**Collaboration Tools for *The Link***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tool** | **Cost** | **Ease of use** | **Team collaboration (#s)** | **Sustainable** | **Sharing** | **Modes**  | **Platform** | **Mobility** | **Audience/User demographic** | **Notifications** | **Analytics** |
| [Asana](https://asana.com/) | Free and $8.33/month for more features.[Student/group accounts and pricing available](https://asana.com/students). | Yes for basic account. | Free version - up to 15 team members. | Since 2008 | Yes.Asana is mostly an organiza-tional tool. | TextSome image | Web-based.Integration with:-Dropbox-Hipchat-Sunrise-Google Drive-Box-Okta-Evernote-Wufoo& [others](https://asana.com/apps). | iPhone, iPad and Android. | BusinessEducation | 3 types of email notification:-reminders-activity updates-dashboard updates. | YesBuilt-in and customized reports for completed work.Integration with apps for reports:-Weekdone-Hubstaff & [others](https://asana.com/apps/category/reporting) . |

Comments:

* Not great for graphics.
* Chat, messaging, scheduling, check-ins and document sharing.
* Good videos to help get started.

From [Wikipedia](https://en.wikipedia.org/wiki/Asana_%28software%29):

“Asana is web based software-as-a-service designed to improve team collaboration. It focuses on allowing users to manage projects and tasks online without the use of email.

Each team can create a workspace. Workspaces contain projects, and projects contain tasks. In each task, users can add notes, comments, attachments, and tags. Users can follow projects and tasks and, when the state of a project or task changes, followers get updates about the changes in their inboxes.”

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tool** | **Cost** | **Ease of use** | **Team collabora-tion (#s)** | **Sustainable** | **Sharing** | **Modes**  | **Platform** | **Mobility** | **Audience/User demographic** | **Notifications** | **Analytics** |
| [Basecamp](https://basecamp.com/) Information here is for the newest version – Basecamp 3.[Basecamp 2](https://basecamp.com/2) is also available. | Free trial;$29/month to start.1st Basecamp is free. | Yes | YesNo limit. | Since 1999 | Yes | Image (PNG, JPG, GIF)Text Video | Web-based.Can link with Google Docs.Can embedd outside content (Twitter, Flickr, Hulu, Instagram, SoundCloud, Vimeo, Vine and YouTube).Basecamp 3 does not have any 3rd party app integrations as of yet. App integrations are available for [Basecamp 2](https://basecamp.com/2/extras). | iPhone, iPad & Android. | Business | Email and push notifications for mobile device.Can schedule notifications for when available (snooze and do not disturb options). | User and activity reports. |

Comments:

* Chat (campfire), messaging, scheduling, check-ins, document sharing (synchronous features).
* Guides and tutorials (a bit hard to find). [Basecamp training](https://basecamp.com/classes) is offered.
* Drag and drop tools and file versioning.
* Option to turn on and off tools (e.g. message board).
* There is a phasing in of older versions to Basecamp 3 (not encouraging Basecamp 2).
* Help and support available via Twitter:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tool** | **Cost** | **Ease of use** | **Team collabora-tion (#s)** | **Sustainable** | **Sharing** | **Modes**  | **Platform** | **Mobility** | **Audience/User demographic** | **Notifications** | **Analytics** |
| [Bitrix24](https://www.bitrix24.com/) | Free account (12 people);$39/month & up for a paid account. | Fairly easy to use.Learning curve to use more sophisticated options (CRM). | 5 GB storage | Since 2012 | Real time tools:-instant messaging-group chat-phone calls-mobile messaging-video callsand videoconferencing.  | TextImageVideo | Web based.Desktop apps for Windows, Linux and Mac.Google Docs, Google Drive, Dropbox, OneDrive and MS Word integrations.[Other app integrations](https://www.bitrix24.com/apps/?category=all)  not very impressive. | iOS and Android. | Business | Not very much information about how notifications work. The help forum shows some user concern re: email and push notifications. | Task management reports (weekly, monthly, yearly or custom).Workload planning tool.Report builder wizard.Tasks and subtasks can be viewed in a Gantt chart. |

Comments:

* Bitrix24 is a combination social media interface with task management, document sharing, and time tracking.
* Group and private messaging.
* CRM (customer relationship management) feature.
* Announcement and photo gallery features.
* Help features aren’t great, although there are many [YouTube videos](https://www.youtube.com/user/Bitrix24).
* Bitrix24 desktop app shows messaging, notifications and tasks. It also allows video conferencing for up to 4 people in a group. There is a tool that manages and syncs files between the desktop and the cloud.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tool** | **Cost** | **Ease of use** | **Team collabora-tion (#s)** | **Sustainable** | **Sharing** | **Modes**  | **Platform** | **Mobility** | **Audience/User demographic** | **Notifications** | **Analytics** |
| [Samepage](https://www.samepage.io/collaboration-software) | Free account (25 pages; 5 GB storage).Pro account:$10 /user/month or $100/user/year(includes unlimited pages and storage, permissions manager and priority support).[Educational pricing](https://www.samepage.io/contact-us). | Yes | Yes, even the free account.Team and private messaging.Newsfeed option to track messaging.Tasks list. | Since 2013 | YesLive file syncing. | Text ImageVideo | Web-basedIntegration:-Dropbox-Box-OneDrive-YouTube-GoogleDrive. | iOS, Android, Windows and Mac apps (desktop and mobile). | Mostly businessEducation | Email and mobile notifications. | With Pro account user and activity information available. |

Comments:

* Samepage uses pages to create collaboration workspaces.
* Samepage is a good basic synchronous collaboration tool. All members of a team can see and edit the page (live).
* Good [support](https://community.samepage.io/support/home) and [video tutorials](https://www.samepage.io/collaboration-software/create-page).
* Depending on the collaboration project a page could become very busy (in appearance).

This is a user demo and review of a free account on YouTube: <https://www.youtube.com/watch?v=kWhyMds5_uA> . It shows how files (text, image and video) can quickly be uploaded to a page.