

## DISCOVERY

### INFORMATION GATHERING AND DISPLAY PLATFORMS

- DEPARTMENT OR FUNCTION AND LOCATION
- FOLDER

SOFTWARE	PRO'S	CON'S	UPKEEP	COST
GOOGLE PLATFORM	<u>GATHERING</u>  Easily done through Gmail Accounts (Most people have or can easily get)  Easy to upgrade account to Google one 200 GB – 2.99/month 2 Tetrabyte- 9.99/month	Some people may not use Google  Potential formatting issues going from MS Word/Excel> Google Docs/Sheets  Can only store 15 GB of Data with free account	Minimal-Medium  Team members will be able to access, upload, and make edits once permissions are granted  Folder set up and monitoring will be involved	Free- 15 GB  1.99/ month 100 GB  2.99/month 200 GB  9.99/month 2 TB
	<u>DISPLAY</u>  Sort by folders- choose share options for specific folders  Searchable, sortable	Not a high capability for artistic or design choice  Well established (low chance of losing access ever and worry about backups )	Will need to be updated intermittently	

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DROPPBOX	<u>GATHERING</u>	<p>Fairly easy to create folders</p> <p>Easy to share different types of files</p> <p>Most people have some familiarity with it</p> <p>Quite easy to upload and download</p>	<p>Only 2 GB storage in basic plan but can pay for more</p> <p>Some may not have familiarity with it</p>	<p>Should not have to worry about loss of access (well established)</p> <p>Some general maintenance will be needed to keep things updated and organized as things change</p>	<p>Basic Free 1 user 2 GB</p> <p>Plus- 9.99 /month 1 user Unlimited device access 2000 GB</p> <p>Family – 16.99/month 6 users</p>
	<u>DISPLAY</u>	<p>Quite streamlined</p> <p>Most people know it</p>	<p>Takes some few extra steps to do any editing directly to the documents</p>	<p>Medium to quite a bit- someone will need to keep things structured and update</p>	
POWERDMS	<u>GATHERING</u>	<p>Already used by Moorings, this could potentially make easier to gather data</p> <p>Familiarity – know this is something that works already</p> <p>Easily works with Microsoft Suite</p>	<p>Requires some know-how and training to manage</p> <p>Possibly limited in the presentation/ artistic style</p> <p>Need to grant special accesses to involve people</p>	<p>This will need to be kept up with and managed</p>	<p>Some features possibly included in current plan</p> <p>Contact rep for info</p>

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	<p><u>DISPLAY</u></p> <p>Quite simple in look</p> <p>Familiarity with the look and functions of this system already</p>			
SHAREPOINT	<p><u>GATHERING</u></p> <p>Integrates easily with Microsoft products</p> <p>Can use a collect feedback workflow to route documents to other people for feedback</p> <p>Sends reminders and notifications about workflows and tracks progress</p> <p>Using this template, you can add multiple Collect Feedback workflows to your sites. Each workflow that you add is a unique <i>version</i></p>	<p>Not as user-friendly or accessible as some other products</p> <p>May require some technical knowledge to build out and develop</p>	<p>Will require medium to quite a bit of initial work and maintenance</p>	<p>(Tony is Pricing this out)</p>
	<p><u>DISPLAY</u></p> <p>Can customize it to make a personalized intraweb</p>	<p>Need expertise to program the visuals</p>		

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WEBPAGE (DISPLAY)	Gives us ownership and control – don't have to worry about losing info  Don't have to worry about platform software changes ruining the look theoretically	It may not be as customizable as a pre-made layout could provide	Will require quite a bit of initial work and some continued further maintenance	
DOCUMENT (DISPLAYED)	We get to decide how things are displayed and presented  The format should stay the same and not get phased out with changing technology/software	Building from ground up may take more time and effort (maybe)  Would lack certain useful features that established programs provide	Once set up, can ideally stay the same,  Will need to be updated whenever there are any changes, but it should not be technically difficult to do	(Reference Debi Pricing)