

Remote working management skills for HR professionals

Online collaboration tools

Presentation



1. ClickUp



PROS:

- Real-time collaboration detection feature
- A forever free plan
- Adapts to your personal approach and to anyone you're collaborating with
- User-friendly interface

CONS:

- Too many features
- Too many options for customization
- UI needs improvement

<https://clickup.com/>

2. MeisterTask



PROS:

- Designed for project collaboration and management
- Every team member can see where they are
- Instant communication
- Integration with other apps
- Team Collaboration Features
- Streamlined Task Management

CONS:

- Basic features on the free plan
- Can be costly for large businesses
- Transferred to browser

<https://www.meistertask.com/>

3. BaseCamp



PROS:

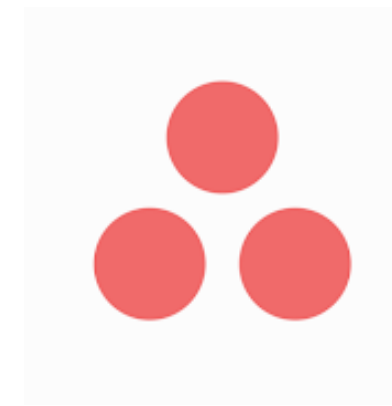
- Great portal for outside clients to manage projects and deliverables with the main project team, without altering any of the plans

CONS:

- One of the oldest project management tools in the market: features are rather basic and insufficient for modern project collaboration plans

<https://basecamp.com/>

4. Asana



PROS:

- Assigning tasks to team members – easier to notify them of important project developments
- Team members share goals and coordinate over milestones – easier to work as a team

CONS:

- Not supporting multiple assignees and assigned comments

<https://asana.com/>

5. Trello



PROS:

- It's free
- You can use trello on any size of the screen. Its interface is much more different from other services. Trello looks like an App, not a site
- Real-time updates
- A board for a project and you can see all the items on one page
- Creating issues and assigned someone to those issues are simple and easy
- Adding a new member is easy. You can not only add an existing user to your board but also invite new users by type in emails

CONS:

- No Gantt chart
- Can't write documents or wiki about boards, only simple description

<https://trello.com/>

6. Wrike



PROS:

- Real-time editing
- Time-tracking

CONS:

- Doesn't allow adding multiple assignees to a project
- Not the most user-friendly

<https://www.wrike.com/>

7. FileStage



PROS:

- Fast client feedback without registration
- All projects and reviews at a glance
- Faster reviews, full documentation
- Transparent version control
- Sophisticated design on your smartphone, tablet, and PC
- Easy to use
- High-security encryption
- European server, European privacy laws
- Multichannel support

CONS:

- Projects in the overview can't be sorted easily
- The app is clunky to use on mobile
- The tool is more expensive than its competitors

<https://filestage.io>

8. Week Plan



PROS:

- Intuitive
- Goals of the week
- Week view

CONS:

- Bugs in the software
- No full-size calendar such as Google Calendar

<https://weekplan.net/>

9. Mural



PROS:

- Fast, real-time collaboration
- Quick to set up and easy to use
- Whiteboards support many file types
- Varied collection of templates

CONS:

- Doesn't let you create interactive charts, reports, or tables
- No support for video calls
- Slightly pricier than closest competitors

<https://www.mural.co/>

10. TeamViewer



PROS:

- Very easy to use
- Secure connection between computers
- Fast file transfer between computers
- Available across various platforms and operating systems, such as Windows 10, macOS, iOS, Android 7, and Chrome OS

CONS:

- High pricing for small and medium-sized companies

<https://www.teamviewer.com>

Comparison of the most popular online tools for group work



Tool	Asana	Wrike	Trello	Basecamp
Real-time collaboration		✓		
Track changes		✓		✓
Create surveys and polls	✓			
Presenter mode	✓		✓	
File sharing	✓	✓	✓	✓
Direct file editing		✓		
File version history		✓		
Event email notifications	✓	✓		✓

Comparison of the most popular online tools for group work



Tool	Asana	Wrike	Trello	Basecamp
Desktop and mobile notifications	✓	✓	✓	✓
Task and event reminders		✓	✓	✓
Email summaries of missed updates	✓	✓	✓	✓
Restore from trash			✓	
Available on iOS and Android	✓	✓	✓	✓
Integration with Dropbox	✓	✓	✓	✓
Integration with Google Drive	✓	✓	✓	✓
Integration with SlideShare	✓		✓	