

## Recommendations

- ✓ Network assessment is essential to implement VoIP solutions effectively. Your IT support provider can do this for you.
- ✓ A hosted VoIP solution is the best alternative for you if you do not want to invest in equipment and you do not have dedicated IT staff to manage the service onsite.
- ✓ The service provider who offers their VoIP services within a 'flat monthly fee model' may prove to be more suitable, as you will have predictable monthly expenses.

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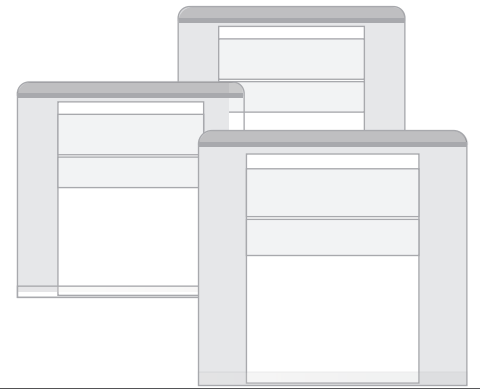
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# Web Collaboration

*Enhancing the productivity of your business*



**Small businesses that can work together effectively compete more aggressively with their competitors. Collaboration brings your employees and customers together, resulting in improved efficiency and stronger relationships with customers.**

In today's global business environment, the value of working together, or collaboration, can have a huge positive impact on your business. Your employees and teams need to work together, and share ideas and information across geographic boundaries. For a small business such as yours, effective collaboration is essential to improving productivity by empowering your employees to communicate and work more efficiently using the right communications tools. Small businesses that can work together effectively compete more aggressively with their competitors. Collaboration brings your employees and customers together, resulting in improved efficiency and stronger relationships with customers.

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Future Logic provides IT strategies that are designed to take your business to new heights, by empowering you to achieve greater efficiency, productivity and profitability through advanced, cost-effective technology. We are an independent company, working exclusively to better our clients' businesses with technology solutions that are based on their unique requirements, instead of based on vendor ties. Discover how a custom IT solution from our team of experts can propel you to greater success today!

For example, if ten geographically dispersed employees want to work on a project jointly; they can simply dial into an audio conferencing bridge and can share ideas and exchange information without physically moving to a common place. If the company has web conferencing or whiteboard equipment and shared workspace, these employees can even view the same presentation or worksheet, and can modify materials together in real time. Employees no longer need to travel to the same physical location to communicate and collaborate, and can work together from any location. They can team up with internal colleagues or external partners through these real-time collaboration tools, attaining a wide variety of common goals, such as sharing customer information, designing, product development, marketing, building consensus, and gaining approval.

## 2 Types of Collaboration Tools Synchronous and Asynchronous

**Collaboration tools generally fall into two categories**

**Synchronous Tools:** Synchronous tools are presence-based, used when all parties are working at the same time but in different locations. These tools enable real-time communication similar to a face-to-face meeting, connecting people at a single point of time. This type of tool includes:

- Audio conferences
- Web conferences
- Video conferences
- Instant messages
- White boards
- Application sharing

Audio conferencing, a telephone connection between more than three people through audio connection, is useful for verbal discussions and dialogue. Web conferencing is the fastest growing collaboration tool. One that you could be using today. Connecting people together from multiple locations, allowing application and video sharing and can include features such as content, polling, and white boarding. Presence based instant messaging tools are useful for quick resolution of problems and issues.

**Asynchronous Tools:** Asynchronous tools enable communication over a period of time, allowing people to connect at each person's own convenience, and not necessarily at the same time. Some examples include:

- Messaging (e-mail)
- Discussion boards
- Web logs (Blogs)
- Shared Calendars

“...Wainhouse Research<sup>1</sup> has highlighted that collaboration solutions such as audio, video, and web conferencing are reducing the need for travel eliminating airfare, taxi, and hotel expenses.”

<sup>1</sup> Wainhouse Research “Competitive Advantage: The CEO’s Guide to the Connected Enterprise”,

<sup>2</sup> A Frost & Sullivan White Paper, “Meetings around the World: The Impact of Collaboration on Business Performance,”

<sup>3</sup>Wainhouse Research, “Collaboration with Teams and Partners: Achieving productivity Gains Inside and Outside Your Business,”

<sup>4</sup> Wainhouse Research, “The Vital Role of Web Conferencing in Small & Medium Enterprises Users Reveal Key Applications and Their Value”,

## The Impact of Collaboration on Business Performance

### Increased productivity and reduced costs

Collaboration tools are enhancing business performance by increasing productivity and cutting costs. Collaboration solutions replace face-to-face meetings. Wainhouse Research<sup>1</sup>, has highlighted that collaboration solutions such as audio, video, and web conferencing are reducing the need for travel, eliminating airfare, taxi, and hotel expenses. Eliminating travel also eliminates many hours and days of downtime away from the office, reducing stress levels and wear and tear on the business and personal lives of employees.

### Improved communications and enhanced coordination

Collaboration tools help facilitate faster and more effective communications. Presence based instant messaging tools help employees access co-workers immediately, helping them to quickly resolve customers’ problems. This increased efficiency results in higher customer satisfaction. Frost & Sullivan<sup>2</sup>, together with Verizon Business and Microsoft, conducted a research program to learn how collaboration impacts business performance. The results showed that high quality collaboration has a significant and positive impact on financial performance, labour productivity, customer satisfaction, product quality, development, and innovation.

### What collaboration technologies do small businesses use?

Collaboration technologies had their beginnings in telephone and e-mail, but these days they can include everything from intranet portals to video conferencing. Instead of using separate sets of applications, companies are now creating virtual workspaces by assembling these technologies together. While the trend is shifting toward real-time collaboration, asynchronous communications tools are still playing a vital role in organisational interaction. A survey conducted by independent market research firm Wainhouse Research<sup>3</sup> reveals that email, clearly leads in daily usage. Web conferencing falls right behind audio conferencing as a daily or weekly tool. Wainhouse Research<sup>4</sup> has further shown that smaller