

As our company continues to grow, we could greatly benefit from a better collaborative platform that will increase our revenue. Google Docs will allow employees to work together on live documents that resemble word, powerpoint, and excel. The great thing about Google Docs is that it is free; the service comes with any Google email account. Implementing Google Docs within our organization would allow for greater collaboration and, therefore, higher productivity.

Using Google Docs, employees can create documents, spreadsheets, presentations, and drawings and edit them simultaneously in the cloud. Employees can edit and view documents created from any computer, Android phone, iPhone, and iPad (Shankland), as long as there is an internet connection available. Since teams all work on the same docs, there is no need to send attachments back and forth, comparing and consolidating individual files. Every document is up to date. With Google Docs, there are also three different visibility options: private, anyone with the link, and public on the web (Google). Therefore, employees can control who sees what document. Data availability is 99.99% so using Google Docs is reliable and assures that our data will be available almost always (Manpreet). A downside of Google Docs is that there are not as many features as excel, word, and powerpoint, but it has the basic capabilities. It is also important to keep in mind that since you cannot work offline with Google Docs, it is limited by access to the web. Regardless, Google Docs will increase productivity and collaboration.

Collaborating in real-time means that work gets done a lot faster. By making collaboration easier, we can increase the amount of projects that we can take on. Being able to acquire more projects will drastically increase our revenue. Also, there are no costs to implementing this platform because access to Google docs is free with your Google Gmail account. Adopting Google Docs is a clear decision because there is no investment needed but a great deal of benefits come as a result of the software.

Works Cited

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