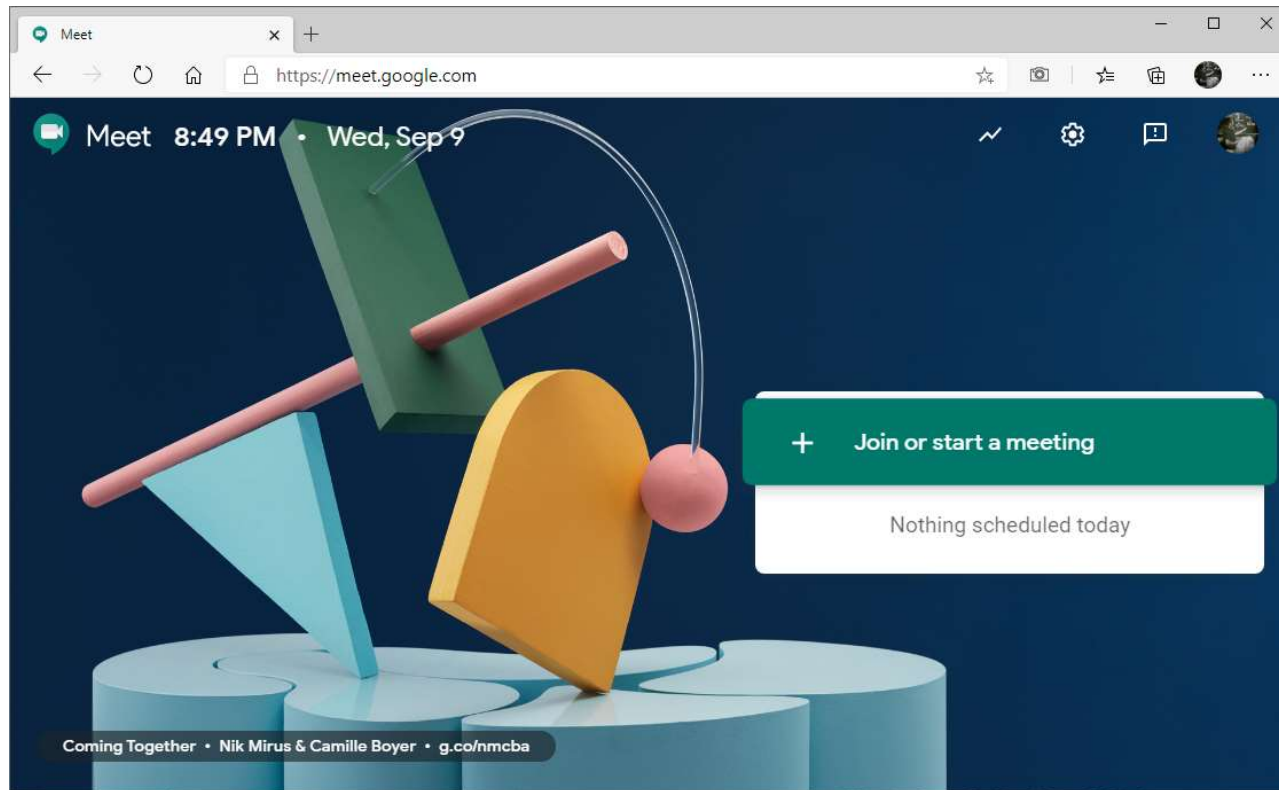
- Screen sharing.
 - Share with multiple users at the same time. Prioritize speed and reliability over complicated features.
 - Skype, WebEx, Google Meet, Zoom.
- Instant messaging.
 - Connect to your phone, laptop, and tablet.
 - Slack, Hangout, WhatsApp.



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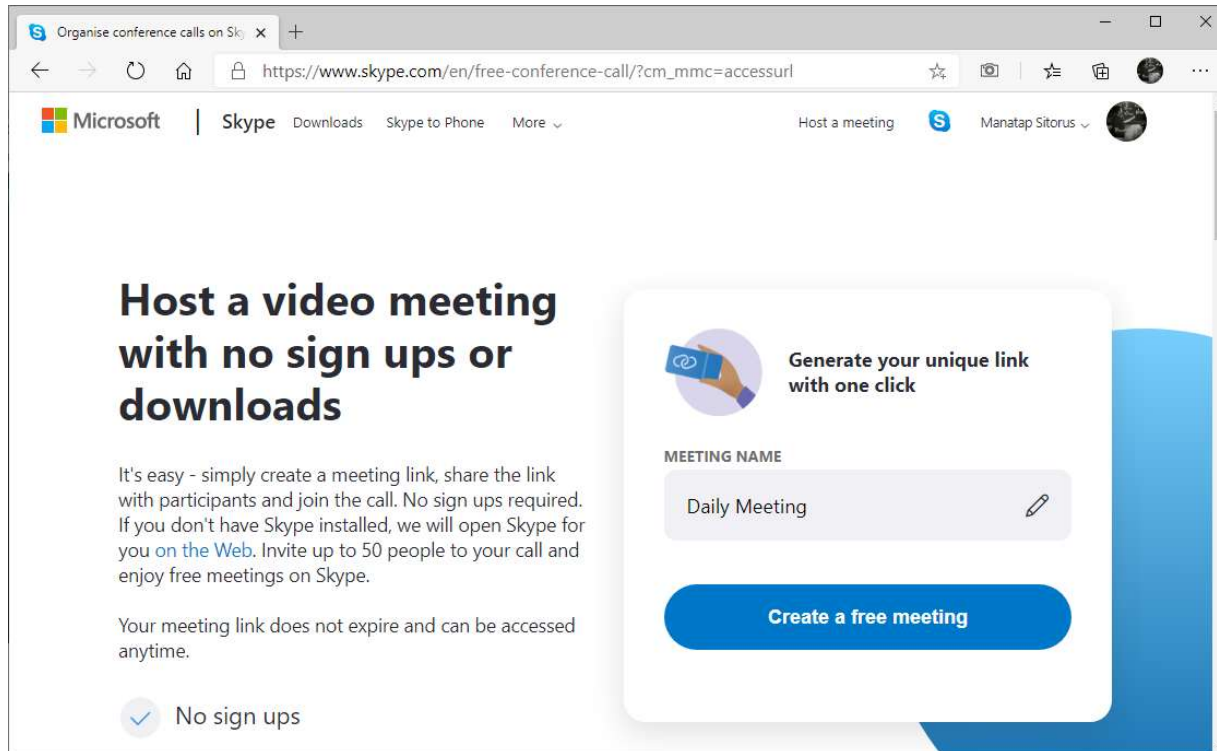


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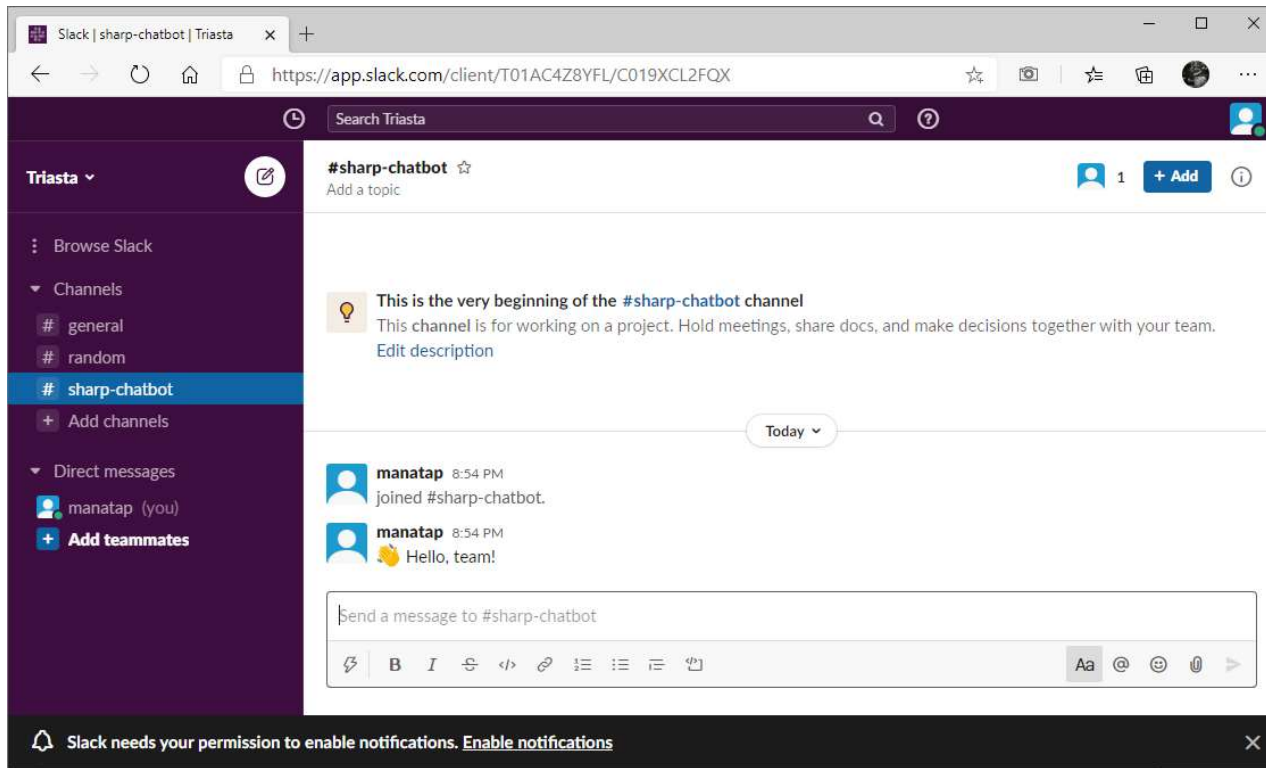
Meet

- Screen Sharing
- Meeting Chat



Skype

- Screen Sharing
- Meeting Chat
- Landline Call



Slack

- Team-focused chat app
- Document sharing
- Task assignment

Software (IT Dev / DevOps)

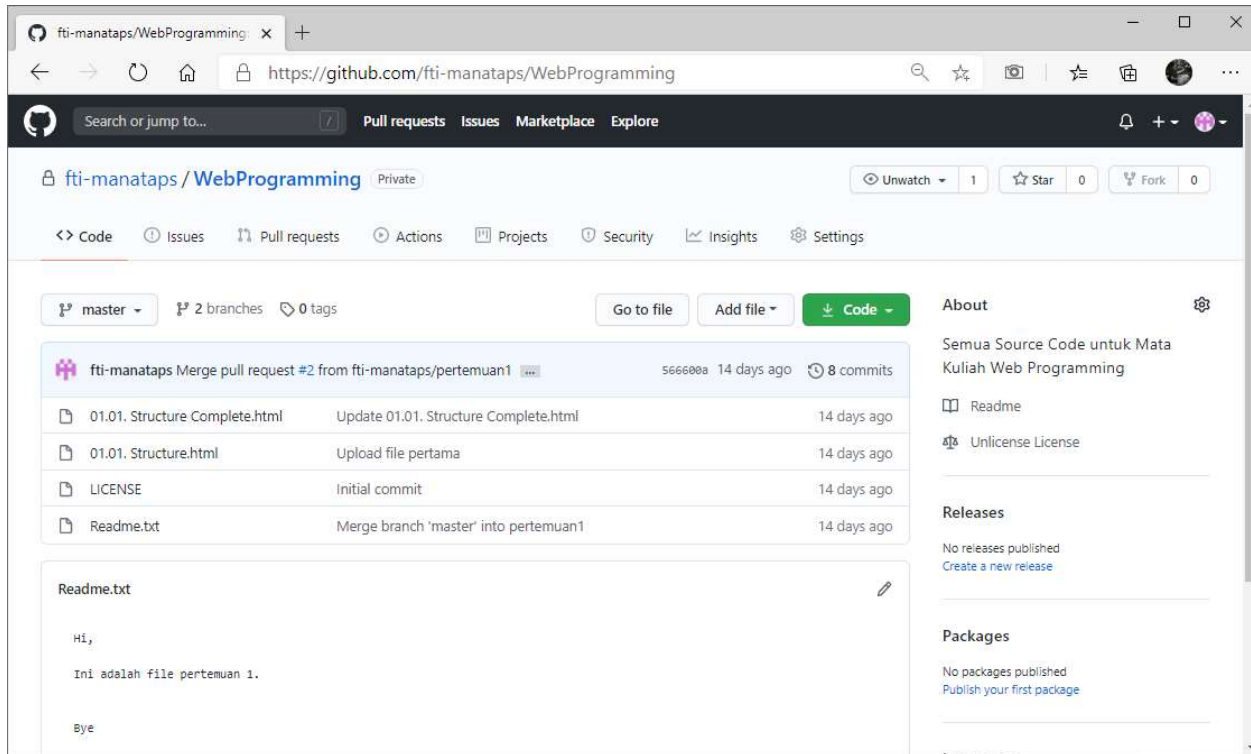
- Version control
 - Project's source code control across team member.
 - GitHub, Team Foundation Server
- Remote Help
 - Software to allow other people to take control of your computer under your permission.
 - Anydesk, Team Viewer
- Project Management & Bug Tracking
 - Tools for manage people and task, also as problem tracking, etc.
 - Monday, Trello, MantisBT



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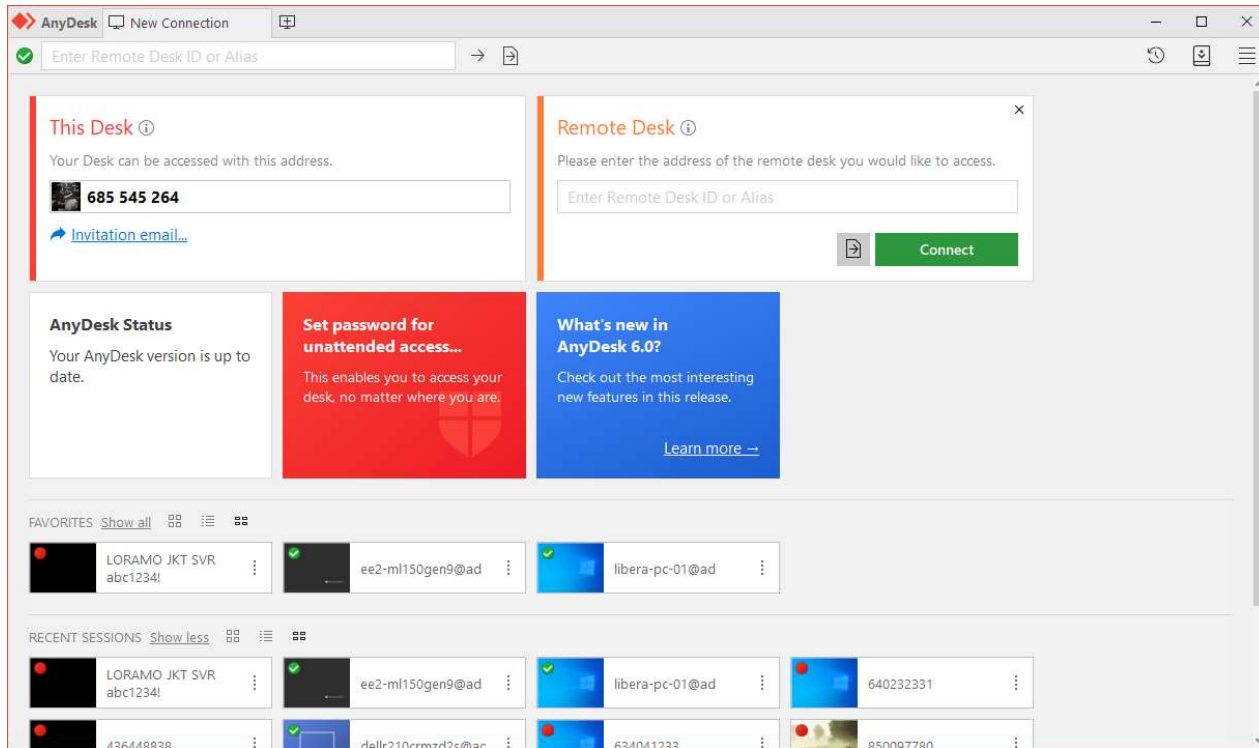


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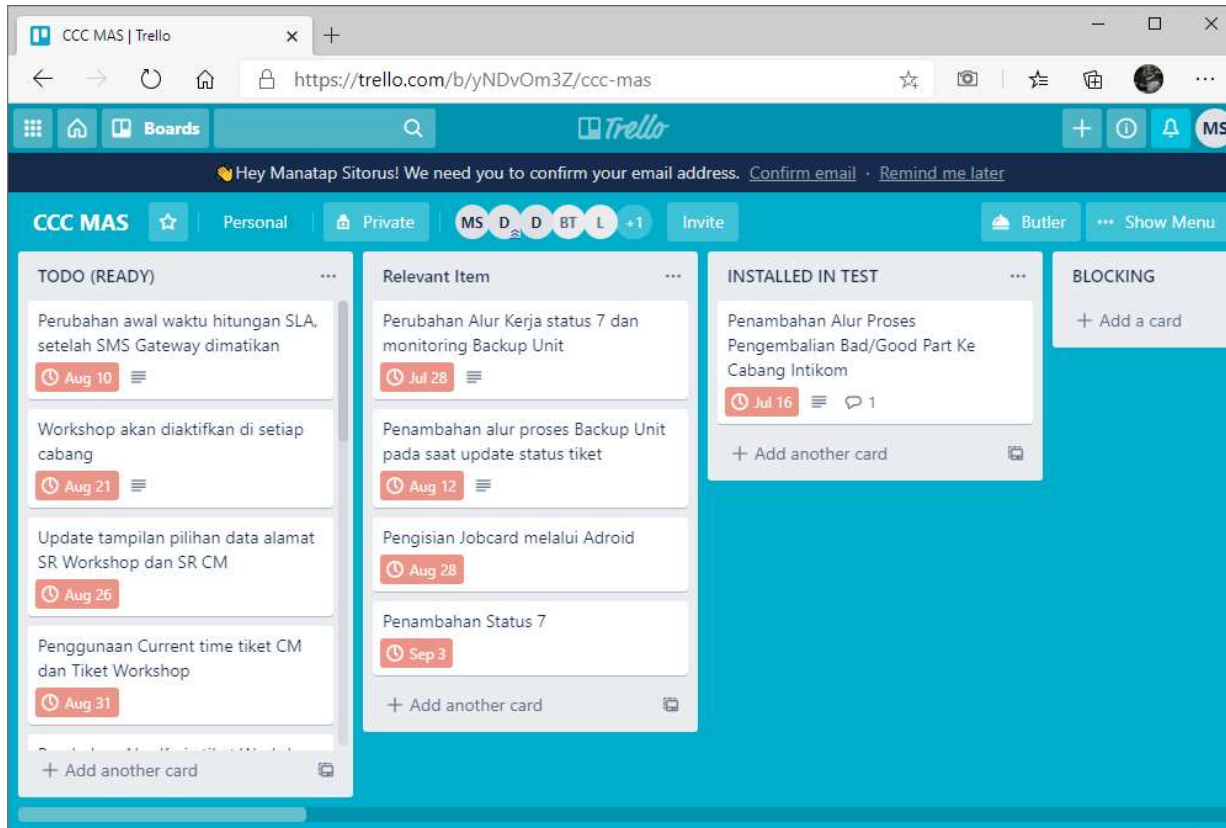
GitHub

- Popular source code repository
- Many open source app use this web as repository
- Working on s/w projects as team
- Maintain source code version, and conflicts



AnyDesk

- Remote help
- File transfer



Trello

- Kanban Style
- Project management
- Support multi-phase
- Scheduling



Q/A



Assignment

- Work in team
- Create any hypothetical IT project
- Create **Project Charter**
- Choose 3 (or more) collaboration software and explain the reason
- Register all your team to start collaborating in this project. Use campus email.
- Create any activity, file, conversation, schedule, whiteboard etc. in each collaboration software
- Screenshot all team activity in your report (Word/PDF/Powerpoint)



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Thank You

