Tool Evaluation Summary

The purpose of this summary is to explore a variety of productivity tools in a variety of categories, consider their application, and types of features. Open this document and SAVE to your computer.

Please **read through this entire document before reviewing the presentations**. You will use detailed information in the presentations to complete the tables in this document as you review the projects.

As you review the presentations that are posted in the class discussion – you will list each tool and the required information below. Then you will do a more in-depth summary for 4 categories you select (excluding YOUR TEAM presentation)

You should be able to get most information from the presentations – but if not, feel free to research additional information you think is missing.

INTRODUCTON:

Relative to suitability, functionality, reliability, cost effectiveness--what are features, attributes, or other considerations that should be considered when selecting an application?

- As you go through presentations, you will see a variety of these listed and can add to this table as you go

Suitability	MOXO, Zoho, Canva
Functionality	MOXO, Zoho, MindMeister, HIVE, Canva
Reliability	MINT, MOXO, Zoho, Canva
Cost Effectiveness	MINT, Coggle, GitMind, Canva
Other Considerations	Ease of use, flexible,

SUMMARY CHART (One entry for each presentation.   Start with your assigned team on the first row.)

Please note, You will likely need more than one line so this table will likely expand to multiple pages

Category (1 for each team) Team Category name(note there will be two lines for Project Management)	Product/Application/Tool Names (2-4 per group) **Names of Tools explored by this group**	Key function (other than the name of the category) and an example of how it could be applied
YOUR Group's Category: Group 6 Customer Relationship Management	Pipedrive Hubspot Streak Salesflare	Replacing a telephone book, keep track of emails, LinkedIn profiles, social media profiles, sync and share data easily, easy to access records, team collaboration and organization.
Sample for Other Groups: Group 0 Notetaking	Evernote One Note Notion	Taking notes, sharing through the cloud, could be used to take notes in a meeting or class and then share
Group 7: Expense Management	Mint Quicken Money Stats NerdWallet	Budgeting (tracking spending/credit score, create goals), generate financial reports, monitor finances, lending shopping availability, mobile budgeting,
Group 1: Data Visualization	Canva RawGraphs Tableau	Outline lesson plans, brainstorm ideas, create presentations and videos, explore data and create visualizations, manage data.
Group 3: Concept Mapping	GitMind Coggle MindMeister MindNode	Project planning, mind mapping, brainstorming, quick entry, links to tasks, share with others, reporting,
Group 5: Mobile Devices	Tablets Smart Phones	Text, talk, working remotely, using Wi-Fi, durable, touch screen,

	Laptops Smart Watches	
Team 2: Task Management	Asana Basecamp Monday.com ClickUp	Work collaboratively, monitor project timelines, message board, schedule, automatic check-ins, customizable dashboards, organize projects, collaborate with others,
Group 4: Project Management	Moxo Zoho Projects HIVE MeisterTask	Project management, video conferencing, digital signature, track work, plan projects, collaborate together, organize projects, create and manage interactive dashboard, multiple projects at one time,

COMPARISON CHART Names and basic information about the 4 tools you will select to explore further

Select 4 tools that interest you, 1 tool from each of 4 different categories – with the following exceptions. Exclude the tools and categories from your project area. List the 4 tools and their categories in the boxes across the top of the chart.

 For each tool evaluated, complete the information in the coinciding column and then also complete the "by product" section following this chart.

COMPARISON CHART – (SELECT 4 TOOLS, FROM 4 DIFFERENT CATEGORIES, OTHER THAN YOURS)

COMPARISON CHART	EXAMPLE	1	2	3	4
Name of Product/application/tool (One in each column)	**Evernote**	Mint	Canva	Laptops	MOXO
Category of Product (4 DIFFERENT)	**Notetaking**	Budgeting	Create Graphics	Communication/ Working Remotely	Project Management

Other Similar tools including any presented (research if needed, list 2 other tools that you could consider to do the same function)	**Notion** **One Note**				
Do you currently use this tool? Work or Home?	**No**	No	Yes	Yes	No
Do you currently use a different tool for a similar function?	**Yes, One Note**	Yes, EveryDollar	No	Yes, Smart Phone	No

For each product/application/tool listed on the Comparison Chart above (total of 4):

SAMPLE **Name of Product/application/tool:** **Category:**	Evernote Notetaking
List 3 attributes/features common to this category of tool AND qualify/describe/rate for the tool presented	1 cross-platform excellent – (Mac, PC, Mobile) 2 supports multiple file formats excellent 3 organization -limited – minimal customization
Describe a scenario where you could you use this tool in a work environment (now or in the future)	Sharing Meeting Minutes Sharing document drafts for example a project or proposal or policy that was being worked on by a group
Describe a specific benefit of this tool or this type of tool	Easy sharing and being able to consolidate multiple types of formats in one place
Describe a specific issue or concern with this tool or this type of tool or a	Can be expensive for access to some of the key features
What is one question you would need answered before committing to use this specific tool?	I currently use One Drive and Teams at work. What benefits would I get from this that I cannot get from sharing documents in One Drive?

Column 1 (from Comparison Chart above) **Name of Product/application/tool** **Category**	Mint Budgeting
List 3 attributes/features common to this category of tool AND qualify/describe/rate for the tool presented	1 Track spending, Excellent 2 Syncs to banks accounts, Convenient 3 Edit goals, Excellent
Describe a scenario where you could you use this tool in a work environment (now or in the future)	I could use this tool for the families that I currently serve as a Home Visitor to track the quarterly incentive limit that I have for each family.
Describe a specific benefit of this tool or this type of tool	This tool has many functions that are available so it makes it very helpful to the users.
Describe a specific issue or concern with this tool or this type of tool	This tool has in-app advertising which can make things tricky when navigating the app.

What is one question you would need answered before committing to use this specific tool?	I currently use EveryDollar for personal use. When using this app does it allow you to save data over several months or make you subscribe after a certain amount of time?

Column 2 (from Comparison Chart above) **Name of Product/application/tool** **Category**	Canva Create Graphics
List 3 attributes/features common to this category of tool AND qualify/describe/rate for the tool presented	1 Team access, Excellent 2 Cross-platform (Mac, PC, Mobile, Chromebook), Excellent 3 Free/easy download when finished, Excellent
Describe a scenario where you could you use this tool in a work environment (now or in the future)	I currently use this tool for work just about every day. I use this to create graphics for a coffee shop on different interactive posts and also use this to create our monthly playgroup flyer for work.
Describe a specific benefit of this tool or this type of tool	All of your work is auto-saved and you can go back at any time to your account to share/edit/download.
Describe a specific issue or concern with this tool or this type of tool	The free version is limited to the elements/graphics that you can use in your designs.
What is one question you would need answered before committing to use this specific tool?	Since I use this tool several times a week, I will ask in the perspective of someone looking to use this tool. What is holding you back from trying Canva vs the tool you are using now?

Column 3 (from Comparison Chart above) **Name of Product/application/tool** **Category**	Laptops Communication/Working Remotely
List 3 attributes/features common to this category of tool AND qualify/describe/rate for the tool presented	1 Larger screen to view, Great 2 Physical Keyboard, Excellent 3 Lightweight/Portable, Excellent
Describe a scenario where you could you use this tool in a work environment (now or in the future)	I currently use a laptop for work and school. I have my personal one that I can take with me where /when I need it. I also have my work computer that I can take into the office, home visits, and work from home.

Describe a specific benefit of this tool or this type of tool	It is a benefit that these are portable for me to take around with me and use where I need, in the office or at home.
Describe a specific issue or concern with this tool or this type of tool	Battery life might get worse as we use it or might only run off wi-fi
What is one question you would need answered before committing to use this specific tool?	What is your favorite laptop to use when it comes to creating content for social media and editing photos? Which laptop would benefit me most?

Column 4 (from Comparison Chart above) **Name of Product/application/tool** **Category**	MOXO Project Management
List 3 attributes/features common to this category of tool AND qualify/describe/rate for the tool presented	1 Video conferencing, Excellent 2 360 degree oversights, Great 3 Customize work flow, Great
Describe a scenario where you could you use this tool in a work environment (now or in the future)	I could use in an agency to track clients, keep in touch, and follow what is due as well as what events are coming up.
Describe a specific benefit of this tool or this type of tool	This tool help bring organization and structure to your business.
Describe a specific issue or concern with this tool or this type of tool	A specific concern for this tool would be the cost.
What is one question you would need answered before committing to use this specific tool?	How would this tool benefit me vs using a most budget friendly tool for my business?