ProVol Digital
Professional volunteer management
and training through digitalisation
2021-1-DE02-KA220-ADU-000033576

breeze

breeze

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☐ Volunteers	
Category:	☒ Online tool ☐ Learning platforms ☐ Software/ Desktop application	☐ (Social) Network ☐ App ☐ Others
Work area:	☒ Project management ☐ Communication management ☐ Video conferencing ☒ Collaboration/Team work ☒ Self-Management ☐ Marketing	☐ Personnel management ☐ E-Learning/Knowledge management ☐ Financial management ☐ Presentations/Learning material development ☐ Others
Language:	English	
Previous knowledge/Degree of complexity:	(Basic or advanced) brezze is very easy and intuitive to use.	
Link:	https://www.breeze.pm/	
Provider:	breeze is hosted by Heroku, owned by Salesforce.com	
Brief description:	breeze is a web-based project management software that allows users to organise, plan and track the progress of projects (task management, task lists, time tracking, calendar, scheduling, reporting, etc.)	
Access and usage Information (Costs, requirements cloud based, mobile usability, …):	breeze can be used free of charge as a full version for 14 days and is then subject to a charge. Depending on the number of users, 4 versions can be purchased. The data can be saved. Breeze can be integrated into common tools such as Slack, Google Drive, Dropbox, Toggl, Harvest, Evernote and others.	
Instructions/ Tutorials:	https://www.breeze.pm/breeze-tutorial-video https://www.youtube.com/watch?v=HsRig7IetQA	

Dropbox

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☒ Online Tool ☐ Learning platforms ☐ Software/ Desktop application	☐ (Social) Network ☒ App ☐ Others
Work area:	☒ Project Management ☐ Communication Management ☐ Video Conferencing ☐ Collaboration/Team Work ☐ Self-Management ☐ Marketing	☐ Personnel Management ☐ E-Learning/Knowledge Management ☐ Financial Management ☐ Presentations/Learning Material Development ☐ Others
Language:	English (and 20 other languages)	
Previous knowledge/Degree of complexity	Easy use.	
Link:	https://www.dropbox.com/en_GB/	
Provider:	Dropbox	
Brief Description:	Dropbox is a simple way of sharing data, especially large amounts of data. One can create different files containing different data for different groups of people.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	There are different versions one can use, ranging from a free of charge version to versions that costs between 10 and 18 euro a month. There are also personal and business versions.	
Instructions/ Tutorials	https://help.dropbox.com/de-de/learn/video-tutorials https://www.youtube.com/watch?v=4Nan6Zt6bzw	

Google Drive

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☒ Online Tool ☐ Learning platforms ☐ Software/ Desktop application	☐ (Social) Network ☐ App ☒ Others
Work area:	☐ Project Management ☐ Communication Management ☐ Video Conferencing ☐ Collaboration/Team Work ☐ Self-Management ☐ Marketing	☐ Personnel Management ☐ E-Learning/Knowledge Management ☐ Financial Management ☐ Presentations/Learning Material Development ☒ Others
Language:	English (and a lot of other languages)	
Previous knowledge/Degree of complexity	Easy use. No previous knowledge needed.	
Link:	https://www.google.com/intl/en-GB/drive/	
Provider:	Google	
Brief Description:	You can upload your own data like documents, photos or videos, synchronise them with various devices and share them with others. Your data can then be accessed simultaneously by various devices.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Free of Charge	
Instructions/ Tutorials	https://www.youtube.com/watch?v=gdrxAoqfvbA	

Jira Software

Information about the tool

Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers

Category:	☒ Online Tool	☐ (Social) Network
	☐ Learning platforms	☐ App
	☐ Software/ Desktop application	☐ Others

Work area:	☒ Project Management	☐ Personnel Management
	☐ Communication Management	☐ E-Learning/Knowledge Management
	☐ Video Conferencing	
	☐ Collaboration/Team Work	☐ Financial Management
	☐ Self-Management	☐ Presentations/Learning Material Development
	☐ Marketing	☐ Others

Language:	English (and 12 other languages)
Previous knowledge/Degree of complexity	Training needed.
Link:	https://www.atlassian.com/software/jira/features
Provider:	Atlassian
Brief Description:	It is a web application used for error management, troubleshooting and project management.
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	There is a free version and several fee required versions, ranging from 7 to 14 dollars per month per user. (There can be up to 20.000 users per version.)
Instructions/ Tutorials	https://www.youtube.com/watch?v=nHuhojfjeUY

Mindmeister

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☒ Online tool ☐ Learning platforms ☐ Software/ Desktop application	☒ (Social) Network ☒ App ☐ Others
Work area:	☐ Project management ☒ Communication management ☐ Video conferencing ☒ Collaboration/Team work ☒ Self-Management ☐ Marketing	☐ Personnel management ☒ E-Learning/Knowledge management ☐ Financial management ☒ Presentations/Learning material development ☐ Others
Language:	English	
Previous knowledge/Degree of complexity:	MindMeister© is available for beginners and for mind mapping professionals. With the help of the free courses and tutorials of the MindMeister© Academy, no more stumbling blocks on the way of successful mind mapping.	
Link:	https://www.mindmeister.com/de	
Provider:	MeisterLabs GmbH	
Brief description:	The online tool can be used for mind mapping, project planning, meeting management, brainstorming or monitoring learning content.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …):	- Online version and free apps for iPhone, iPad and Android - 3 maps are free of charge - Compatible with Google Workspace and MS Teams	
Instructions/ Tutorials:	Tutorial: https://www.youtube.com/playlist?list=PL7IGVRbeQIXIyhb2swLnB_gpmMYup0qXS	

Notion

Information about the tool

Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers

Category:	☒ Online Tool	☐ (Social) Network
	☐ Learning platforms	☒ App
	☒ Software/ Desktop application	☐ Others

Work area:	☒ Project Management	☒ Personnel Management
	☒ Communication Management	☒ E-Learning/Knowledge Management
	☐ Video Conferencing	
	☒ Collaboration/Team Work	☒ Financial Management
	☒ Self-Management	☐ Presentations/Learning Material Development
	☐ Marketing	☐ Others

Language:	English and Korean
Previous knowledge/Degree of complexity	basic
Link:	https://www.notion.so/
Provider:	Notion Labs, Inc.
Brief Description:	Notion is a project management and note-taking software. Notion is software designed to help members of a company or organization coordinate deadlines, objectives, and assignments for the sake of efficiency and productivity.
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Web, Windows, MacOs, iOS, Android. Free plan available, pricing starting at 4 USD per month.
Instructions/ Tutorials:	https://www.notion.so/help/guides https://youtu.be/IrIAmq80VEE

Erasmus+

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MS-OneDrive

Information about the tool		
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Category:	☒ Online Tool ☐ Learning platforms ☒ Software/ Desktop application	☐ (Social) Network ☐ App ☐ Others
Work area:	☐ Project Management ☐ Communication Management ☐ Video Conferencing ☐ Collaboration/Team Work ☐ Self-Management ☐ Marketing	☐ Personnel Management ☐ E-Learning/Knowledge Management ☐ Financial Management ☐ Presentations/Learning Material Development ☐ Others
Language:	English (and all commonly spoken languages)	
Previous knowledge/Degree of complexity	Very easy. No previous knowledge needed.	
Link:	https://www.microsoft.com/en-gb/microsoft-365/onedrive/online-cloud-storage	
Provider:	Microsoft	
Brief Description:	OneDrive provides an easy way to upload data into Microsoft cloud. That way all your data is stored in an external cloud and can be accessed through all of your devices (phone, tablet, laptop…).	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	There is a basic version for free and several different versions ranging from 20 up to 80 Euro per year. They all differ in the amount of data that can be uploaded. There are also versions for home and some for business. The price also varies between those versions. OneDrive can be used in a browser and as a mobile version on smartphone or tablets.	
Instructions/ Tutorials	https://www.youtube.com/watch?v=hkf1p1Y6rFQ	

Trello

Information about the tool

Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers

Category:	☒ Online Tool	☐ (Social) Network
	☐ Learning platforms	☒ App
	☐ Software/ Desktop application	☐ Others

Work area:	☒ Project Management	☐ Personnel Management
	☐ Communication Management	☐ E-Learning/Knowledge Management
	☐ Video Conferencing	
	☐ Collaboration/Team Work	☐ Financial Management
	☐ Self-Management	☐ Presentations/Learning Material Development
	☐ Marketing	☐ Others

Language:	English (and 20 other languages)
Previous knowledge/Degree of complexity	Easy use, no previous knowledge needed
Link:	(https://trello.com/en-GB)
Provider:	Atlassian Pty Ltd
Brief Description:	Trello is a project management software. Easy management of tasks teams and projects.
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Trello is free. It can be used in the web browser or as a smartphone application
Instructions/ Tutorials	https://www.youtube.com/watch?v=geRKHFzTxNY

Airtable

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☐ Volunteers	
Category:	☐ Online Tool ☐ Learning platforms ☒ Software/ Desktop application	☐ (Social) Network ☒ App ☐ Others
Work area:	☒ Project Management ☒ Communication Management ☒ Video Conferencing ☒ Collaboration/Team Work ☒ Self-Management ☐ Marketing	☒ Personnel Management ☒ E-Learning/Knowledge Management ☒ Financial Management ☐ Presentations/Learning Material Development ☐ Others
Language:	English only	
Previous knowledge/Degree of complexity	basic	
Link:	https://www.airtable.com/	
Provider:	**Formagrid, Inc.**	
Brief Description:	Airtable is a spreadsheet-database hybrid, with the features of a database but applied to a spreadsheet. The fields in an Airtable table are similar to cells in a spreadsheet, but have types such as 'checkbox', 'phone number', and 'drop-down list', and can reference file attachments like images.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Free for up to 5 editors and 2GB storage space, pricing plans beginning at 10 USD per month, available on MacOS (10.10+), Windows (7+), iOS, Android	
Instructions/ Tutorials:	https://support.airtable.com/ https://youtu.be/gyr-H3Soh7w	

Asana

Information about the tool

Target group:	☒ Administration/Management	
	☒ Coordinators	
	☒ Volunteers	

Category:	☐ Online Tool	☐ (Social) Network
	☐ Learning platforms	☒ App
	☒ Software/ Desktop application	☐ Others

Work area:	☒ Project Management	☒ Personnel Management
	☒ Communication Management	☐ E-Learning/Knowledge Management
	☐ Video Conferencing	
	☒ Collaboration/Team Work	☐ Financial Management
	☐ Self-Management	☐ Presentations/Learning Material Development
	☐ Marketing	☐ Others

Language:	English + 12 other languages.
Previous knowledge/Degree of complexity	medium
Link:	https://asana.com/
Provider:	Asana, Inc.
Brief Description:	Asana is a cloud-based task management solution that allows businesses to manage, collaborate, communicate, and organise their tasks and projects. It is specialised for handling multiple projects at one time.
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	Free basic profile, monthly plans beginning at 10.99 USD / month. Available on MacOS, Windows, iOS, Android.
Instructions/ Tutorials:	https://asana.com/guide
	https://youtu.be/uCDftAtr9tI
	https://www.wikihow.life/Use-Asana