

ONLINE COLLABORATION TOOLKIT



Online collaborations can be efficient, creative, and easy to manage if you're using the right tools. This is a list of tools that Katapult and our partners have used with success. We recommend you consider these tools.

Most of these tools have free and paid versions with paid versions offering several tiers of service. Test drive the tools that look most useful and invest in the ones that work for you.

Investing in online tools can create an opportunity for saving money by limiting the need to travel. It can also save time by making the work of working together easier.

Meeting

The first thing a virtual team needs is a way to meet and talk to each other online. Aside from formal meetings, informal communication tools that allow for group conversations without clogging up your email inbox are key for online collaboration. Here are some tools we have great experience with.

- [MS Teams](#)
 - Communication and internal (project) collaboration software
 - Features include document sharing
 - Katapult uses it for online workshops and meetings
- [Zoom](#)
 - Online calling and conferencing program for small and large meetings
 - Features include breakout rooms and screen sharing
 - Katapult uses it for webinars and online meetings
- [Skype](#)
 - Online video and voice calling service
 - Features include local numbers in most countries

Data Storage

Shared document storage helps you avoid the hassle and potential confusion of sending documents around for revisions. It's a good idea to use a cloud data storage solution that meets GDPR security standards and allows team members to share documents without creating additional copies. It's also a useful tool for storing and sharing large files.

- [Dropbox](#)
 - Cloud document storage service
 - Features include document and folder sharing as well as archiving options
- [Sharefile \(MS Teams\)](#)
 - File sharing tool in MS Teams
- [Google Drive](#)
 - Cloud storage for Google Docs as well as other formats
 - Google Docs is a free cloud-based document creation and editing program
 - Has limited options for long-term free usage
- [Next Cloud](#)
 - Cloud storage with data hosting on a server location you choose
 - More complex storage requirement that requires management

Brainstorming & Collaboration

These tools make creative collaboration and co-creating easier in an online environment.

- [Mentimeter](#)
 - Interactive presentation software, which can be used in combination with MS Teams
 - Collects and displays input from users instantly
 - Katapult uses Mentimeter to make meetings more interactive
- [Miro](#)
 - Miro is an online visual collaboration platform
 - Features include online whiteboard and post-its for co-creating activities
 - Katapult uses Miro's online formats for the Business Model Canvas

- [SurveyMonkey](#)
 - SurveyMonkey is an online survey tool
 - Features include various types of questions and online processing of the collected data
 - Katapult's partners use SurveyMonkey to conduct questionnaires among their stakeholders like companies, teachers and students.
- [DeepL](#)
 - DeepL is a sophisticated translation tool based on AI which offers accurate translations.
 - Allows for translations of entire documents at once
 - Katapult uses DeepL to make documents available in local languages for its international partners.

Presentations

- [Powtoon](#)
 - Cloud-based animation software for creating customized films
 - Add film-quality animations to powerpoint presentations
 - Katapult partners use it to create presentations with an added wow-factor
- [Prezi](#)
 - Cloud-based presentation software
 - Uses spatial layouts, with zoom and motion to move through presentation
 - Katapult uses Prezi as an alternative to PowerPoint for dynamic presentations
- [YouTube Live](#)
 - Click 'create video' and 'go live'
 - Live broadcasts on YouTube allow viewers to ask questions in chat
 - Edit the video afterwards into short clips and with limited access
 - Katapult uses it for interactive webinars

Website

- [iFrame Network map](#)
 - Partners use the network map as a convenient way to show their networks
 - Visually attractive and informative alternative listing all your partners
 - Katapult maintains the database so you can worry about other things
- [Wordpress](#)
 - Free and open source website content management system
 - Widely used for website management
 - Katapult partners use Wordpress for project websites
- [Drupal](#)
 - Free and open source website content management system
 - Requires some developer knowledge
 - Katapult partners who can develop websites use Drupal for project websites
- Your organization's website
 - Create a page that integrates with your organization's existing website
 - Work with your institution's content management system or web developer
 - Katapult partners use this for a quick solution to sharing their projects

Colofon

This document is developed by Katapult. www.wearekatapult.eu.

How can Katapult help?

We have experts with ample experience in PPP in vocational and professional education that are more than happy to share their experience and insights based on their own partnerships. Contact us through hello@wearekatapult.eu.

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