

Requests and considerations for collaboration software

May, 11 2009

Draft

Dr. Gaudino's requests for collaboration software

1. File sharing (documents, spreadsheets, etc.) on a broad, basis
2. Version control (date/timestamp, audit trail)
3. Notification of changes to a document
4. Voting on drafts, final versions, etc.
5. Flexibility in forming/changing teams to produce these documents

IT considerations -primary

1. Minimal startup costs
2. Minimal use of outside support
3. Minimal impact on resources
4. Minimal learning curve
5. Interact with GroupWise
6. Use for flexible team workspaces
7. Ease of team creation/modification
8. File sharing
9. Version control-locked document when in use
10. Will work on both PC and Mac
11. Secure environment
12. Easy to administer
13. Polling/survey abilities
14. Calendar
15. Ability to have discussions-important
16. Flexible searchable file storage (documents, meetings, events, etc)
17. Ability to tag whole/part of document-track changes AND/OR
Tag groups of kinds of documents so that they are easily found through the search function
18. Pagelet/portlet customization
19. Issue tracking
20. Provide ability to produce meeting agendas and notes

IT considerations –secondary

1. content management
2. Acts as a Web 2.0 portal

3. Navigation outside of software opens in new window-for example to avoid navigation away from CWU
4. Personalization functionality
5. wikis
6. blogs

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