

Technology Solutions for Building a Virtual Workplace

March 25, 2020

Given recommendations from Canadian and Provincial health officials to self-isolate and stay at home to slow the spread of COVID-19, employers are transitioning to working from home.

The AMSSA Team compiled the following information to provide our members and BC service provider organizations with resources and tools to build an online work environment. In this document, you will find a sampling of software and applications organized by purpose and type of platform. We hope this is helpful to you and your organization.

TEAM MANAGEMENT & COLLABORATION

Working remotely can make it difficult to keep tabs on projects. Project management software can help to make your workflow more organized and efficient.

Name	Cost	No. of Users	Main features	Other Capabilities
Asana	<p>Free</p> <p>Premium - \$10.99 USD / per user per month (paid annually) or \$13.49 USD/ per user per month (billed monthly)</p> <p>Other paid versions: Business, Enterprise</p> <p><u>Techsoup for non-profits & charities:</u></p> <p>1-year subscription Asana Premium or Business – 50% discount on annual subscription</p> <p>Admin fee \$101</p>	<p>Up to 15 users</p> <p>16+ users</p>	<p>Project management (task management) & visual workflow</p> <p>Free subscription features plus: private teams & projects, advanced search & reporting, admin console</p>	<p>Application integrations</p>
Basecamp	<p>Basecamp Personal Limited – free</p>	<p>Up to 20 users</p>	<p>Up to 3 projects & 1GB of storage</p>	

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	Basecamp Business \$99 USD per month	Unlimited	Unlimited projects & 500 GB of storage, team projects, project templates & priority support, Company HQ, unlimited clients, advanced client access	
Flow <i>Based in Victoria, BC</i>	Starter - \$7.50 USD per user per month Pro - \$14.95 USD per user per month Annual billing receives a 20% discount	Unlimited	Unlimited tasks, public & private projects All features of starter subscription as well as workgroups, resource management, project timelines, task profiles & timelines	Application integrations & Public API
Microsoft Project	Project Plan 1 - \$12.80 CAD per user per month (annual commitment) Project Plan 2 - \$38.50 CAD per user per month (annual commitment)		Project planning, scheduling, timelines, visual workflow All features from Plan 1 as well as reporting, interactive roadmaps, timesheet submission, desktop client for 5 PCs per person	Cloud-based solution
Podio	Free Basic - \$9 USD per user per month	Up to 5 users 5+ users	File sharing, task management, mobile app, office spaces All free subscription features as well as user management, unlimited external users	Application integrations

CLOUD-BASED STORAGE, REAL-TIME COLLABORATION & EDITING

If staff do not have remote access to your shared file server, having a cloud-based storage subscription might be useful to share and save files. Some of these services also allow for real-time collaboration and editing of documents.

Name	Cost	No. of Users	Main features	Other Capabilities
Box	Starter – \$7 CAD per user per month (annual billing)	3-10 users	100 GB storage, 2 GB upload limit, file sharing & user management	

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	<p>Business - \$21 CAD per user per month</p> <p>Annual billing receives 5% discount</p> <p>Techsoup for non-profits & charities:</p> <p>Box Discount (10 licenses) This donation provides 10 perpetual licenses. They do not expire nor require renewal.</p> <p>Admin fee \$116 CAD</p>	<p>3+ users</p> <p>10 users</p>	<p>Unlimited storage, 5GB upload limit, file sharing, user management & custom branding</p>	
Dropbox	<p>For Individuals:</p> <p>Basic - Free</p> <p>Other individual plans available</p> <p>For Business:</p> <p>Basic \$27.99 USD per month</p> <p>Standard \$21 USD per user per month starting at 3 users</p> <p>Advanced is available as well</p>	<p>1 user</p> <p>1 user</p> <p>3+ users</p>	<p>2GB of storage</p> <p>3TB of storage & file sharing, Send files u to 100GB, mobile offline folders, document watermarking, tech support</p> <p>5TB of storage, file sharing, team management & collaboration tools, Admin login to manage teams, admin console with audit log, encryption, sharing permissions, tech support</p>	
Google Drive	<p>Personal - Free with account</p> <p>Enterprise - \$8 USD / per active user per month + \$1 USD per 25 GB</p>	<p>1 user</p>	<p>15GB of storage & file sharing</p> <p>Works with Microsoft Office, includes Google Docs, Sheets, Slides etc. Includes share drives, enterprise security, 24/7 phone and e-mail support, & is</p>	<p>Google Docs, Sheets, Slides etc. also allow for real-time collaboration and editing of documents.</p>

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	Committed pricing of \$12 USD per month with 1TB of pooled storage is available		accessible via web, mobile or desktop.	
Microsoft OneDrive A standard application in Microsoft 365 and Office 365, Sharepoint plans	<u>For Individuals</u> Personal – Free Other individual plans available <u>For Business</u> Plan 1 - \$6.40 CAD per user per month (annual commitment) Plan 2 - \$12.80 CAD per user per month (annual commitment)	1 user	5GB of storage & file sharing 1TB of storage & file sharing 1TB of storage & file sharing with advanced security	
Microsoft Teams Other versions available with Office 365 subscriptions	Free	Unlimited	Chat messenger, collaboration on office documents, 10GB of file sharing, guest access.	Application integrations
Sync <i>Based in Toronto, ON</i> <i>All files stored in Canada</i>	<u>For Individuals</u> Solo - \$8 CAD per month billed annually Other individual plans available <u>For Teams</u> Standard - \$5 CAD per month per user, billed annually Plus - \$8 CAD per month per user, billed annually Advanced - \$15 CAD per user per month, billed annually	1 user 2 – 100 users 2 – 100 users 2 – 1000 users	2TB of storage, file sharing, unlimited transfer limits, encryption & support 1TB of storage per user, file sharing, unlimited transfer limits, encryption, administration tools & support All standard features but 4TB of storage per user All standard features but 10TB of storage per user	Activity logs & mobile application

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MEETINGS

Online meeting platforms allow staff to connect with one another through audio, video and text. This can also be an effective way to host meetings and connect with your clients.

Name	Cost	No. of Users	Main features	Other Capabilities
BlueJeans Meetings	Standard - \$19.95 CAD per host per month Pro - \$27.93 CAD per host per month Other plans available	Up to 50 users Up to 75 users	Video & web conferencing, 1:1 and group meetings, 5 hrs recording All standard features as well as 25 hrs of meeting recording, analytics, app integrations, & security	BlueJeans also has an Events platform
Google Hangouts <i>Note: Google Hangouts Classic may be retired in June 2020</i> G Suite for Business Subscription available includes Hangouts Chat and Hangouts Meet	Personal - Free	Up to 25	Video conferencing	Messenger chat
GoToMeeting During the outbreak of Coronavirus (COVID-19), LogMeIn will be providing free Emergency Remote Work Kits for Health Care Providers, Educational Institutions, Municipalities & Non-Profit organizations, and current LogMeIn customers.	Professional - \$19 CAD per Month Business - \$26 CAD per Month 16% discount if paid annually. Provides non-profit discount	Up to 150 users Up to 250 users	Unlimited meetings, video & web conferencing, screen sharing, add co-organizers, group messaging All professional features as well as unlimited recording, smart assistant, notetaking, drawing tools, keyboard & mouse sharing	LogMeIn also has GoToTraining & GoToWebinar platforms

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<p>Skype</p> <p>Skype for Business Online has been replaced by Microsoft Teams</p>	<p>Free with Account</p> <p><u>Techsoup for non-profits & charities:</u></p> <p><u>Discounted Skype for Business</u></p> <p>Admin Fee \$19 CAD</p>	<p>Up to 50 users</p>	<p>Video conferencing, screen sharing, & recording</p>	
<p>WebEx</p>	<p>Basic – Free</p> <p>Starter - \$17.95 CAD per month per host</p> <p>Plus - \$23.95 CAD per month per host</p> <p>Business - \$35.95 CAD per month per host</p>	<p>Up to 100 users</p> <p>Up to 50 users</p> <p>Up to 100 users</p> <p>Up to 200 users</p>	<p>Unlimited meetings, video conferencing, screen sharing, collaboration features</p> <p>All <i>Basic</i> features as well as 5GB of storage, recording transcripts, custom link, support, & administrative controls</p> <p>All <i>Starter</i> features as well as customized WebEx site URL, analytics, admin portal, alternate hosts & scheduling</p> <p>All <i>Plus</i> features as well as 10GB of storage, branding & customizations, application integrations</p>	<p>Mobile application</p> <p>WebEx also has Events & Training platforms</p>
<p>Zoom</p>	<p>Basic – Free</p> <p>Pro - \$20 CAD per month per host</p> <p>Business - \$27 CAD per month per host (minimum of 10 hosts)</p>	<p>Up to 100 users</p> <p>Up to 100 users (option to purchase up to 1000 users)</p> <p>Up to 300 users</p>	<p>Web & video conferencing, unlimited 1:1 meetings, 40 min limit on group meetings, unlimited number of meetings, online support, keyboard & mouse control, group messaging</p> <p>All <i>Basic</i> features as well as meeting duration limit is 24 hrs, user management, admin feature controls, reporting, custom personal meeting ID, recording</p> <p>All <i>Pro</i> features as well as dedicated support, custom branding and e-mails</p>	

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	<p>Techsoup for non-profits & charities:</p> <p>Discount for Business Plan (10-License Bundle) - 50% discount on 1-year subscription & add-ons</p> <p>Admin fee: \$262 CAD</p> <p>Discount for Pro Plan - 50% discount on 1-year subscription & add-ons</p> <p>Admin fee: \$90 CAD</p>	<p>Option to purchase up to 1000 users)</p>		
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TIPS

- Connect with your teleconference service provider, they may have video conferencing solutions available for you
- For non-profits and/or charities to subscribe to any online Microsoft application, connect with your IT department or service provider as there may be discounts available.

Tips for Working from Home

Campana, M. (2020, March 24). [Digital Transformation - a Knowledge Mobilization Resource for the Immigrant and Refugee-serving Sector](#). Google Document. <http://ow.ly/Ugll50yVLvn>

Chiara, C. (2020, March 17). [COVID-19 How Nonprofits can Establish Effective Telecommuting Practices](#). (Techsoup) <http://ow.ly/CH7250yVBXU>

Dawson, M., (2020, March 19). [Pro-Tips from CharityVillage Staff on Working from Home](#). (CharityVillage) <http://ow.ly/dPV850yVCW4>

Saba, R. (2020, March 22). [Tips on how to work from home for newbies](#). The Star. <http://ow.ly/iVw350yVCn9>

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