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Social Sciences Computing
a division of SAS Computing

Using Technology to Collaborate

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How to facilitate a team
to reach a goal

Using Technology to Collaborate

- **Collaborative Activities**

- **Tools to facilitate collaboration**

- **Hurdles**

- **Tips**

Collaborative Activities

- ## Proposal writing

- ## Project notes

- ## Data analysis

- ## Paper or Report writing

Tools

- **Shared network space**

- **Wikis**

- **Social Bookmarking**

- **Google Apps**

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Shared network space

- **Common storage location**

- **Add and modify files easily**

o **No version tracking**

o **Not an explicit knowledge base**

➢ **Best for data analysis**

Wikis

- **Build knowledge base**

- **Easily accessible**

o **Not for files**

o **Requires moderator**

➢ **Best for project notes**

Social Bookmarking

- **Literature searches**

o **Not for files**

➢ **Exploratory activities**

➢ **del.icio.us**

Google Apps

- **Sharing documents; not necessarily merging documents**

- **Easy to use**

o **Google accounts**

o **Backup and recovery**

Hurdles

- **Merging information**

- **Types of sharing**

- **Version tracking**

- **Security**

Merging Information

- **Vertical merges**

  Combining different sections

- **Horizontal merges**

  Combining different versions of same section

  MS-Word:

  Tools..Compare and Merge

Types of Sharing

- **Read only**

  Information source

- **Add and Modify**

  Track changes

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Security

- **Hurdle increases as size of team increases**

- **Authentication**
  - **All team members should have accounts on common authority that verifies status as team member**

- **Authorization**
  - **Not all team members are allowed update the same information**

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Tips

- **Technology does not replace humans**

- **Coordinator of information**

- **All members of project team should use the technology (Common formats facilitate comparing and merging)**

Tips

- **Keep old versions; old versions can be compressed**

- **Make notes about version changes**

- **Define complimentary roles on projects**