

VIRTUAL TECHNOLOGY AND TOOL REVIEW REPORT	
Name	
Job Role/Title	Team Leader for Bounce Fitness
Workplace/Organisation	Bounce Fitness
State/Territory	

**A. TECHNOLOGIES FOR VIRTUAL COLLABORATIONS**

TECHNOLOGY [at least two]	FEATURES [at least three per technology]	STRENGTH [at least one]	WEAKNESS [at least one]	USE IN VIRTUAL WORK [Approximate word count: up to 50 words]	FREQUENCY OF USE
<p><b>Assessor instructions:</b> The student must identify at least <b>two</b> types of technology that can be used for virtual collaborations.</p> <p>These include tools, platforms or systems</p>	<p><b>Assessor instructions:</b> The student must list at least three relevant features of each technology identified.</p> <p>These refer to specific capabilities</p>	<p><b>Assessor instructions:</b> The student must describe the strength of each technology used in virtual work.</p> <p>This refers to the advantages or standout features</p>	<p><b>Assessor instructions:</b> The student must describe the weakness of each technology that will be used in virtual work.</p> <p>This refers to the limitations,</p>	<p><b>Assessor instructions:</b> The student must describe how each technology will be used in virtual work.</p> <p>The use of the specific technology must be relevant to the project</p>	<p><b>Assessor instructions:</b> The student must include how often each technology will be used in line with the virtual work described.</p> <p>For example, automate daily backup of files in</p>

<p>that enable remote communication, collaboration and work.</p> <p>Technology for virtual collaboration includes at least two of the following:</p> <ul style="list-style-type: none"> <li>• Cloud storage solutions</li> <li>• Collaboration and communication tools</li> <li>• Document collaboration tools</li> <li>• E-learning platforms</li> <li>• Instant messaging apps</li> <li>• Online whiteboards</li> <li>• Project management software</li> <li>• Video conferencing technology</li> </ul>	<p>that technology provides in line with meeting user needs in a virtual or remote work setting.</p> <p>Each feature must be relevant to the type of technology identified.</p> <p>Features of technologies for virtual collaborations can refer to at least three of the following:</p> <ul style="list-style-type: none"> <li>• User-Friendly Interface</li> <li>• Real-Time Communication</li> <li>• Collaborative Document Editing</li> <li>• File Sharing and Storage</li> <li>• Integration with Other Tools</li> <li>• Security Measures</li> </ul>	<p>that make the identified technology suitable for the planned virtual collaboration and work.</p> <p>The response must include positive attributes and functionalities that contribute to the effectiveness and efficiency of the virtual work process.</p>	<p>drawbacks or areas where the identified technology may fall short in meeting the needs of virtual collaboration and work.</p> <p>The response must include aspects that might pose challenges, hinder optimal performance or result in a less-than-ideal user experience.</p>	<p>the virtual work team will complete/implement based on Assessment 3.</p>	<p>designated cloud storage.</p>
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	<ul style="list-style-type: none"><li>• Mobile Accessibility</li><li>• Video Conferencing Capabilities</li><li>• Project Management and Task Tracking</li><li>• Data Backup and Recovery</li><li>• Scalability</li><li>• User Access Controls</li></ul>				
1.	<ul style="list-style-type: none"><li>a.</li><li>b.</li><li>c.</li></ul>				
2.	<ul style="list-style-type: none"><li>a.</li><li>b.</li><li>c.</li></ul>				

## B. COMMUNICATION TOOLS FOR VIRTUAL COLLABORATIONS

<p><b>COMMUNICATION TOOLS</b> [at least two]</p>	<p><b>FEATURES</b> [at least three per communication tool]</p>		
<p><b>Assessor instructions:</b> The student must identify at least <b>two</b> communication tools that can be used for virtual collaborations.</p> <p>These refer to applications, software or platforms that facilitate effective and efficient communication among remote individuals or teams. These tools support features such as:</p> <ul style="list-style-type: none"> <li>• Messaging</li> <li>• Video-conferencing</li> <li>• File sharing</li> </ul>	<p><b>Assessor instructions:</b> The student must list at least <b>three</b> relevant features of each communication tool identified.</p> <p>These refer to specific capabilities that the communication tool provides to facilitate effective and efficient collaboration among remote individuals or teams.</p> <p>Each feature must be relevant to the type of communication tool identified.</p> <p>Features of communication tools for virtual collaborations can refer to at least three of the following:</p> <ul style="list-style-type: none"> <li>• User-friendly interface</li> <li>• Real-time messaging</li> <li>• Video conferencing</li> <li>• File sharing</li> <li>• Collaborative document editing</li> <li>• Presence indicators [i.e. indicates if the user is online or offline]</li> <li>• Creation of channels and/or groups</li> <li>• Integration with productivity tools</li> <li>• Screen sharing</li> </ul>	<p><b>USE IN VIRTUAL WORK</b> [Approximate word count: up to 50 words]</p> <p><b>Assessor instructions:</b> The student must describe how each communication tool will be used in virtual work.</p> <p>The use of the specific communication tool must be relevant to the project the virtual work team will complete/implement based on Assessment 3.</p> <p>For example, Microsoft Outlook will be used for sharing critical project information, while Microsoft Teams will be used for regular team updates.</p>	<p><b>FREQUENCY OF USE</b></p> <p><b>Assessor instructions:</b> The student must include how often each communication tool will be used in line with the virtual work described.</p>

<ul style="list-style-type: none"> <li>• Collaborative spaces</li> </ul> <p>Communication tools for virtual collaboration include at least two of the following:</p> <ul style="list-style-type: none"> <li>• Microsoft Teams</li> <li>• Microsoft Outlook</li> <li>• Microsoft Yammer</li> <li>• Slack</li> <li>• Zoom</li> <li>• Skype</li> <li>• Google Meet</li> <li>• GoToMeeting</li> <li>• RingCentral</li> <li>• Discord</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile accessibility</li> <li>• User roles and permissions</li> <li>• Archiving and search functionality</li> <li>• Meeting recording</li> <li>• Task integration</li> <li>• Cross-platform compatibility</li> </ul>		
1.	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> </ul>		

2.

a.

b.

c.

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### C. PROTOCOLS FOR USE OF VIRTUAL TECHNOLOGY AND TOOLS

**Assessor instructions:** The student must describe at least **two** protocols to be followed when using the available technology and tools in virtual collaboration.

Protocols on the use of technology and tools for virtual collaboration refer to any two of the following:

- Access and permissions for use of the platform
- Designated platforms for specific tasks
- File management
- Security measures

1.

2.

END OF VIRTUAL TECHNOLOGY AND TOOL REVIEW REPORT