My VirtualWorkforce™
OFFSHORE STAFFING THAT WORKS

The Top 34 Tools for Managing Your Virtual Team

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Let's say, for instance, that you already hired your chosen virtual team for your expanding business operations. Imagine shelling out your money on these people along with your frustrations of not having any idea of what they're actually doing from afar. The dreadful curiosity shakes you every time. It's exactly the last thing you want to think about in this harrowing situation.

"Help, what should I do?"

I can hear your distress. The fact that you're reading this suggests that you're in luck. I've compiled the most commendable, if not the best tools in communicating and managing your virtual team. Plus, I've also provided the tools to use during the implementation stage of your projects.

These tools are software, hardware, and processes that the pros are already using in the trade and of which made management easier for employers who outsource. The tools are categorized in 3 types: **tools to communicate, tools to manage, and tools to implement.**

Tools to Communicate

The importance of communication dates back to the time when the Tower of Babel failed to reach the tip of the sky. Though it's a fanciful account to associate my point, it tells us that communication should be the foundation of a united and successful workforce. It's the attempt of man to bridge together distant lands and minds.

These communication tools are to provide better job descriptions to virtual staff, communicate better feedback, and supply more details about the projects to save time and production cost.

SCREEN ANNOTATION

Jing Project

When you're working with designers and developers, Jing is an amazing free collaboration tool to put annotations or request changes into their mock ups. You can also record your voice while you explain how you want things to be done. It captures what you see on your desktop while recording it.

Jing provides the basic visual elements in making your suggestions as clear as possible to your designers. You can directly upload your capture to screencast.com where your staff can view it easily.

Though Jing is a free tool, there are some paid features that you can also exploit to gain better advantage. The good thing is, it also works both for PC & Mac.

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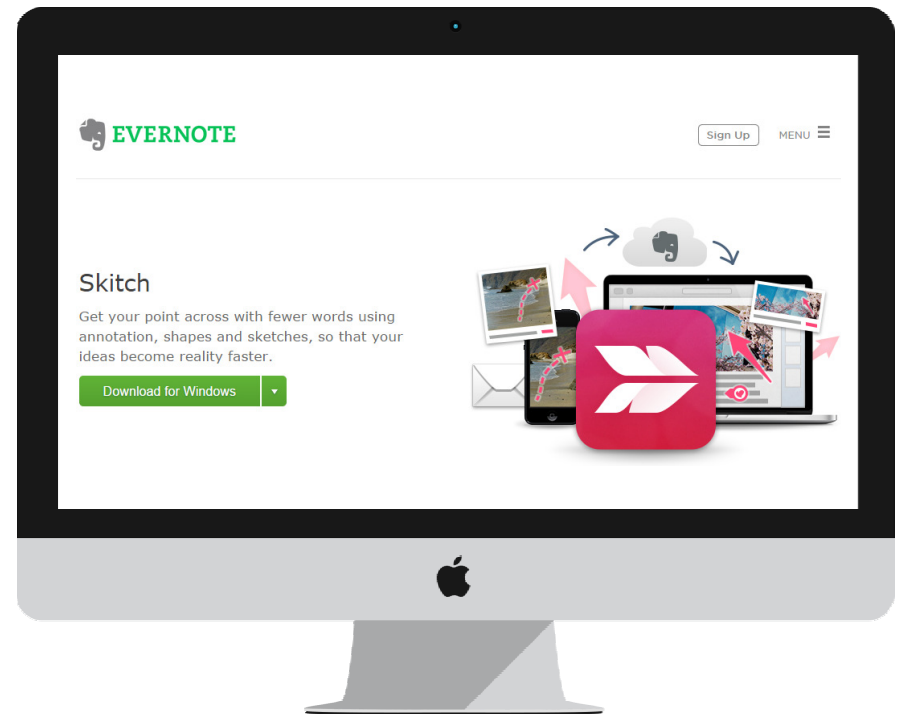
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Skitch (Mac)

Skitch is an easy-to-use screen capture, markup, and annotation tool from Evernote. It has a very simple user interface that even non tech moguls can use conveniently when pointing out something.

Skitch uses limited and traditional image annotation tools found at the left side of the screen. It's straightforward without any swanky tool that only distracts your recorded captures.
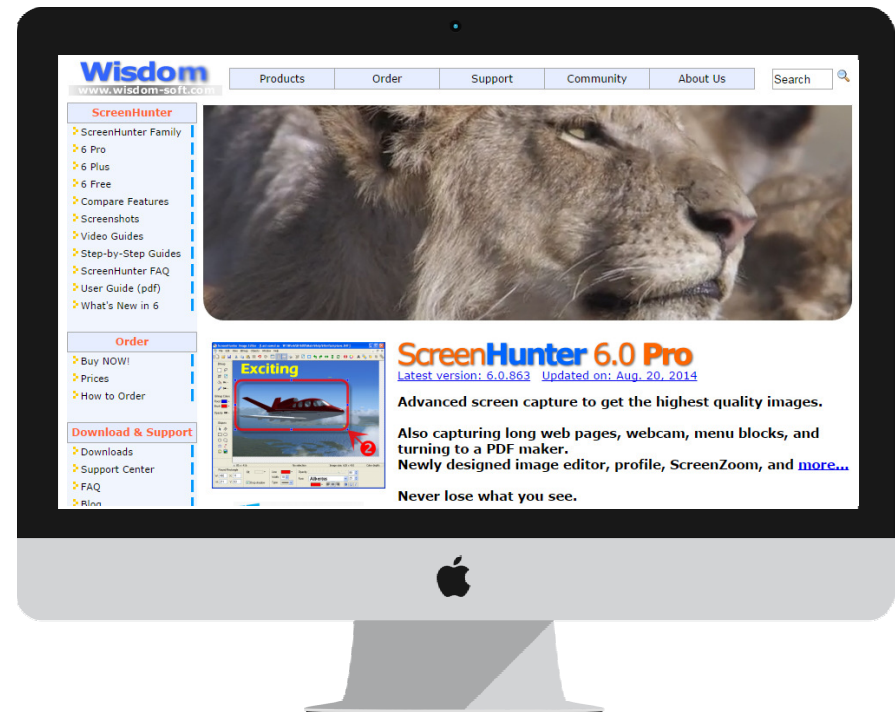
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ScreenHunter (PC)

Like Skitch, ScreenHunter is also easy to use in capturing objects, images, entire screens, webpages, and more. It's clean and smoothly runs on and after launching.

Though ScreenHunter features a number of screenshot tools with artistic effects, its quick toolbar lets you work with any captured image efficiently. You can also import files from other sources to annotate in the same software.

If you often forget to record or capture the progress of your work, you can benefit from the software's screenshot timer. This auto-capture your shots at recurring intervals or at any frequency you want while you attend to more important things.
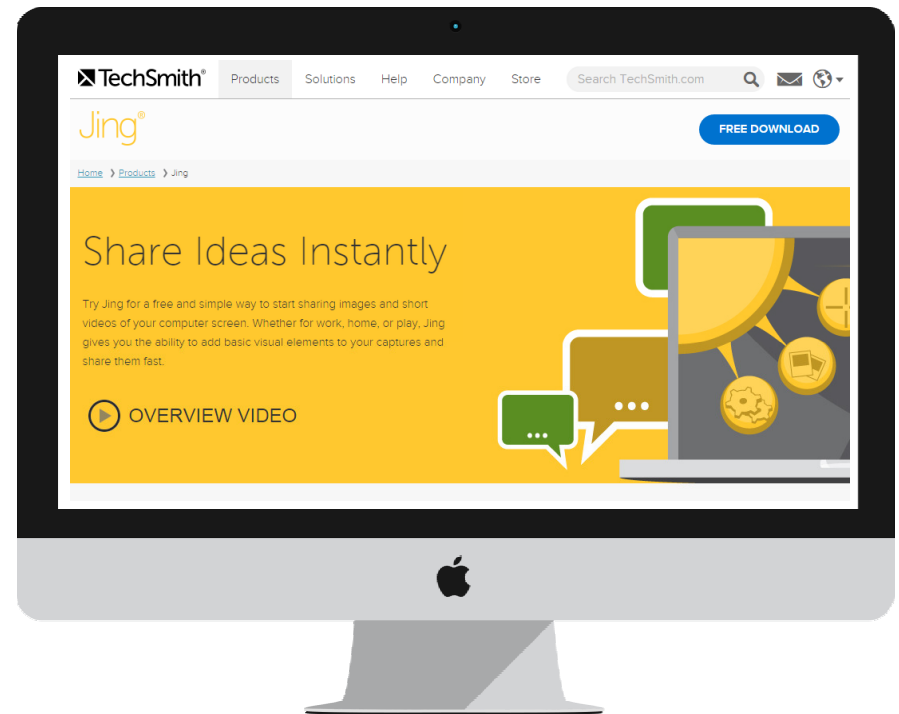
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SCREEN VIDEO CAPTURE

Jing Project

Jing can be collaborated with Screencasts in sharing recorded captures or videos to your staff. It lets you select any window or area in your screen that you would like to record. Jing then records everything that's happening in the chosen area; anything you see or do for that matter to produce tutorials or instructional videos in a limited time of 5 minutes.

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Camtasia (PC)

Camtasia is a professional and comprehensive screen-based recording and video editing tool. It captures anything on the screen to produce a full featured education/information video tool. It's effortless to use but still produces state-of-the –art results.

It has intelligent yet simple navigation interface that you can work with creatively in less than no time. Camtasia's capture mechanics has improved to generate high-definition videos and can record 30 frames per second.

You can also import videos, music, photos, and a lot more from other sources with different formats in its video editing tool. This impressive editing software has built-in ready-to-use themes, animated backgrounds, graphics, and much more. Also, its improved version features interactive videos through clickable hyperlinks, giving its audience an engaging user experience.

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Screenflow(Mac)

Screenflow by Telestream is a screen recording and editing software for Mac. It produces high quality recording that even plays on Retina Displays.

It has an impressive compression system that allows full screen capture while keeping file sizes low. It also has a powerful video editing tool that lets you put annotations on videos, edit with multiple layers, add callouts and many more.

Like ScreenHunter, you can also use its built-in recording timer if you don't want to undergo the hassles of manually recording what you're doing. ScreenFlow also stops recording as the recording duration time stops. With its pause screen recording, you can pause your lengthy screencast recording during breaks and resume the recording process after.

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iPhone

This is called a smart phone for a reason. With iPhone's digital voice recording called Voice Memo, you can record everything from random ideas popping into your head to your cat's little purring.

The good part is that you can cut through the nonsense rambles of your recording with its editing tool. Just use the trim audio tool to shorten your recording. But beware; all edited files are permanent so you might want to make sure first that you got the right part saved from trimming.
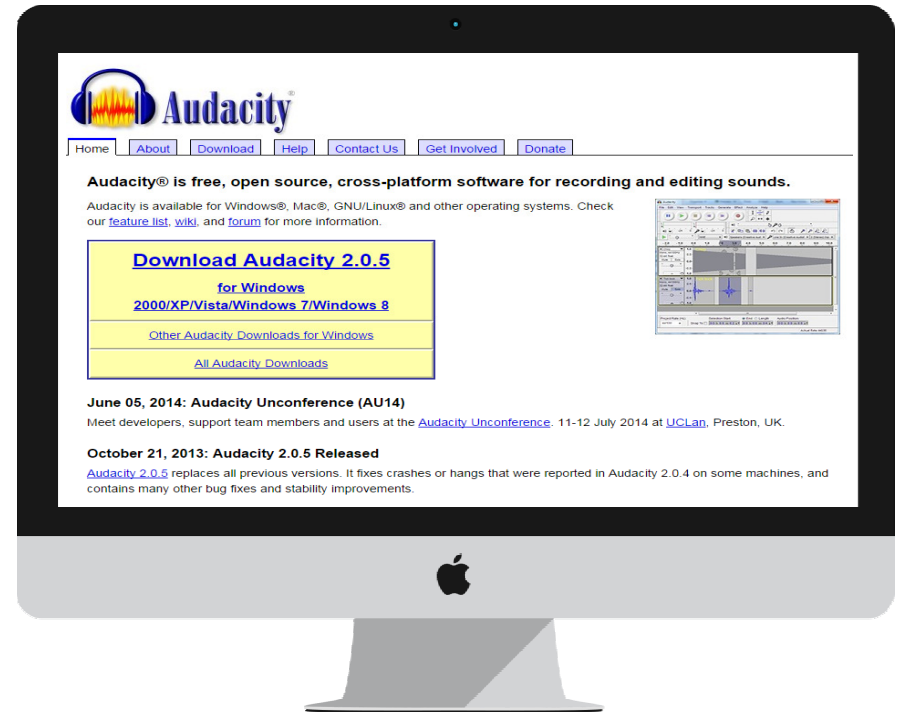
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Audacity

Audacity is a cross platform audio recording and editing software. It's definitely free and easy-to-use with its codes readily available for anyone to use or study.

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Word

Yes, Microsoft Word. The simple word processor can also be used to make wireframes for your web designs. To create the elements of your proposed web layout, simply use MS Word's textboxes and label each boxes to your desired element such as a banner, header, navigation bar, body, etc.

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Gliffy

You can create almost any web-based blueprint in Gliffy such as diagrams, organizational charts, floor plans, processes, and website wireframes among many others.

Its drag and drop user interface allows you to easily add elements into your website design. Various collections of shapes and buttons are readily available for use or you can import your own images for a more visualized mock up.
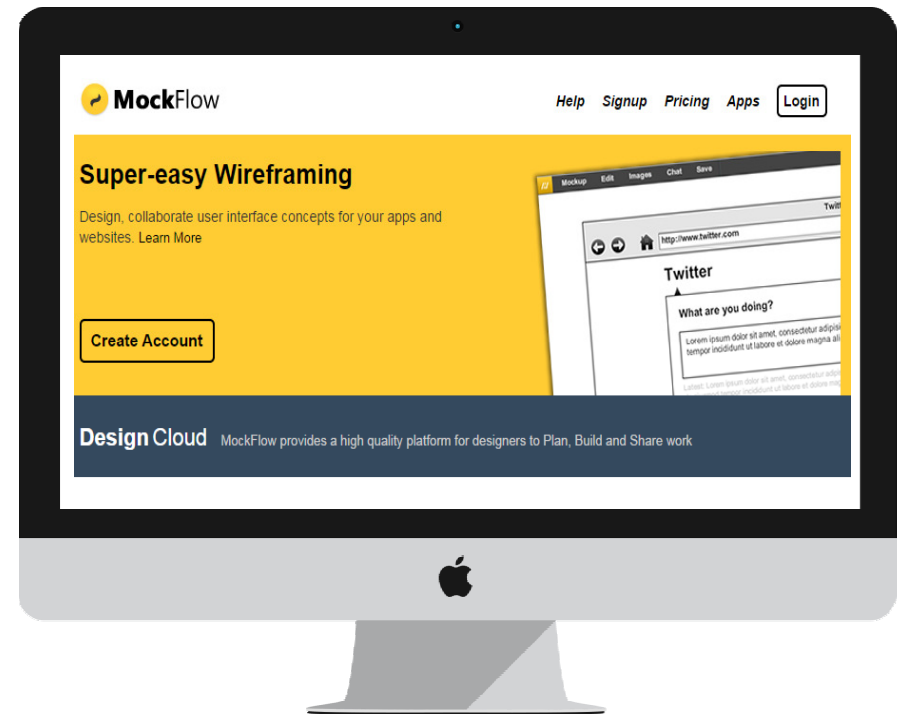
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Mockflow

A web-based app wireframe tool, Mockflow has a minimalistic and systematised interface and an extensive editing set.

You can also drag and drop elements to create your wireframe and choose from a wide array of components available such as charts, ads, menus, and dropdowns. It also has the ability to import your own images to add into your web design.

Mockflow lets you share and annotate your design with others through its design collaboration service. This helps you review your design concepts with the team to simplify the decision process and efficiently finish the web layout.
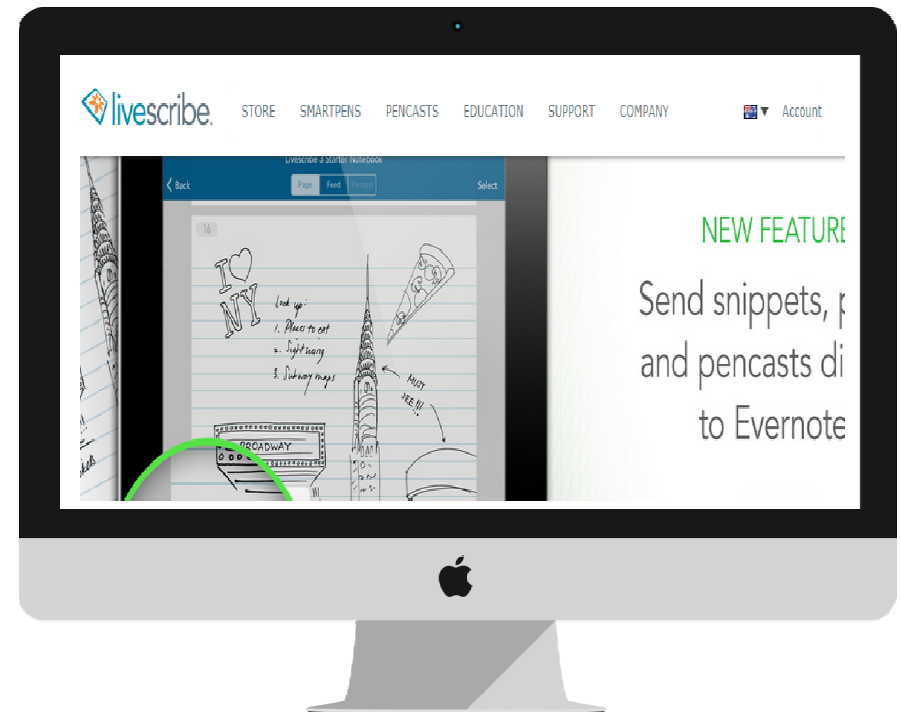
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LiveScribe Smart Pen

It's a note-taking and recording innovation in a body of a smart pen. LiveScribe has a microphone and a little laser that records everything you write and draw on paper. You can sync or transfer your recordings with the computer using either the wifi or USB cable.

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Tools to Manage

Managing your virtual team from far-flung places is like taking a walk in the park with these management tools designed to make you oversee their day to day operations.

These are everyday tools to help you monitor and manage their tasks and projects, as well as to communicate better feedback regarding their progress.

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