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Review of Google Apps

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Review of Google Apps - <http://www.google.com/apps>

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When trying to manage a project, the hardest part can be syncing the collaborators' schedules, device preferences, and overall tech know-how. Google Apps quickly and easily allows real time collaboration and maintenance of timelines and work divisions.

Google Apps is available through a free account for individual access, or businesses can provide institutional access (for a subscription fee) for their staff and students. For example, my institution provides Google Apps access to students, staff, and faculty.

The strength of Google Apps is that its applications are web-based, so individuals can access shared calendars, meeting notes, or web meetings without having to download any software. Google Drive, the cloud based storage system, allows collaborators to share files, and even upload varying file formats. You can discuss changes with team members using Google Doc's real time chat function and keep up to date with edits using the revision history. Google Hangouts allows for video or text chatting all from a web browser or app.

The applications are intuitive with a very small learning curve. Google Docs and the other "Office" style applications are easy to use and convert Word or other document types to Google files with minimal glitches. Being able to share on the cloud reduces the confusion of various document "versions" or having to constantly email updated timelines or schedules. It's like all collaborators are in the same room, writing on the same paper, at the same time.

In Short: Google Apps allows you to seamlessly connect with the other members of your group and runs on multiple device types. Shared files and schedules allow you to easily manage the project without having to wrestle with different drafts or busy schedules.

Highly Recommended.

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