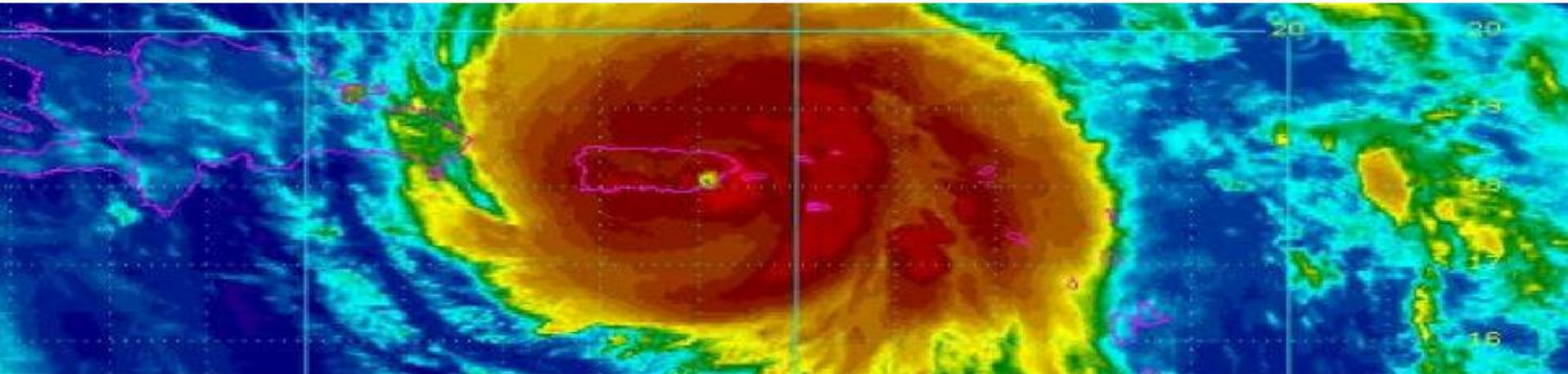# HURRICANE MARIA
CAPACITY BUILDING PROGRAM

Tools for Collaboration   **Eliadiz Loperena Lorenzo, CRA**

Tools for Online Collaboration

Eliadiz Loperena Lorenzo, CRA

Collaboration Tools

- Collaborative workforce

- Online collaboration tools that help in managing small and big businesses and in managing the workflow.

- No one collaboration tool or software will solve every problem.

Cloud Storage

- Cloud storage is a cloud computing model in which data is stored on remote servers accessed from the internet, or "cloud."

- Advantage of Cloud Storage:
    - Usability
    - Bandwidth
    - Accessibility
    - Disaster Recovery
    - Cost Savings

Cloud Storage

- Disadvantage of Cloud Storage:
  - Accessibility
  - Data Security
  - Software
- Some Cloud Storage
  - Dropbox
  - Google Drive
  - Microsoft OneDrive
  - Apple iCloud

Instant Messaging

- Instant Messaging is the exchange of near real-time messages through a stand-alone application or embedded software.
  - Slack
  - Google Hangout (Google Talk)
  - WhatsApp

Video Chat

- A face-to-face conversation held over the Internet by means of webcams and dedicated software.
  - Google Hangout
  - Skype

Google Docs

- Google Docs brings your documents to life with smart editing and styling tools to help you easily format text and paragraphs. Choose from hundreds of fonts, add links, images, and drawings.

- Everyone can work together in the same documents at the same time.

- Access, create, and edit your documents wherever you go — from your phone, tablet, or computer — even when there's no connection if downloaded the app.

- Autosave and works with Microsoft Office

- Documents, Sheets, Slides and Forms

Online Surveys

- Online surveys are a great way to engage your audience and get feedback from them. You can use online surveys in any number of ways, including to find out what topics your readers want to learn more about:
  - Get product feedback
  - Conduct market research
  - Get customer service feedback
  - Gauge employee satisfaction

Online Surveys

- To do some light audience research, you should get the free survey makers available online.
  - Survey Monkey – partially free
  - Google Forms – 100% free

Other Helpful Tools

- Trello – Customizable to-do list

- Google Task – Customizable to-do list

- Google Calendar – Schedule meetings and events and get reminders about upcoming activities. It's easy to share your schedule with others and create multiple calendars that you and your team can use together.

- Google Contacts – to maintain a directory of contacts

- Google data studio – Reports from different resources, work well with Google Sheets y Google Forms

Other Helpful Tools

- AutoCrat – Automation emails in response to forms

- LucidChart – Free account with limitations, you can do flow charts and logic models for proposals

- Draw.io – Free tool to make diagrams - works with Google Drive

Other Helpful Tools for 501(c)(3)

- Google Suite for Nonprofits –

- Techsoup –

- MonicaCRM –

Reference

- Google Contacts: https://www.google.com/contacts/?cplus=0#contacts
- Google data studio: https://datastudio.google.com/
- Autocrat: http://cloudlab.newvisions.org/add-ons/autocrat
- LucidChart: https://www.lucidchart.com/
- Draw.io: https://www.draw.io/
- Dropbox: https://www.dropbox.com
- Slack: https://slack.com/
- Trello: https://trello.com/

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- Google Suite for Nonprofits:
https://www.google.com/nonprofits/eligibility/
https://support.google.com/nonprofits/answer/3367223?hl=en
- Techsoup: https://www.techsoup.org/
https://www.techsoup.org/get-product-donations
- MonicaCRM: https://www.monicahq.com/features
- Skype: https://www.skype.com/es/
- SurveyMonkey: https://es.surveymonkey.com/

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