

Internal communications: platforms and programmes

A list of useful tools to help strengthen working relationships and internal comms.

Slack

Purpose: project management, internal conversations and planning

Description: Slack brings all of your team's communication together, giving everyone a shared workspace where conversations are organized and accessible. Conversations can be organised into 'channels' to help streamline planning, and Slack has plugins for most workplace platforms and apps e.g. Salesforce, Wunderlist, Todoist. Filesharing is also supported, however there is no calendar or assigning tasks function.

More info: <https://slack.com/features>

Basecamp

Purpose: project management, team communication

Description: Basecamp combines discussions, tasks, files, schedules & chat in one place, making it easy to see what needs doing, where to find things, and what's going on. Features include: assignable tasks with deadlines, check-in questions which give teams a way of providing status updates, and timelines of activity to get up to speed quickly on project work.

More info: <https://basecamp.com/how-it-works>

Trello

Purpose: project management

Description: Trello is the easy, free, flexible, and visual way to manage your projects and organize anything. Trello's boards, lists, and cards enable you to organise and prioritise your projects in a flexible way. Apps your team already uses can be integrated and more features can be added with the pay option.

More info: <https://trello.com/home>



Purpose: workload tracking and management

Description: Asana is web-based 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.

More info: <https://asana.com/>



Purpose: file storage, file sharing

Description: Google Drive is a file storage and synchronization service which allows users to store files on their servers, synchronize files across devices, and share files. Your files in Drive can be reached from any smartphone, tablet, or computer, and you can quickly invite others to view, download, and collaborate on all the files you want.

More info: <https://www.google.com/drive/>



Purpose: file sharing, remote working, collaborative working

Description: Google Docs, Google Sheets, and Google Slides are a word processor, a spreadsheet and a presentation program respectively, all part of a free, web-based software office suite offered as part of Google Drive. Each application allows you to access, create, and edit your documents wherever you go — from your phone, tablet, or computer — even when there's no connection. Multiple people can also work on the same document at the same time.

More info: <https://www.google.com/docs/about/>



Purpose: file storage, file sharing

Description: Dropbox is a file hosting service that offers cloud storage, file synchronization, personal cloud, and client software. Dropbox synchronize files on all computers and devices, ensuring all files are kept up-to-date on all devices.

More info: https://www.dropbox.com/en_GB/?landing=dbv2