

Technology Solutions for Building a Virtual Workplace

March 25, 2020 (Updated: April 16, 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.

Disclaimer: AMSSA is not endorsing any product. The information in this resource is intended to provide you with a sampling of the options available. Additional research to ensure the software is right for your organization and for privacy and security purposes is recommended.

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> |

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|--|--|---------------------------------|--|---------------------------------------|
| Basecamp | Basecamp Personal Limited – free Basecamp Business \$99 USD per month | Up to 20 users Unlimited | Up to 3 projects & 1GB of storage 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 |

CLLOUD-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 3+ 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><u>Techsoup for non-profits & charities:</u></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> | 10 users | Unlimited storage, 5GB upload limit, file sharing, user management & custom branding | |
| Dropbox | <p><u>For Individuals:</u></p> <p>Basic - Free</p> <p>Other individual plans available</p> <p><u>For Business:</u></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>Committed pricing of \$12 USD per month with 1TB of pooled storage is available</p> | 1 user | <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 accessible via web, mobile or desktop.</p> | Google Docs, sheets, slides etc. also allow for real-time collaboration and editing of documents. |

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

MEETINGS & WEBINARS

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. Similar to online meetings, webinars are live virtual events that enable the sharing of presentation slides and interactive audience

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participation through features such as chat and Q&A. This can be useful for training purposes. Many online meeting platforms can also be used for webinars.

| 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 GoToWebinar During the outbreak of Coronavirus (COVID-19), LogMeIn will be providing free Emergency Remote Work Kits for Health Care Providers, Educational Institutions, | Professional - \$19 CAD per Month Business - \$26 CAD per Month 16% discount if paid annually. Provides non-profit discount Starter - \$134 CAD per month Pro - \$309 CAD per month | Up to 150 users Up to 250 users Up to 100 users Up to 500 users | Unlimited meetings, video & web conferencing, screen sharing, add co-organizers, group messaging All <i>Professional</i> features as well as unlimited recording, smart assistant, notetaking, drawing tools, keyboard & mouse sharing Reporting & analytics, polls, handouts & Q&A, registration, automated emails, payments, custom branding, integrations, custom on-demand webpage. All Starter features as well as 3 on-demand webpages, custom URL, recorded events, certificates, video editor, transcripts, video sharing, no download | LogMeIn also has a GoToTraining platform |

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| Municipalities & Non-Profit organizations, and current LogMeIn customers. | Plus - \$639 CAD per month 20% discount if paid annually. Provides non-profit discount | Up to 1000 users | All <i>Pro</i> features as well as 5 custom wepages | |
| Jitsi Meet | Free | up to 35 (recommended) | Video conferencing, share desktop presentations, chat, | Application integrations |
| Smartvoice | Smartvoice - \$31.95 per month per seat (promo rate) Smartvoice Collaborative - \$36.95 per month per seat Smartvoice Mobile - \$46.95 per month per seat | | Online portal, voicemail to email Instant messaging, video calling, computer sharing, 6-way audio/video calls, call switching between desk phone & computer, & voice to email One number for phone, computer & tablet, messaging & conferencing on desk phone, computer & tablet, & voice to email | 24/7 IT support |
| Skype Skype for Business Online has been replaced by Microsoft Teams | Free with Account <u>Techsoup for non-profits & charities:</u> Discounted Skype for Business Admin Fee \$19 CAD | Up to 50 users | Video conferencing, screen sharing, & recording | |
| WebEx | Basic – Free Starter - \$17.95 CAD per month per host Plus - \$23.95 CAD per month per host | Up to 100 users Up to 50 users Up to 100 users | Unlimited meetings, video conferencing, screen sharing, collaboration features All <i>Basic</i> features as well as 5GB of storage, recording transcripts, custom link, support, & administrative controls All <i>Starter</i> features as well as customized WebEx site URL, analytics, admin portal, alternate hosts & scheduling | Mobile application WebEx also has Events & Training platforms |

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| | Business - \$35.95 CAD per month per host | Up to 200 users | All <i>Plus</i> features as well as 10GB of storage, branding & customizations, application integrations | |
| Whereby | Free | Up to 4 users | 1 meeting room, up to 4 participants, screen sharing | |
| | Pro - \$9.99 USD per month | Up to 12 users | 3 meeting rooms, custom branding, support, desktop & mobile access | |
| | Business \$99.99 USD per month | Up to 50 users | 10 meeting rooms, custom domain, custom branding, recording, screen sharing, multiple users & admin, desktop & mobile access | |
| Zoom | Basic – Free | Up to 100 users | Web & video conferencing, unlimited 1:1 meetings, 40 min limit on group meetings, unlimited number of meetings, online support, keyboard & mouse control, group messaging | |
| | Pro - \$20 CAD per month per host | Up to 100 users (option to purchase up to 1000 users) | 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 | |
| | Business - \$27 CAD per month per host (minimum of 10 hosts) | Up to 300 users (option to purchase up to 1000 users) | All <i>Pro</i> features as well as dedicated support, custom branding and e-mails | |
| | <p><u>Techsoup for non-profits & charities:</u></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> | | | |

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| | Admin fee: \$90 CAD | | | |
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DOCUMENT SIGNING

As organizations continue operating amidst social distancing, signing authorities may find it challenging to sign documents that require a signature without a printer and/or scanner. Document signing software can help.

| Name | Cost | No. of Users | Main features | Other Capabilities |
|----------------------------|--|--|--|------------------------------------|
| Adobe Sign | Individuals - \$9.99 USD per month | 1 user | Send documents for signature, reminders and notifications, add signature and form fields automatically, scan and sign on mobile & store final documents and audit trails automatically | Integrations with Microsoft Office |
| | Small Business - \$39.99 USD per seat per month | 1+ users | All <i>Individual</i> features as well as web signable forms, send documents out for signature in bulk, collect payments and signatures, add advanced calculations & conditional logic to forms, custom branding, share document templates to team, manage users & preferences | |
| DocuSign | Free | 1 user | Sign documents, access signed documents | |
| | Personal - \$15 USD per month | 1 user | Send up to 5 documents for eSignatures a month, basic user & mobile app | |
| | Standard - \$40 USD per user per month | Up to 5 users online For more users call DocuSign | All <i>Personal</i> features as well as send more documents for eSignature, reminders & notifications, personal branding & comments | |
| | Business Pro - \$60 per user per month | Up to 5 users online For more users call DocuSign | All <i>Standard</i> features as well as bulk send, collect payments, signer attachments & advanced fields | |
| | <u>Techsoup for non-profits & charities:</u> | | | |

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| | <p>DocuSign Standard Edition Provides a perpetual subscription to DocuSign Standard Edition for one user. The license allows the user to send up to 100 documents a year.</p> <p>Admin fee: \$132.00 CAD</p> <p>DocuSign Business Pro More than 75 percent on a one-year subscription to DocuSign Business Pro Edition for one user. The license allows the user to send up to 100 documents a year.</p> <p>Admin fee: \$132.00 CAD</p> <p>\$127.30 / yearly after 1 year to be paid directly to DocuSign</p> | | | |
| HelloSign | <p>Free</p> <p>Pro - \$15 USD per month</p> <p>Business - \$50 USD per month</p> | <p>1 user</p> <p>1 user</p> <p>Up to 5 users</p> | <p>3 signature requests per month, 1 sender, status notifications & audit trail</p> <p>All <i>Free</i> features as well as unlimited signature requests, 1 template & data validation</p> <p>All <i>Pro</i> features as well as branding, in-person signing, signer access code & team transaction overview</p> | <p>Google Drive integration</p> |
| PandaDoc | <p>Free</p> <p>Individual - \$13 USD per month</p> <p>Business - \$59 USD per month</p> | <p>Unlimited</p> <p>1 user</p> <p>1+ users</p> | <p>Unlimited legally binding eSignatures, payments, unlimited document upload</p> <p>Up to 5 documents per month, legally binding eSignatures, document creator, professional templates, tracking & notifications</p> <p>All <i>Individual</i> features as well as unlimited documents, CRM integrations, custom branding, content library, eSigning & approval workflows</p> | <p>24/7 support for all paid plans</p> |

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COURSE CREATION

Transiting your work to an online environment may also include creating online courses in place of workshops for staff and/or client training. There are many options available including Learning Management Systems (LMS) like [Moodle](#). For information on online or blended learning LINC classes, check out [LearnIT2Teach](#) and read our [LINC and Online Learning Info Sheet](#). The following are platforms that are available online without requiring web development, these platforms may also include the capability to sell and market courses.

| Name | Cost | No. of Users | Main features | Other Capabilities |
|--|--|---|--|-------------------------------------|
| Google Classroom | Free for schools Enterprise version available (contact specialist for pricing) | | Join classes with unique codes, create e-learning modules, upload & receive, grading tools, desktop & mobile access | Integrations with G Suite & YouTube |
| Teachable | Free Basic - \$39 USD per month Professional - \$119 USD per month Business - \$299 USD per month (discounts if billed annually) | Up to 10 users Unlimited users Unlimited users Unlimited users | Unlimited courses, videos, email support, student management, lecture comments, 1 admin-level user Unlimited courses, custom domain, integrated email marketing, 2 admin-level users, basic quizzes, videos, student management All <i>Basic</i> features and 5 admin-level users, graded quizzes, reporting, unbranded website, certificates, affiliate marketing All <i>Professional</i> features as well as 20 admin-level users, manual student imports & bulk enrollments, custom user roles, theme customizations | |
| Thinkific Office in Vancouver, BC | Free Basic - \$49 USD per month | Unlimited users Unlimited users | 3 courses, quizzes & surveys, content hosting All <i>Free</i> features as well as unlimited courses, coupons, email, scheduled content, reporting, custom domain, manual student enrollment | Application integrations |

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|-----------------------|--|--|--|--------------------------|
| | Pro - \$99 USD per month Premier - \$499 USD per month 20% discount if billed annually | Unlimited users Unlimited users | All <i>Basic</i> features as well as 2 site admin accounts, 5 course admins/authors, private/hidden courses, certificates, advanced customization, assignments, support All <i>Pro</i> features as well as 5 site admins accounts, 15 group analysts, 50 course admins/authors, onboard package | |
| Podia | Mover - \$39 USD per month Shaker - \$79 USD per month | Unlimited users Unlimited users | Custom URL, custom course creation, webinars, quizzes, downloads, email marketing, support All <i>Mover</i> features as well as membership sites, blogs, affiliate marketing | Application integrations |

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
- With the use of any online platform, cyber security may be a concern. To ensure your information stays secure: Check your organization’s internal security structures, connect with the vendor to learn about their security protocols and keep up to date with any news regarding the platform(s) you use.

Helpful Resources

AMSSA. (2019, June). [LINC and Online Learning](http://ow.ly/64Vw50zgjCa). Migrations Matters Info Sheet. <http://ow.ly/64Vw50zgjCa>

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

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

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

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Online Learning Statistics & Infographics 2019 – 2020. (2019, November 20) Retrieved from:
<http://ow.ly/8k5M50zgjGA>

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

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