


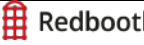
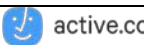















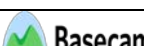


## Collaborative Tools for Global Organizations









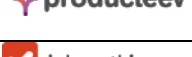


Listed below are popular collaboration tools available as of today. Each tool has its advantages and challenges. Select the tool that works best for your team, and provide your team members with appropriate training for the selected tool. Ensure that your team has guiding principles for how to use the technology.

### Collaboration Tools








Tools	Features
 <b>slack</b> <a href="http://www.slack.com/">www.slack.com/</a>	Real-time messaging, archive and conversation tool, Direct messages, Share files, Email integration, Connect all other apps to slack. Apps for iOS and Android devices
 <b>ChatGrape</b> <a href="http://www.chatgrape.com/">www.chatgrape.com/</a>	Business chat application, Unified communication: all teams can communicate in one place, Intuitive user-interface
 <b>Campfire</b> <a href="http://www.campfirenow.com/">www.campfirenow.com/</a>	Web-based group chat tool that lets you set up password-protected chat rooms in just seconds. Invite a client, colleague, or vendor to chat, collaborate
 <b>Redbooth</b> <a href="http://www.redbooth.com/">www.redbooth.com/</a>	Web-based and on-premises workplace collaboration tool and communication platform
 <b>active.collab</b> <a href="http://www.activecollab.com">www.activecollab.com</a>	Task management (to-do list), team collaboration (all-in-one calendar, collaborative writing, time tracking reports)
 <b>huddle</b> <a href="http://www.huddle.com/">www.huddle.com/</a>	Cloud collaboration solution. Desktop apps and mobile apps (iOS and Android) Document collaboration, file sharing, project management
 <b>goplan</b> <a href="http://www.goplanapp.com/">www.goplanapp.com/</a>	Keep track of your projects and collaborate with your colleagues securely through an intuitive user interface.
 <b>Podio</b> <a href="http://www.podio.com">www.podio.com</a>	Podio gets everything related to completing a design project or closing a sales lead on one page which allows for real time collaboration.
 <b>Scadaplan</b> <a href="http://www.scadaplan.com">www.scadaplan.com</a>	Project management and collaboration tool for small and middle groups
 <b>Lighthouse</b> <a href="http://lighthouseapp.com">lighthouseapp.com</a>	Ticket tracking solution - a powerful tagging system, an advanced search, saved searches (we call them ticket bins), and a mass editing tool.
 <b>HIVEDesk</b> <a href="http://www.hivedesk.com/">www.hivedesk.com/</a>	A complete remote worker monitoring solution with time tracking software that can best meet remote working arrangements.
 <b>Samepage</b> <a href="http://www.samepage.io">www.samepage.io</a>	Better brainstorming, task management, file sharing, and communication. All the collaboration tools your team needs to get more done.
 <b>Bolste</b> <a href="http://bolste.com/">bolste.com/</a>	All-in-one platform with dedicated work streams which make it easy to tag-team projects, share files and feedback, and manage timelines and team tasks.

### Project Management





Tools	Features
 <b>JIRA</b> <a href="http://www.atlassian.com/software/jira">www.atlassian.com/software/jira</a>	Assign work, follow team's activity, capture and organize issues, Mobile apps
 <b>NETSUITE</b> <a href="http://www.netsuite.com">www.netsuite.com</a>	Resource management, project management, project accounting, timesheet and expense management
 <b>asana</b> <a href="http://www.asana.com">www.asana.com</a>	Keep track of everyone's progress using web or mobile apps. Add and manage tasks on the go. Add comments and have conversations about specific tasks
 <b>Redbooth</b> <a href="http://www.redbooth.com">www.redbooth.com</a>	Document sharing, to-dos and sub-tasks, milestones, and more. Supports Gantt charts and project calendars. Manage to-dos and messages by email. Includes a mobile app.
 <b>Trello</b> <a href="http://www.trello.com">www.trello.com</a>	User friendly and strong mobile and tablet collaboration app. Open a card and add comments, upload attachments, create checklists, add labels & due dates
 <b>Basecamp</b> <a href="http://www.basecamp.com">www.basecamp.com</a>	Real-time chat. Automatic check-ins – shows members' ongoing tasks and future tasks. To-do lists – assign team members, set due4 dates, see what has been assigned to you. Docs and file storage (100GB–2TB, depending on price). Centralized schedule – tracks major milestones, deadlines, events, and to-dos.
 <b>Podio</b> <a href="http://www.podio.com">www.podio.com</a>	A range of visuals: from simple tables to dynamic card boards – and create reports. Works with many file-sharing services.
 <b>Project</b> <a href="http://products.office.com/en-us/project">products.office.com/en-us/project</a>	Streamline project, resource, and portfolio management with Microsoft Project & Portfolio Management (PPM). Integrated planning tools help you keep track of projects and stay organized.





 <a href="http://oracle.com/applications/primavera/index.html">oracle.com/applications/primavera/index.html</a>	Primavera P6 Enterprise Project Portfolio Management is the most powerful, robust, and easy-to-use solution for globally prioritizing, planning, managing, and executing projects, programs, and portfolios in asset-intensive industries.
 <a href="http://www.smartsheet.com/cu2">www.smartsheet.com/cu2</a>	From simple task lists to complex processes, Smartsheet drives results for all departments. You can work from any device, anywhere, and create your own custom plans.
 <a href="http://www.workfront.com">www.workfront.com</a>	Online project management software that allows you to manage your work in one place which eliminates extra work and simplifies collaboration.
 <a href="http://www.wrike.com">www.wrike.com</a>	Real-time visibility into everything your team is working on. Create reports to track projects and team performance with the push of a button. Workload reports show you who has bandwidth for the next project.
 <a href="http://www.projecturf.com/">www.projecturf.com/</a>	Real-time collaboration workspace where teams discuss, work, and manage projects together.
 <a href="http://www.apollohq.com/en">www.apollohq.com/en</a>	Prioritize tasks, organize projects, keep your team on the same page. Apollo is a reliable Project and Contact Management Software
 <a href="http://www.brixhq.com/">www.brixhq.com/</a>	Visualize all your Projects and Tasks on The Wall. Brix's Gantt Chart gives you a graphical representation of your tasks and where they are all at.
 <a href="http://www.redmine.org/">www.redmine.org/</a>	Redmine is a flexible project management web application. Written using the Ruby on Rails framework, it is cross-platform and cross-database.
 <a href="http://www.producteev.com">www.producteev.com</a>	Create team projects, assign and schedule tasks, and track progress. Instantly create tasks, assign due dates. Apps for iPhone, iPad, Android, the web.
 <a href="http://home.idonethis.com/">home.idonethis.com/</a>	Helps track your own progress and understand what your team is working on
 <a href="http://www.leankit.com/">www.leankit.com/</a>	LeanKit provides a real-time, shared understanding of activity and status

## File Sharing/Document Storage




Tools	Features
 <a href="http://docs.google.com">docs.google.com</a>	Creates spreadsheets and presentation slides. Real-time editing. Storage of up to 5000 documents; 1000 spreadsheets; 5000 presentations. Free
 <a href="http://www.crashplan.com">www.crashplan.com</a>	Triple back-up to an external drive, an internet-connected computer, and Crashplan's cloud. Unlimited file storage and mobile app.
 <a href="http://www.dropbox.com/">www.dropbox.com/</a>	Cloud storage, file synchronization, personal cloud, and client software.
 <a href="http://products.office.com/en-us/sharepoint/collaboration">products.office.com/en-us/sharepoint/collaboration</a>	Allows teams to discover, share, and collaborate on content from anywhere and on any device.
 <a href="http://www.box.com">www.box.com</a>	Keyword-less search plus a new viewing experience puts the spotlight on phenomenal content like 3D and 360° images, as well as HD and 360° video.
 <a href="http://www.onehub.com/">www.onehub.com/</a>	File storage, user management (file sharing), direct messaging
 <a href="http://www.zoho.com/docs">www.zoho.com/docs</a>	Create, store, share, collaborate, and manage documents in the cloud.

## Meeting Tools








Tools	Features
 <a href="http://www.webex.com">www.webex.com</a>	Online meetings with video conferencing and screen sharing. Specialized functionality for webinars, training, or remote technical support. Online meetings with integrated audio that can be joined via telepresence and multiple video systems and personal video meeting rooms.
 <a href="http://www.calendly.com/">www.calendly.com/</a>	Calendar integration – calendar can be viewed and edited on Google Calendar or Office 365 calendar. Multi-device optimization –can be used on phones, tablets, and desktops. All team members' availability displayed in one page.
 <a href="http://www.hangouts.com">www.hangouts.com</a>	Communication platform developed by Google which includes instant messaging, video chat, SMS and VOIP features.
 <a href="http://www.adobe.com/products/adobeconnect.html">www.adobe.com/products/adobeconnect.html</a>	Web conferencing software service offers online meetings for collaboration, virtual classrooms and large scale webinars.

 <a href="http://www.anymeeting.com/">www.anymeeting.com/</a>	Phone, video or web conference to a large webinar. 6-way video conferencing, conference calling, built-in VoIP, screen sharing, presentation sharing, recording, mobile and more
 <a href="http://www.meetingburner.com/">www.meetingburner.com/</a>	Fast and simple online meeting platform. Free to use.
 by PGI <a href="http://www.pgi.com/imeet/">www.pgi.com/imeet/</a>	Web, audio and video conferencing solution. Chat with contacts, make peer-to-peer voice and video calls, and quickly share information, links and files from an integrated file cabinet.
 <a href="http://www.meeteor.com">www.meeteor.com</a>	Mobile app to facilitate effective online meetings comes with agenda template makes it easy to use best practices when planning your meeting. Send the agenda ahead of time or start meetings on the spot.






## High Def Video Conferencing Tools


Tools	Features
 <a href="http://www.polycom.com">www.polycom.com</a>	A visual solution purpose-built to put people at the center of collaboration, enabling teams to meet in a circle to brainstorm, ideate and solve.
 <a href="http://www.lifesize.com/">www.lifesize.com/</a>	Technology that covers web, audio and video conferencing. Through a unique integration of plug-and-play HD camera systems and HD phones and easy-to-use cloud-based conferencing software.
 <a href="http://www.cisco.com/c/en/us/products">www.cisco.com/c/en/us/products</a>	Cisco endpoints range from IP phones to web, mobile, and desktop clients. Download our Endpoint Product Matrix.

## Web Conferencing Tools






Tools	Features
 <a href="http://www.skype.com/en/">www.skype.com/en/</a>	Video or voice call anyone in the world for free
 <a href="http://www.speak.com/">www.speak.com/</a>	Registered Speak users receive a personalized conference call link for easier connecting. Any guest with the link can join the call through a simple one-click join feature with no downloads or registration required.
 <a href="http://www.bluejeans.com/">www.bluejeans.com/</a>	BlueJeans seamlessly delivers interactive, two-way video that is secure, ready to scale and supported on any device.
 <a href="http://www.zoom.us/">www.zoom.us/</a>	Feature-rich mobile apps for iOS and Android, HD video, HD voice, Dynamic voice detection, Full screen and gallery view, Dual stream for dual screen, Join as view-only attendee, Join by telephone dial-in Accessibility
 <a href="http://www.join.me">www.join.me</a>	Free audio calls. Video conferencing, mobile whiteboard. screen share – share screen with up to 50 people. Mobile apps: iPad, iPhone, Apple Watch (can only start/join meetings), Android devices.
 <a href="http://www.blackboard.com">www.blackboard.com</a>	Simple and reliable online collaborative learning tool that delivers a level of engagement that makes learners feel like they're together in the same room via collaboration and conference tools.
 <a href="http://www.highfive.com">www.highfive.com</a>	Simple video conferencing tool

## Instant Messaging Tools




 <a href="http://hangouts.google.com/">hangouts.google.com/</a>	Instant messaging with photos, emoji, and even group video calls for free. Connect with friends across computers, Android, and Apple devices
 <a href="http://products.office.com/en-us/skype-for-business/online-meetings">products.office.com/en-us/skype-for-business/online-meetings</a>	One platform for calling, conferencing, video, and sharing.
 <a href="http://www.cisco.com/web/products/voice/jabber.html">www.cisco.com/web/products/voice/jabber.html</a>	Cisco Jabber lets you access presence, instant messaging (IM), voice, video, voice messaging, desktop sharing, and conferencing. Now you can find the right people, see if and how they are available, and collaborate using your preferred method.
 <a href="http://www-03.ibm.com/software/products/en/ibmsame">www-03.ibm.com/software/products/en/ibmsame</a>	IM, online meetings, voice, video
 <a href="http://www.hipchat.com">www.hipchat.com</a>	Group chat, video chat, screen sharing. Apps available for Mac, Windows, iOS,

	Android, and Linux. Integrated with JIRA, GitHub, Asana, Google, and 200+.
 <b>chatwork</b> <a href="http://www.chatwork.com">www.chatwork.com</a>	ChatWork offers unlimited chat, screen sharing, video calls, generous file sharing and multi-language support. Over 100,000 companies in 205 countries use ChatWork to collaborate and increase productivity.







## Document Co-creation Tools

Tools	Features
 <b>Google Drive</b> <a href="http://www.google.com/drive">www.google.com/drive</a>	15 GB free Google online storage files can be reached from any smartphone, tablet, or computer. You can invite others to view, download, and collaborate.
 <b>PREZI</b> <a href="http://www.prezi.com/">www.prezi.com/</a>	Combines spatial dimension and motion to keep your audience engaged as you guide them through your message. Send a link to share your prezi in crisp HD with anyone in the world—no third-party screen-sharing software needed.
 <b>Conceptboard</b> <a href="http://www.conceptboard.com">www.conceptboard.com</a>	Flexible canvas that expands as you add content. Create and share boards. Capture ideas, brainstorm, plan initiatives, and map out strategies. Live discussions on your content.
 <b>scribblar.com</b> <a href="http://www.scribblar.com">www.scribblar.com</a>	Online collaboration tool perfect for online tutoring. It features live audio, chat, whiteboard, image sharing, document sharing and more.
 <b>SharePoint</b> <a href="http://products.office.com/en-us/sharepoint/collaboration">products.office.com/en-us/sharepoint/collaboration</a>	Use SharePoint as a secure place to store, organize, share, and access information from almost any device.



## Social Network Tools

Tools	Features
 <b>Yammer</b> <a href="http://www.yammer.com">www.yammer.com</a>	Organize all your team communication in one place. Quickly share information on a topic, have active discussions around it, and agree on next steps.
 <b>chatter</b> <a href="http://www.salesforce.com/products/chatter/overview/">www.salesforce.com/products/chatter/overview/</a>	Connect every employee with the files, data and experts they need--anywhere, any time with Salesforce Chatter collaboration software solution.
 <b>jive</b> <a href="http://www.jivesoftware.com">www.jivesoftware.com</a>	Integrated mobile apps that keep you connected on the go. It works with your other systems and tools

## Scheduling Tools

Tools	Features
 <b>Doodle</b> <a href="http://www.doodle.com/">www.doodle.com/</a>	Schedules events, meetings, appointments, etc.
 <b>Timebridge</b> <a href="http://www.timebridge.com">www.timebridge.com</a>	Web-based software application for coordinating, running meetings and collaborating online.
 <b>ScheduleOnce</b> <a href="http://www.scheduleonce.com">www.scheduleonce.com</a>	Meeting and appointment scheduling software and online scheduling platform that works in tandem with Google Calendar.
 <b>timeanddate.com</b> <a href="http://www.timeanddate.com">www.timeanddate.com</a>	Event Time Announcer to find local times around the globe and time zone Converter provides the corresponding local time in one location of your choice.
 <b>Outlook.com</b> <a href="http://office.live.com/start/Calendar.aspx?omkt=en-US">office.live.com/start/Calendar.aspx?omkt=en-US</a>	Calendar and scheduling component of Outlook 2010 and is integrated with email, contacts, and other features.
 <b>Google Calendar</b> <a href="http://www.google.com/calendar">www.google.com/calendar</a>	Free online calendar

## Virtual Team Games

Tools	Features
 <b>Prelude</b> <a href="http://www.playprelude.com/">www.playprelude.com/</a>	A creative game that builds trust in virtual teams
 <b>GLOBAL TEAM BUILDING</b> <a href="http://www.globalteambuilding.com/virtuwall/">www.globalteambuilding.com/virtuwall/</a>	A competitive game that helps breaks down silos