



TECH CHECK

Assessing the Right Technology for Your Team












Source: *Virtual Teams for Dummies* by Tara Powers, CEO of Powers Resource Center

GOAL: Find a solution that solves immediate problems and addresses current opportunities with the scale and flexibility to meet future needs.

CONSIDER: The work you do, size of team, location of team, skill set and other tech already in use.












PROBLEM

-  Team doesn't know status of projects. Deadlines slipping. Lack of clarity about tasks, timelines and due dates.
-  Team isn't communicating as quickly and informally as they need to be.
-  Don't know where people are when traveling or if on vacation.
-  Need accurate data on the time it takes to complete tasks on a project.
-  Can't find documents easily or quickly. Files aren't organized or in one place.
-  Team members are in the field and can't be tied to laptops.
-  Team needs a place to meet about projects, share ideas and collect all notes.
-  Need a quick pulse in real time on where team members stand on an issue.
-  Team needs to socially connect and get to know one another outside of work.



SOLUTION

-  Collaboration program with project management, workflow management, time tracking and communication tools.
-  Chat or instant messaging.
-  Shared calendar.
-  Time-tracker incorporated into project planner.
-  Document library with shared document creating, editing and sharing.
-  Mobile applications for all tools.
-  Team discussion boards, brainstorming tools.
-  Instant messaging, flash polling or brainstorming tools.
-  Work-specific social media, employee resource groups, video conferencing