

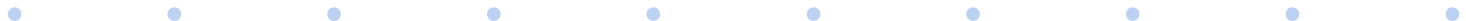
**How to implement enterprise class communication and collaboration tools on a shoestring budget**

# Overview

- Introduction
- Problem definition
- Options
- Demonstration of chosen solutions



# Introduction



# Problem

- What we needed
  - Standardized calendar/email/documents
  - Smart phone integration
  - A way of doing remote training
  - A way of tracking the organizations and clients we work with.
- What we didn't have
  - No standard applications.
  - No formal budget.
  - No IT support.



# Approaches

- 1) Recreate offerings from large organizations (ie. Outlook/Lotus/Groupwise, shared file server).
- 2) On the cheap – inexpensive web server with limited functionality.
- 3) Hosted Apps – Zoho, Google, others



- **Open source software (OSS)** is computer software for which the source code and certain other rights normally reserved for copyright holders are provided under a software license that meets the Open Source Definition or that is in the public domain. This permits users to use, change, and improve the software, and to redistribute it in modified or unmodified forms. It is very often developed in a public, collaborative manner. Open source software is the most prominent example of open source development and often compared to user-generated content.
- **Software as a Services / ASP / Hosted / Cloud Computing** - is a model of software deployment whereby a provider licenses an application to customers for use as a service on demand. SaaS software vendors may host the application on their own web servers or download the application to the consumer device, disabling it after use or after the on-demand contract expires.



# Google Apps

- “Standard” edition provides email (5GB), instant messaging, calendar, *docs*, *sites*.
- Integration with Outlook and most smart phones.
- Cost: free.
- Setup is simple but does require a bit technical savvy to get started. Once live almost no techie know how needed.



# Google Apps

- Email
- Instant messaging
- Calendar
- Docs
- Sites





## Desktop Sharing

- Need to be able to do webinars / online training.
- [www.dimdim.com](http://www.dimdim.com)

## Stakeholder Tracking

- Need a standard way of tracking out stakeholder organizations, contacts and their status.
- [www.sugarcrm.com](http://www.sugarcrm.com)

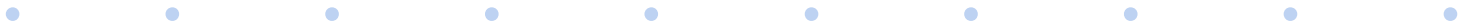


## Online Education

- Moodle learning management software (LMS)
- [www.moodle.org](http://www.moodle.org)

## Personal Task Tracking

- A personal todo list manager
- [www.rememberthemilk.com](http://www.rememberthemilk.com)

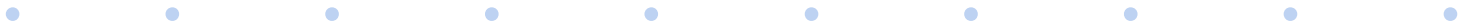


## Dropbox

- Keep files synchronized between different computers and shared with other people
- [www.dropbox.com](http://www.dropbox.com)

## Doodle

- Meeting scheduling assistant
- [www.doodle.com](http://www.doodle.com)



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