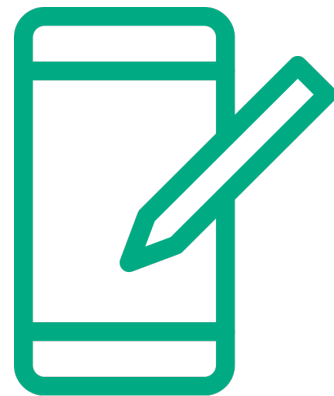


# Digitisation Checklist

## Productivity and collaboration



Do you have effective digital collaboration in place for your business?

Go through the check list and start tackling what's left!

[Watch a video summarising digital collaboration and recommendations here \(in Norwegian\)](#)

## PRODUCTIVITY PLATFORM

Chose complete package or found another solution that has what you need in the way of:

- E-mail
- Calendar
- File storage and sharing
- Document management (Word, PowerPoint and Excel)
- Video conferencing tools
- Identity management

**Shared information:**

- Calendar
- File storage and sharing
- Co-authoring in document management? (Word, PowerPoint and Excel)

## INTERNAL COMMUNICATION

- Introduced tools for chat-based communication
- Introduced good structure for file sharing suitable for your business

## PROJECT MANAGEMENT

- Introduced system for project management suitable for your business