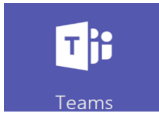







Collaboration Tools and Scenarios

User scenario	Suitable tool	What does it do?	When and where can I access it?	Why would I choose to use it?
I manage a team of 10 members, 9 JCU and 1 external. I would like a space where we can store documents, work together on files, reduce email usage, have a work plan to track progress.	Microsoft Teams 	A collaborative space that allows one-point-of-access for all team members. It brings together people, conversations and content/documents along with the tools that teams need to make collaboration easier and efficient.	O365 Teams is available on request to JCU users. It can be accessed through a mobile app, desktop app or web browser.	A suitable collaboration space when you require the following: <ul style="list-style-type: none"> • one central hub for Microsoft Productive tools • a repository to store in progress documents and allow synchronous and asynchronous collaboration • a group shared email, planner and digital notebook • a document library with a sound version control • persistent chats • edit function with @mentions capabilities • add external user to the collaboration space
I manage a team of 15 members. The team have weekly meetings to discuss operational tasks and priorities. We capture important discussions, meeting outcomes, action items, agreements and share these with meeting attendees.	Office 365 OneNote 	A digital notebook that allows a user to capture notes (typed/handwritten), drawings, picture, commentary, tags etc. <ul style="list-style-type: none"> • It provides a single place to keep all your notes and it never runs out of pages. • It can be shared with others for collaboration and the entire notebook is searchable. 	Part of the O365 suite and available to all JCU users. It can be accessed through a mobile app, desktop app, web browser.	A suitable collaboration space when you require the following: <ul style="list-style-type: none"> • shared digital notebook (where version control is not very critical) • share notebook for collaboration • information captured does not have to be very structured • suitable for taking and sharing meeting notes/outcomes/ action items etc.
I head a group of 100 staff members consisting of six teams working together across different areas within the University. There is a need to share information and seek feedback (crowdsourcing) about work issues and interesting industry papers without sending emails to the entire group. I want to cut back on email usage but still encourage a culture of sharing.	Yammer 	Corporate social networking platform for general communications and team collaboration. It can be created either as an open or private group <ul style="list-style-type: none"> • Allows Newsfeed, share items, initiate and contribute to discussions etc. 	Part of the O365 suite and available to all JCU users. It can be accessed through a mobile app, desktop app, web browser.	A suitable collaboration space when you require the following: <ul style="list-style-type: none"> • a tool for informal feedback and crowdsourcing • reduce email conversations and lists • encourage enterprise collaboration and sharing culture • encourage more targeted communication and engagement
I head a team of 50 staff members and we need an internal wiki, to store work procedures, internal processes, serial number tracking and directions for maintaining assets.	Confluence 	A wiki space that allows you to store and share documentations with strong search capability.	Accessible via the internet.	A suitable collaboration space when you require the following: <ul style="list-style-type: none"> • need to capture and store documentation rather than create documents and other files. • need to capture information and sharing it with a team
I am a JCU Academic Staff member, I want a secure, private, professional and easily accessible storage space that I can use for my in progress research documents papers, ideas presentations etc. I want to be able to share papers with my colleagues for information and review.	OneDrive for Business 	An individual storage space to store, share and sync your work in one place. <ul style="list-style-type: none"> • All your files are created with a private status. You can share files and folders with specified co-workers for viewing. • It has limited collaboration capability 	Part of the O365 suite and available to all JCU users. It can be accessed through a mobile app, desktop app, web browser.	A suitable individual storage space when you require the following: <ul style="list-style-type: none"> • a private, professional and secure document library for all JCU users. • an easily accessible storage space for work files • share work files with colleagues anytime and enables working across multiple devices.
I am a JCU staff and I would like to have a meeting with about 10 people. One person will connect through a video conferencing device while the rest of the meeting attendees will connect virtually through their desktop/devices. I have two presenters, during the meeting and they are located in different places.	Zoom 	A virtual meeting and video conferencing tool to enhance communication and collaboration with colleagues, students and the broader community.	A virtual meeting and video conferencing tool that is available to JCU users	A suitable video conferencing tool. It offers desktop video conferencing, files sharing during the call, desktop sharing at your desk or mobile. It is suitable for connecting: <ul style="list-style-type: none"> • a video conferencing connection point to a virtual meeting room • creating private meeting room for attendees to join anywhere using any device.