

AD643 Fall 2012  
Assignment 1  
Project Collaboration Tools

MetCo develops training material for the health care industry, including both classroom based training and online self-paced videos. A typical project team includes one or more subject matter experts, an instructional designer, two or more writers, and a trainer. Production of both printed matter and video is done by an in-house department. For most projects the entire team is in the same building.

MetCo's executive team would like to move to a more distributed model for development, both to reduce cost and to provide better support for their customers. Under this model, some project members would work at the customer's site, some would work from home, and some would remain in-house, including the project managers. Production would still be done in-house.

The CTO has asked your team to prepare a report evaluating three online collaboration tools, and to make a recommendation on which of the three MetCo should adopt. Your team will be given 15 minutes during the next board meeting to present your findings.

The tools you select should support the new project model, and your report should be in the form of a Powerpoint presentation. Include strengths and weaknesses of each tool and an overall recommendation. While collaboration is the key feature, scheduling and other project management features would be a plus. Also, your CIO had a very bad experience at her previous company with a Sharepoint implementation...best to avoid it.