

**Internal Collaboration Tools
Maine Technology User Group
Webinar**

December 11, 2019

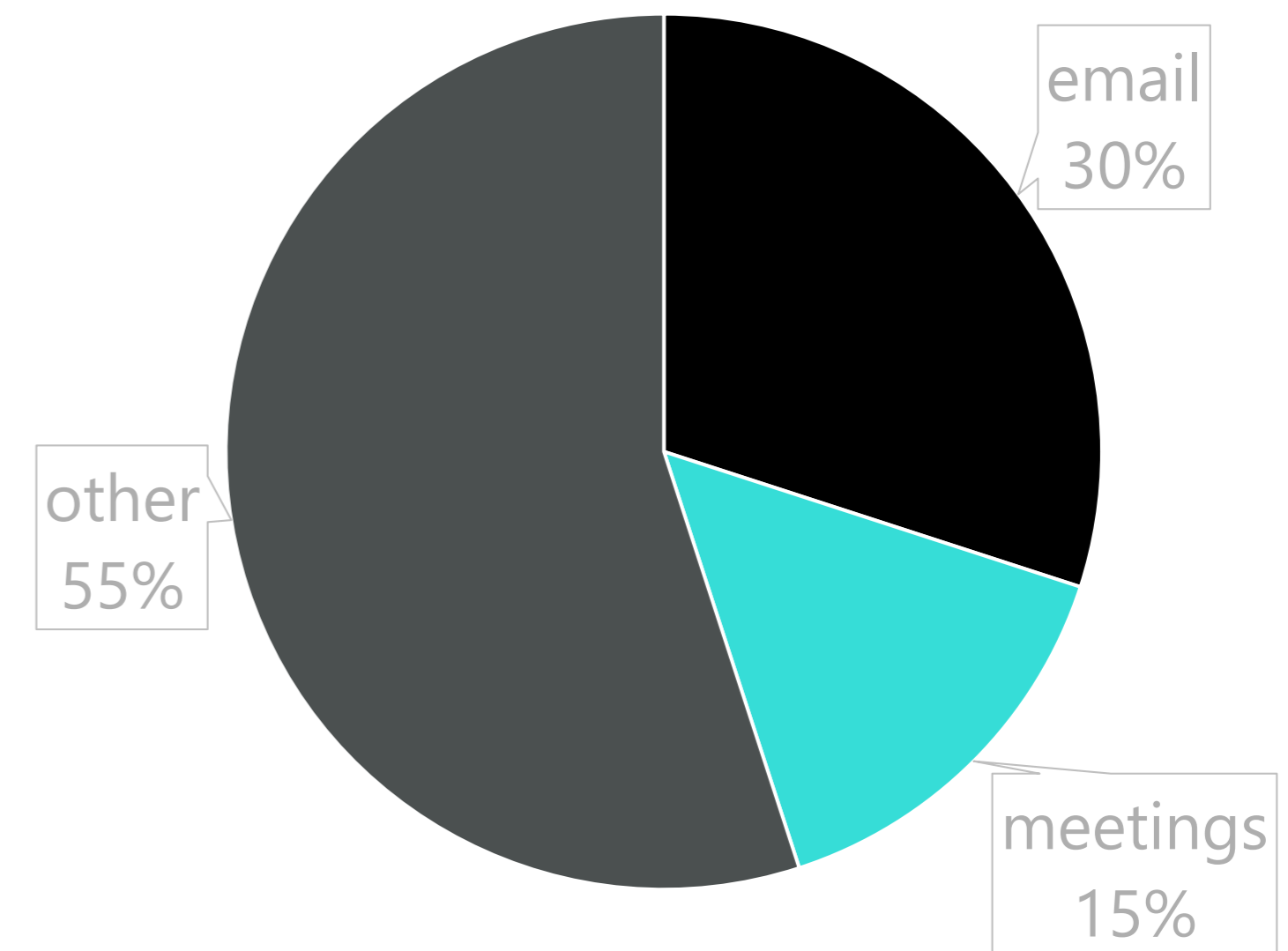
OVERVIEW

- Collaboration Challenges & Tool Solutions
- Features and Considerations
- A Few Market Leaders & Demos
- Building a Business Case
- Questions

WHAT PROBLEM ARE WE TRYING TO SOLVE?

- Too many emails – *In the average 5-day work week, about a day and a half of it is spent on email*
- Too many meetings – *Harvard Business Review surveyed 182 senior managers in a range of industries:*
 - *65% said meetings keep them from completing their own work.*
 - *71% said meetings are unproductive and inefficient.*
 - *64% said meetings come at the expense of deep thinking.*
 - *62% said meetings miss opportunities to bring the team closer together.*
- Distributed teams and high travel costs
- Poor sharing of documents and information
- Need to increase team productivity
- Industry direction - *according to Gartner, by year-end 2022, 70% of teams will rely on workstream collaboration as the primary means of communicating, coordinating, and sharing information between team members.*

Where we spend our time at work



HOW DOES A COLLABORATION TOOL HELP?

- Organizes teams, conversations, documents, and knowledge while simultaneously allowing team members to communicate with each other across departments, which can, in turn, streamline workflows
- Allows for real time engagement and information exchange (e.g., data syncing, file sharing) to facilitate business processes while minimizing delays and errors that lower productivity and impact customer experience.
- Brings distributed teams together
- Facilitates project management by increasing transparency and visibility, maintaining an open lines of communication, and making sure that everything is on track to avoid costly mistakes and confusion.




An Institute for Corporate Productivity survey found companies that used Slack reported an average 49% reduction in email volumes, a 25% drop in the number of meetings and a 32% increase in productivity.

MARKET LEADERS



@workplace by facebook

FEATURES & CONSIDERATION

			
Integrations & Extensions	✓	✓	✓
Mobile Features	Android, iOS	Android, iOS, Windows, Web Browser	Android, iOS, Windows, Web Browser
Cost of Ownership	Freemium	Included in Office365	Standard – Free Premium - \$4 PMPM
Company Culture & Adoption	10 million active users	20 million active users	2 million paying users
Analytics	Reporting dashboard	Reporting dashboard	Reporting dashboard

MARKET LEADERS

This screenshot shows a Slack workspace named 'WomTill'. The left sidebar contains navigation options like 'Channels', 'Direct Messages', and 'Recent Apps'. The main channel is '#general', which has a description: 'Company-wide announcements and work-based matters'. A message from Tom Grace at 8:51 PM shares a link to a Gigalife article about rural Ireland connectivity and includes an image of a colorful street scene. Below this, two more messages from Tom Grace and Will Kilbreth are visible. The bottom of the screen shows a message input field and a rich text editor toolbar.

This screenshot shows a Microsoft Teams interface. The left sidebar lists various teams such as 'Team Awesome', 'PMO (aka THE BEST TEA...)', 'White Whale', and 'FWA / Cotiviti'. The main area displays a conversation in the 'FWA / Cotiviti' team. It features a message from 'Azure DevOps' dated Wednesday 4:38 AM, which includes a 'User Story 15822: Setup Integration Tests for White Whale project' and a discussion comment by Jacek Porebski. A second message from 'Azure DevOps' dated Yesterday 7:31 AM continues the discussion with a comment by Mariusz Pazur. The interface includes a search bar at the top, a navigation pane on the left, and a message input area at the bottom.

MARKET LEADERS

The screenshot displays the Workplace interface for a group named "General". On the left, a navigation sidebar includes a search bar, "Home", "EXPLORE" (with links to News Feed, Resources, Events, People Directory, and See More), "GROUPS" (with "General" selected and a "Create Group" button), and "PEOPLE" (with an "Invite Coworkers" button). The main content area features a blue header with a group banner image. Below the header, the group name "General" and "Open Group" are shown, along with navigation tabs for "About", "Posts", "Chat", "Files", and "More". A "Search group..." bar is on the right. The central focus is a "Set up your group" panel with a progress bar and four options: "Create a group" (checked), "Create a welcome post", "Send a group message", and "Invite coworkers". A blue "Create Welcome Post" button is prominent. Below this is a post creation area with options for "Post", "Create Photo Album", "Create Doc", and "More", followed by a text input field "Write something..." and buttons for "Add file", "Add Photo/Vi...", "Tag coworkers", and a menu icon. At the bottom, a "Create a Post for Your Group" section explains that posts are visible to all members and includes a "Create Post" button. On the right, a "What to Post" section offers tips and links to "Documents and Files", "Weekly Updates", and "Instructions and Training". Below that, an "About" section has a "Mark Group as Official" button and a description. A "Members (1)" section includes a "Find and add members" button. At the bottom right, there is a "Share An Invitation Link" section with a URL and a "Try Topic Tags" button.

MARKET LEADERS

GM **WomTill**

● Will Kilbreth

Jump to... < >

Threads

Apps

Channels

- # general
- # life-hacks
- # random

+ Add a channel

Direct Messages

- ♥ Slackbot
- Will Kilbreth (you)
- Tom Grace

+ Invite people

Recent Apps

- + Install Google Calendar
- + Install Google Drive
- + Add more apps

Upgrade

Apps

Your tools, right in Slack.

Get more apps

Q Search by name or category (e.g. productivity, sales)

Bring all your tools into Slack

On Slack, apps belong to you and your team. Install once and everyone can use them. Teams on the free version of Slack get up to 10 apps.

[Upgrade to a paid plan](#) to get as many as you want.

[Browse App Directory](#)



App Recommendations

[See all apps in the App Directory](#)

<p>Google Drive Get notifications about Google Drive files within Slack.</p> <p>Add</p>	<p>Simple Poll Create native and simple polls in Slack.</p> <p>Add</p>	<p>Trello Collaborate on Trello projects without leaving Slack.</p> <p>Add</p>
<p>Twitter Bring tweets into Slack.</p> <p>Add</p>	<p>Polly Polls and surveys in Slack.</p> <p>Add</p>	<p>GitHub Get updates from the world's leading development platform on Slack.</p> <p>Add</p>
<p>Zoom Easily start a Zoom video meeting directly from Slack.</p> <p>Add</p>	<p>Jira Cloud Easily connect Jira Cloud projects to your Slack channels.</p> <p>Add</p>	<p>Asana Move work forward.</p> <p>Add</p>
<p>Google Calendar See your schedule, respond to invites, and get event updates.</p>	<p>Outlook Calendar Sync your status, respond to invites, and see your schedule.</p>	<p>Box File Picker Securely store, share, and manage all your files.</p>

MARKET LEADERS

The screenshot displays the Microsoft Teams 'Apps' interface. At the top, there is a search bar with the text 'Search or type a command'. Below this, the 'Apps' section is titled 'Browse available apps and services' and includes a sub-header 'Add your favorite app for yourself or for a team.' and a link 'See our top picks'. A large banner at the top right features logos for SEISMIC, KRONOS, stackoverflow FOR TEAMS, and AMiON. The main area is a grid of app cards, each with an icon, name, category, and a brief description. The left sidebar contains navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and a menu icon. The bottom of the sidebar has an 'Apps' icon.

Apps

Search all

All

- Personal apps
- Bots
- Tabs
- Connectors
- Messaging
- Top picks
- Analytics and BI
- Developer and IT
- Education
- Human resources
- Productivity
- Project management
- Sales and support
- Social and fun
- Upload a custom app

Browse available apps and services

Add your favorite app for yourself or for a team.

See our top picks

SEISMIC

KRONOS

stackoverflow FOR TEAMS

AMiON

Trello
Project management
Trello lets your team work more collaboratively and get more done. Trello's boards, lists, and cards enable you to organi...

Flow
Workflow + business managemen...
Automate time-consuming and repetitive tasks by integrating your favorite apps and services with Microsoft Flow.

Polly
Utilities
Gather real-time insights with simple polls that work where you work

Azure DevOps
Developer tools
Plan better, code together and ship faster using Azure DevOps. Search, find work, and collaborate better with your team.

Zoom Meetings
Communication
Seamlessly start, schedule and join Zoom meetings from Microsoft Teams. Meet happy with flawless video, clear audio, and easy...

Cisco Webex Meetings
Communication
Start or join Cisco Webex Meetings directly from Microsoft Teams. The Cisco Webex Meetings bot helps you invite people to you...

Jira Cloud
Project management
Jira Cloud is an issue management tool designed to help you plan, track, and release world-class software.

MindMeister
Productivity
MindMeister is a professional mind mapping software that's both versatile and easy to use. Whether you're a freelancer, a startup or a...

Smartsheet
Productivity
Send Smartsheet Notifications to a Teams Channel so everyone has the most updated information. Add Smartsheet as a channel T...

Calendar BOT
Productivity
The Approved Contact Bot is used for calendar comparison and scheduling

Jira Server
Project management
Jira Server is an issue management tool designed to help you plan, track, and release world-class software.

Freehand by InVision
Communication
Draw, plan, and collaborate on an infinite whiteboard—in real time. Powered by InVision, the Digital Product design platform...

PowerApps
Developer tools
Help your team work smarter by creating

Dynamics 365
Customer + contact managemen...
Collaborate on Dynamics 365, share files, and

Incoming Webhook
Utilities
The Incoming Webhook connector enables

Asana
Project management
Asana helps you clarify who's doing what by

MARKET LEADERS

The screenshot displays the Workplace Admin Panel interface. On the left is a navigation sidebar with a search bar and various menu items. The main content area is titled 'Integrations' and shows a grid of featured integrations. Below the grid, there is a section for exploring more integrations and a list of items added to the workplace.

Admin Panel

- Getting Started
- People 1
- Groups 1
- Reported Content
- Settings
- Integrations**
- Admins
- Security
- Access Requests

ADVANCED PLAN FEATURES

30 days left in trial • [Review Plans](#)

- Reporting: See insights from your team
- Frontline: Add people as frontline workers
- Safety Check: Help keep your people safe
- Important Posts: Mark posts as important
- Surveys: Ask surveys to your organization
- Badges: Celebrate and recognize people
- Direct Support: Troubleshoot any problems

Integrations

All Integrations | Permissions & Data

Featured Integrations

Tools that everyone in your organization can use across Workplace.

- OneDrive**: Store, sync, and share work files
- Trello**: Easy and visual way to manage projects
- Box**: Secure file storage and collaboration
- Quip**: Documents with superpowers
- Salesforce**: The World's #1 CRM
- Google Drive**: Store, access, and share files
- Dropbox**: Secure file sharing and storage
- Microsoft SharePoint**: Empower sharing and collaboration
- Smartsheet**: Do More, Faster
- HubSpot**: Never miss the perfect moment

Explore **29** Other Integrations On the Workplace
Integrations Directory

[Browse Integration Directory](#)

Added to Workplace

Building a Business Case

Key aspects to consider when building a business case for social collaboration:

- 1) Clarify your specific business need for social collaboration.** This allows you to create a framework for decisions and for measuring your success.
- 2) Social collaboration requires a long-term investment commitment to succeed.** Launching a new social tool is more than a technology investment, resources are needed to manage and sustain the adoption process.
- 3) Define your metrics and benchmark early to ensure you can measure your success.** Look at your business goals and think about how you define success upfront.

QUESTIONS?