

Digital Tools to Support Collaboration

19th October 2018



Can digital help you collaborate better?

- Showcase a range of free / low cost useful digital tools
- Look at examples of our experience - **feel free to share your successes too!**



**“Do I look like I
have time for
digital?”**

What digital tools / applications are you using already?



What factors should influence your choice?

Accessibility

Ease of use

Accessibility

Cost & Time

Reaching out to audiences

Why??

Efficiency and convenience

Reaching out audiences

Is there someone who can facilitate / drive it

Is it free?

Data usage and cost of the service

no difficult passwords

Being able to do it

Demography of intended recipients

What helps us have reach?

Do people know how to use it, or Is it simple to learn or use

Who are you collaborating with?



What am I collaborating for?

Share & edit documents in the cloud

- [Office 365](#)
- [Google docs](#)
- [Dropbox](#)



Croydon Data Hack

Thursday 4th October, 10.30 – 1.15 *(with optional hands on time till 3pm)*

Agenda

- 10.30 Welcome & intro – *Superhighways & CVA*
- 10.40 Hear from your Peers - local organisations sharing how they have started on their data journey using digital tools to analyse & visualise client & outcomes data.

Croydon Dropin, HomeStart Croydon(?) and Croydon Voluntary Action

21/09 10:18

Hi [natasha](#) and [Hannah Goulding](#) - do you want to check this agenda and make any comments? I've given the 2 of you a 45 min slot -

[See more](#)



Hannah Goulding (Guest) 21/09 11:30

Hi Kate - I think this looks great. Natasha and i are meeting on Monday to work out the datastore challenge. We will share with you

[See more](#)

21/09 12:23

Cool. Thanks [Hannah Goulding \(Guest\)](#) I think it would be good to include a part of the challenge that doesn't involve looking something

[See more](#)





Calendaring

- [Doodle](#)
- [Find time](#) (Outlook add on)
- Calendar invites – a must!

		<u>Table</u>		Calendar		
		Dec 10 MON 17:30	Dec 11 TUE 17:30	Dec 12 WED 17:30	Dec 13 THU 17:30	Dec 14 FRI 17:30
15 participants	+	✓6	✓9	✓11	✓15	✓5
👤 Kate	✎				✓	
👤 Chris		✓	✓	✓	✓	✓
👤 Jacky		✓	✓	✓	✓	✓
👤 Tish			✓	✓	(✓)	
👤 Sue					✓	
👤 Julie			✓		✓	

1:1 DIGITAL SURGERIES

Poll settings

- 
Yes, no, if need be
 Participants can indicate if an option is not ideal for them.
- 
Limit the number of votes per option
 First come, first served. Once the spots are filled, the option is no longer available.
- Votes per option
- 
Limit participants to a single vote
 Participants can only select one option.
- 
Hidden poll
 Participants' names, comments and votes are confidential. Only you can see the results.

Data capture

- Online forms – [Google forms](#), [Office 365 forms](#), [Survey Monkey](#)
(there are lots more!)
- Shared database / system?
- [Mentimeter](#) & [Slido](#)

Best Start ABCD app

* 1. Who are you?

- James
- Jenny
- Lorraine
- Marina
- Melissa
- Natalia
- Nicola
- Paul

* 2. Which area are you working in?

- Broad Green
- Thornton Heath
- Selhurst
- New Addington

slido

Top questions (40)

 Anonymous

7 

(1) what are the expectations around time commitment?

 Anonymous

7 

1) Are the Governance arrangements adequate? Contract clear? Risks identified?

 Anonymous

6 

Are your trustees in agreement?

[↑ Back to top](#)

Latest question

 Anonymous

4 


3 have we read the small print?

Join at
slido.com
#KVA

Communications


- Group comms – Whatsapp, Facebook groups, [Slack](#)
- eNews / updates – [Mailchimp](#), [Sway](#), blogs
- Social Media – conversations, #hashtags, [Wakelet](#) ([see example](#))



Slack - NetSquared


NetSquared 
Kate White







Jump to...

All Unreads
New Threads

Channels 
europe
general
london
random
uk


Direct Messages 
slackbot
Kate White (you)
David Wilcox
David Wilcox, Ellie Hale
Ellie Hale 
Paul Webster

Apps 


#london    Search   

☆ | 👤 10 | 🗑️ 0 | For organisers of the NetSquared Lo


Sunday, May 13th


 **Siddharth Bannerjee** 11:13 PM
Hey checking in for the meetup this week. I'll be at the venue by 5.30. Having a chat with Helen Lang who's looking to get more involved in our meetup and will also help start setting up and buy some juice, crisps etc.
[@ellie-cast](#) / [@mattmoorut](#) - do we have confirmation from the speakers you've been in touch with? If so, could you please add them to the meetup event page?
we could all do some last min promo on socials as well - try and get the RSVPs to about 50, so we get around 25 showing up...




Monday, May 14th

 **Kate White** 7:56 PM
Will do. Did you check re connections to projector etc? I'll have my laptop but not my usual array of connectors as Sorrel needs elsewhere that day. But I will have my clicker 😊 I'll aim for 5.30 too...

Tuesday, May 15th

 **Matt Moorut** 9:12 AM
There aren't any speakers from me [@siddharthb](#) - nice easy one. I'll do a bit of promo today and get TT to sponsor bits though. How much leftover cash do we have?

 **Siddharth Bannerjee** 4:04 PM
I've written to James to ask about projector etc [@katewhite](#)

 Message #london  



The Way Ahead - Data theme

[Home](#)[Our blog](#)[Keep updated](#)[Related articles & resources](#)[Home](#) / [Our blog](#)

Our blog

Important - underscored - not to be missed - notes about Greater London Volunteering, Sports, and Youth!!!

The final report for this project is almost finished. I have had the great honour of

ARCHIVE

Use the calendar or list of months to view entries made on those dates.

[< Sep](#) [October 2018](#) [Nov >](#)

Collaborate – tasks & project management

- [Trello](#)
- [Asana](#)
- Office 365 [Teams](#) & [Planner](#)



Boards Trello + K Kate

☆ Starred Boards

- Impact Aloud Conference ☆

👤 Personal Boards

Audiences	Croydon Living Lab	Home access project	Impact Aloud 2015
Impact Aloud 2016	Impact Aloud Conference ☆	Living Lab simulation in Croydon	Superhighways
Welcome Board	Create new board...		

VC Sutton website

VC Sutton Website

Team Visible

Subscri

Brief & project management

Brief

📎 1

Expression of interest

📎 1

Key dates

📅 Dec 10, 2015

💬 6

Contract & payment schedule

💬 1

Contract

Domain forwarding

💬 1

Google Analytics

💬 3

Add a card...

Audience

Digitally Avant Garde Potential Volunteer, Jack | Jack is a 21 year old digital native who recently graduated from uni with a degree in psychology and has moved back to Sutton living with his parents. He owns an iPhone and is a big Twitter user, from which he gets the majority of his news. He is currently working in Caffé Nero but is keen to use his time off (which varies each week due to rotating shifts) to create some social impact by helping those less fortunate out but wouldn't necessarily use the term 'volunteering'.

💬 2

📌 0/7

Digitally Mainstream Potential Volunteer, Sarah | Sarah is a 42 year old wife and mum of two kids who have both now started at school, and as such wants to get

Add a card...

Wire frames

Dawn/Kate meeting with Pat/Nat/Matt on 10th

📅 Dec 10, 2015

💬 1

D

K

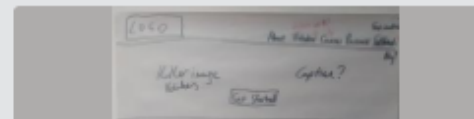


Website navigation - my thinking 6 weeks ago

☰

💬 2

📎 2



Add a card...

Graphics & images



Killer photo/s for homepage

📅 Dec 31, 2015

💬 4

📎 4


Host Volunteer photos

💬 3



Add a card...

Asana

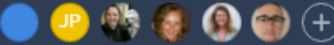
 ×

Tasks I've Created

Tasks I've Assigned to Others

Recently Completed Tasks

[Upgrade for more reporting](#)



Team Conversations

Team Calendar

PROJECTS +

Shared Project 1

Room re-organisation

Preparing for upcoming PM Vis...

Team meeting 12th Jan 2017

Superhighways website

CASPA website

Kingston VCS Strategy Refresh

MAPS Website?

Org Scenario building

KVA training

CVA Website refresh

MY TASKS

INBOX

DASHBOARD



Search

Help

Upgrade

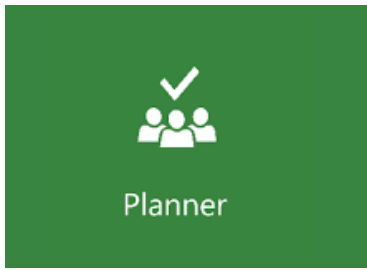
Superhighways

Tasks I've Created

List Calendar

Refine Search

- Organise for all PCs waiting to be refurbished to be put at bottom of righthand cupboard Room re-...
- Re measure the room - I'm not sure where Sue's paper drawing has gone :(Send me the measurements as I might be going to il Room re-...
- Take pile of junk in middle of room to the dump. Colin - can you fit this in sometime next week? As you suggested - take home Room re-...
- Clear Asad's desk so Alex can sit there Mon 27th & Tues 28th Room re-...
- Agreed action plan with Sara CVA Web...
- Action plan - with tasks / nos of days break down Kingston ...
- Copy for KVA eNews going out 14th March Kingston ...
- Promote session on twitter / thro networks etc Using Canva for publicity & infographics
- Using Canva for publicity & infographics KVA traini... Mar 30
- Print out handouts Using Canva for publicity & infographics
- Revise exercise sheet Using Canva for publicity & infographics
- MASH PC install



Planner ☆
... > General

Board Charts Schedule ...

KW AR SP PT +1 Members ▾

To do **In progress** **Done** **Add new bucket**

To do

In progress

- Evaluation
15/06 ...
- KW Kate White

Done

- Book venue ...
- Contact all speakers ...
- Finalise agenda ...
- Order lunch ...

Hide completed 2 ^

Create Sway round up
22/06 ...

SP Completed by Sorrel Parsons on 21/06

SWAY

Aim - 1) to share back with attendees - embedding resources & adding links out to Step by step guides etc Focus on 1st section and then just slides from other speakers
2) To share with those who didn't attend -



Microsoft Teams

Search for or type a command

Activity

Chat

Teams

Meetings

Files

Store

Favourites

- Superhighways
- Kingston Data Hack
- Impact Aloud 2018

Kingston Data Hack > General

Private

Conversations Files **Planner** Eventbrite bookings

Board Charts Schedule

Filter (0) Group by Bucket

To do	In progress	Done
<p>+</p>	<p>+</p>	<p>+</p>
<p>SWAY</p> <p>18/06</p> <p>Sorrel Parsons</p>	<p>Evaluation</p>	<p>Book venue</p> <p>Contact all speakers</p> <p>Finalise agenda</p> <p>Order lunch</p>

Online meetings

- Google Hangouts
- Skype for Business
- GoToMeeting

When Weekly from 11am to 11:30am on Tuesday, Thursday Coordinated Universal Time

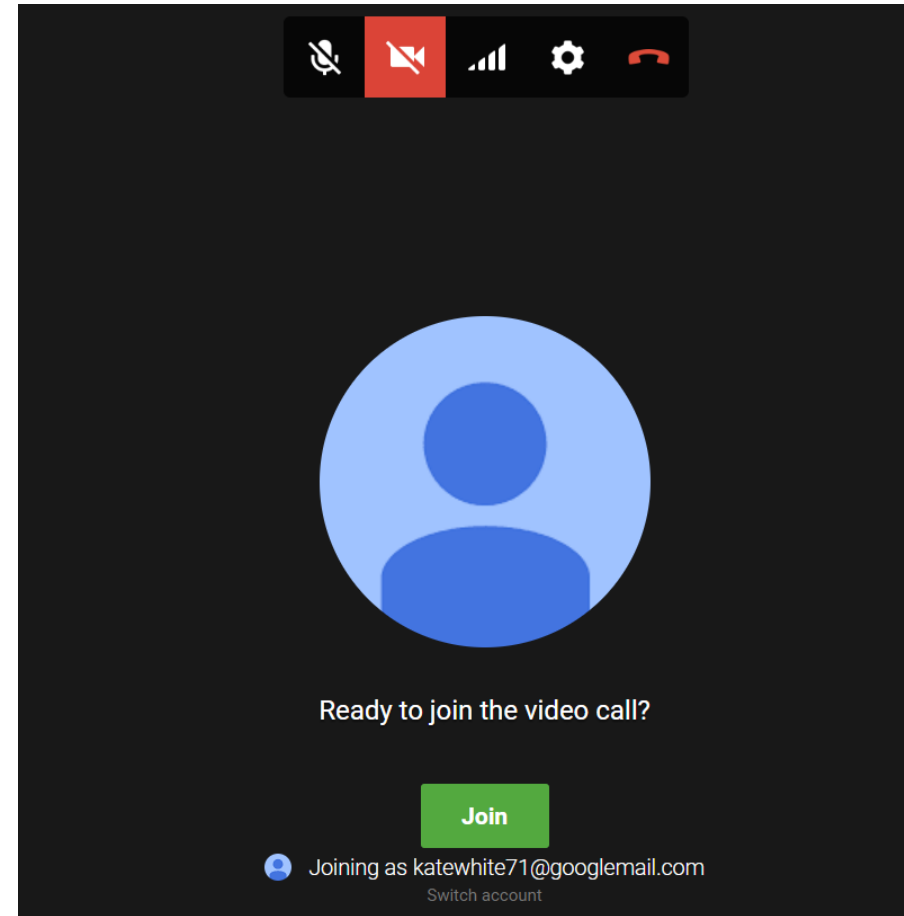
Where via Hangout and RBK-GH1-1F-Digital ([map](#))

Video call https://hangouts.google.com/hangouts/_/unifiedgov.co.uk/connect-well

Calendar katewhite@superhighways.org.uk

Who

- Ben Cheetham - organizer, optional
- katewhite@superhighways.org.uk - optional





Warning: Skype for Business is being transitioned into Microsoft Teams

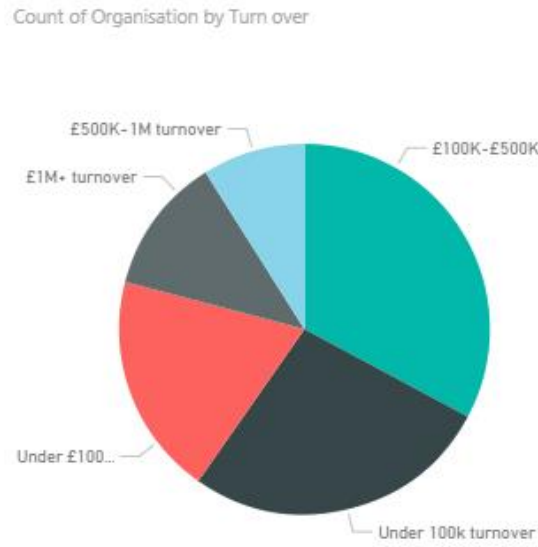
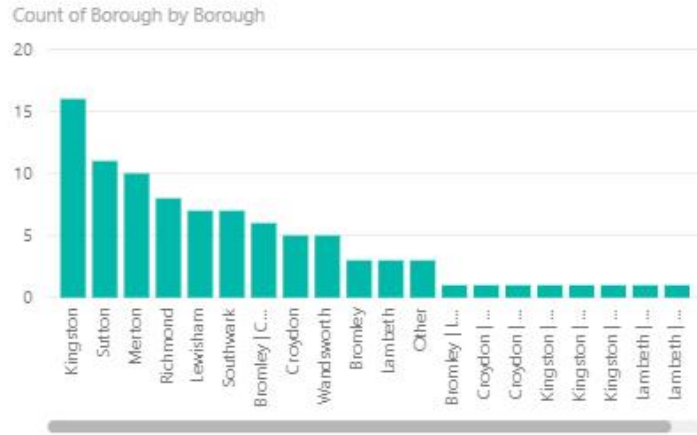
What features did/does Skype for Business Offer:

- Instant Messaging – both internal and external
- Schedule and conduct online meetings
- PowerPoint presentations
- Content sharing
- Conferencing tools – Whiteboard, Poll, Q&A
- Recording of meetings, video and Audio
- Microsoft Phone System (365 Enterprise E5 Plan)

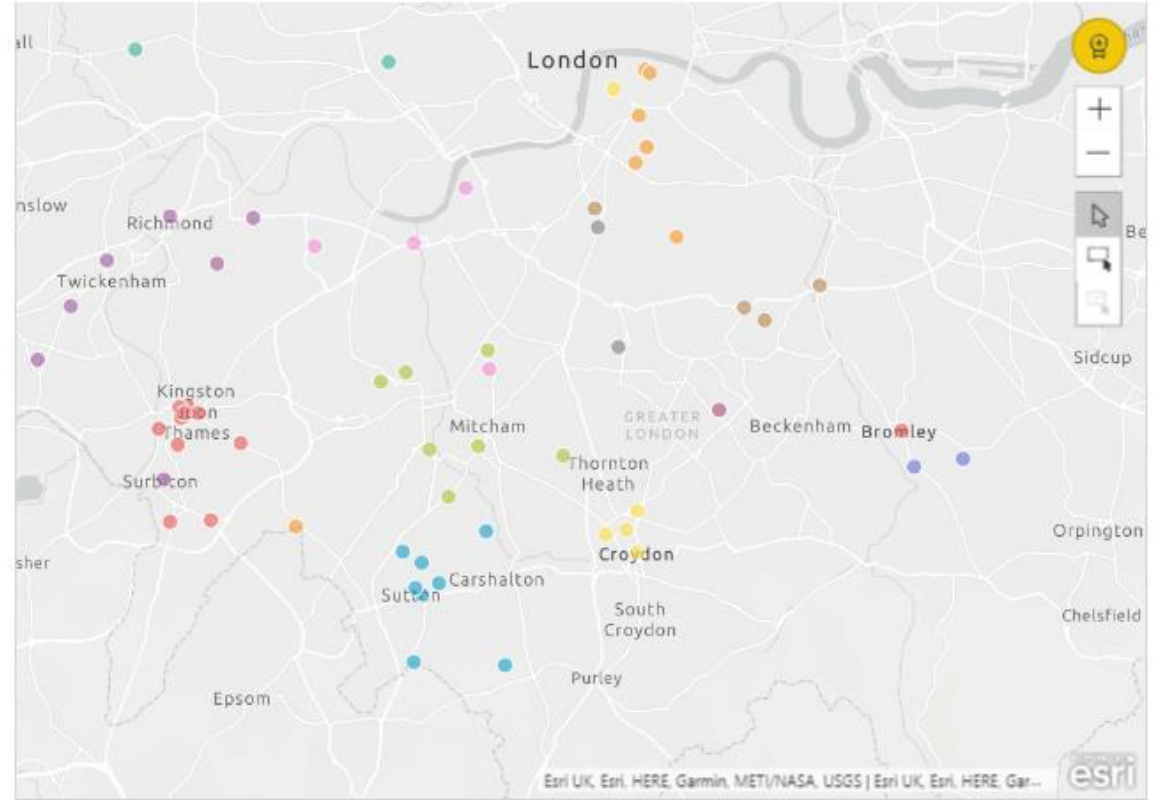
Upgrade from Skype for Business to Teams can be managed through the new Microsoft Teams & Skype for Business Admin centre

Reporting / evaluation

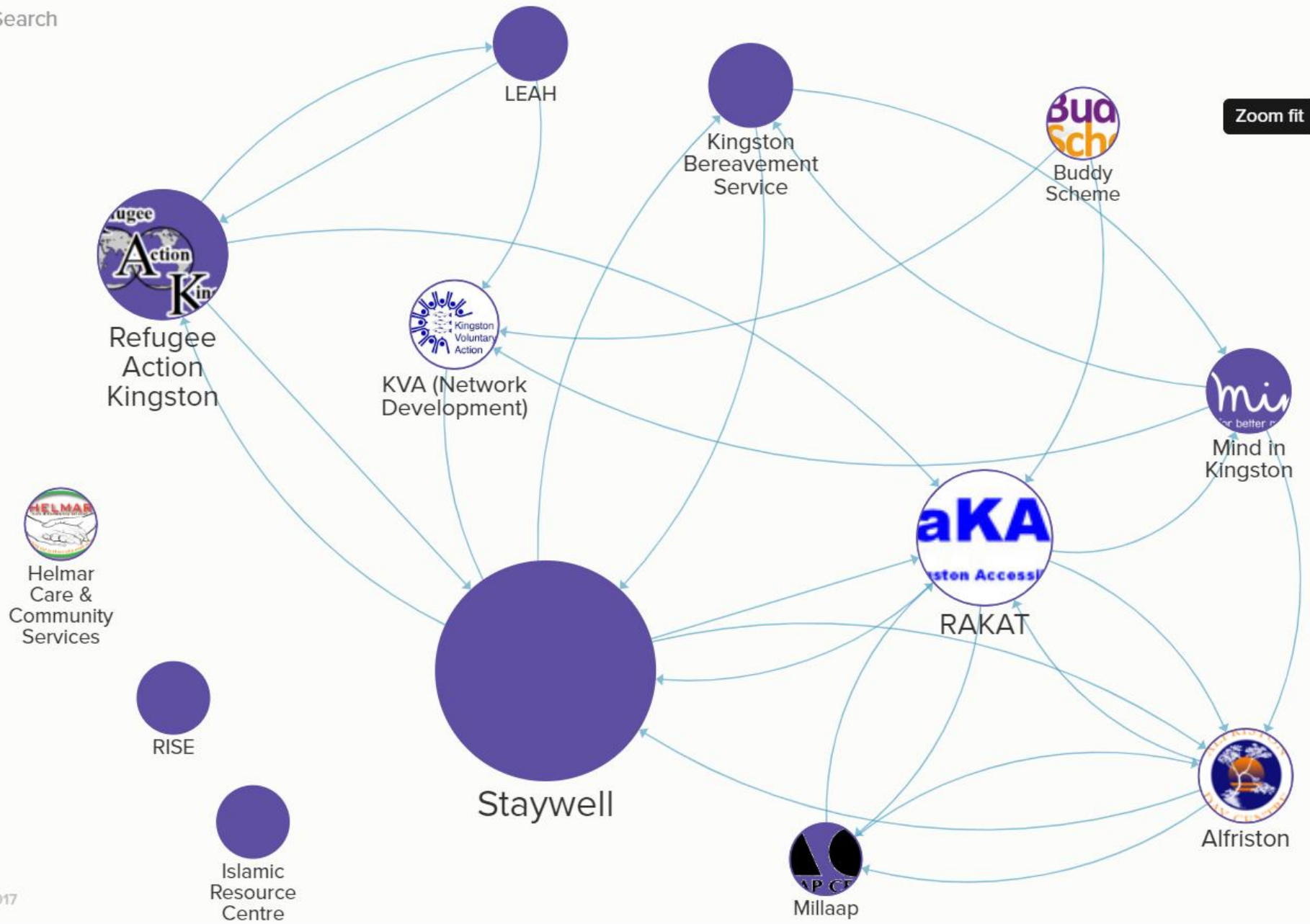
- Survey Monkey – share link & [new dashboard](#)
- Business Intelligence – [PowerBI](#)
- Network Mapping - [Kumu](#)



Postcode, Borough, Organisation and Organisation



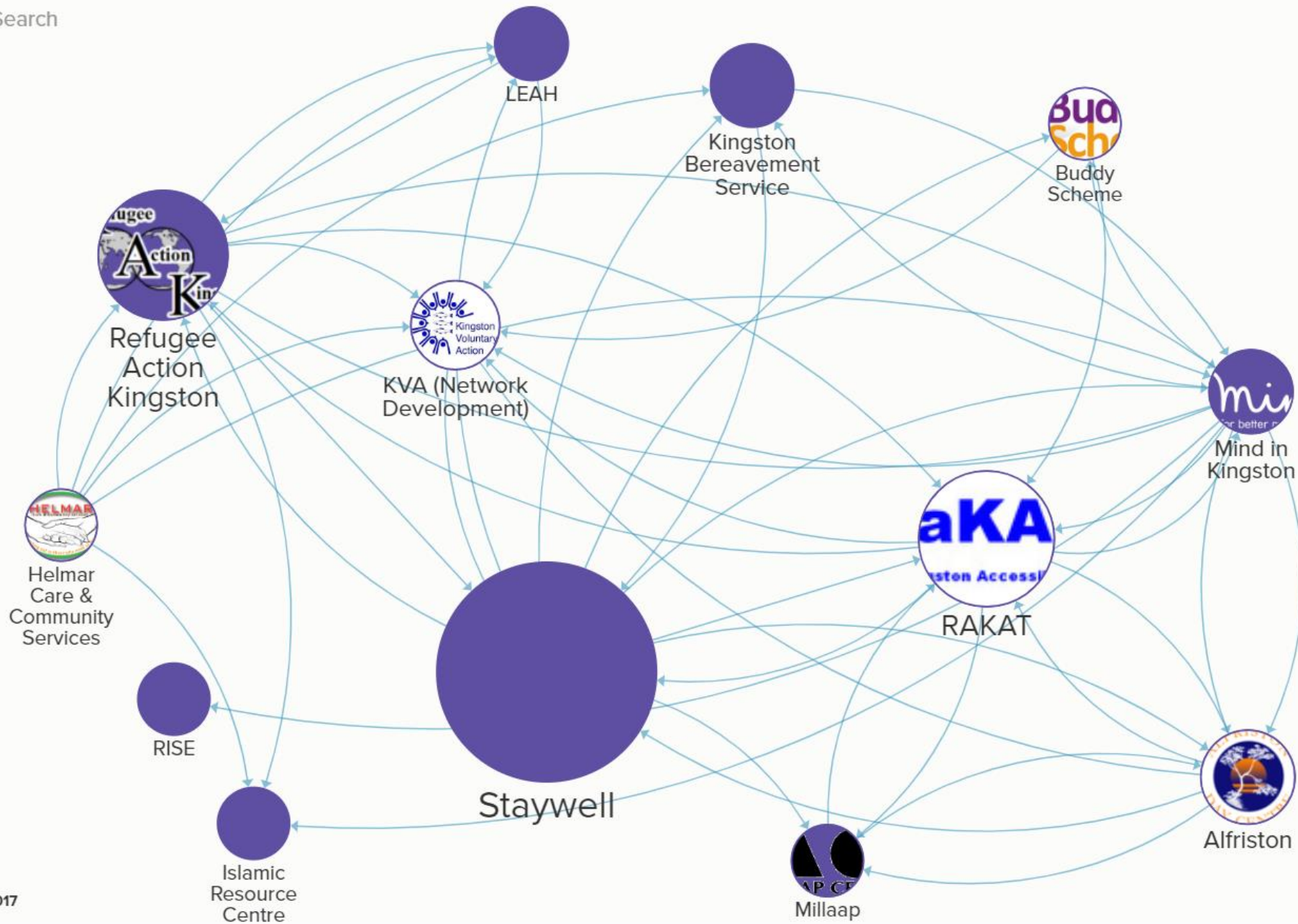
Search



Zoom fit



Search



Getting it right...

- Collaborate on what tools you are going to use
- Provide guidance / training early on and what to use for what
- Seek feedback as you go along & evaluate
- Budget – cost / benefit (don't just go for free!)
- Pay attention to access / data protection
- And build in the non digital too

Thank you for listening!



Kate White

katewhite@superhighways.org.uk

www.superhighways.org.uk

[@SuperhighwaysUK](https://twitter.com/SuperhighwaysUK)