



- **Advantages of using cloud storage**
  - **Consistent versions** (data files and software features)
  - Can **work collaboratively**
  - **24/7 access**
  - **Can access remotely**
  - **Software installed centrally**
  - **Software automatically updates**
  - **No need to buy copies of the software** pay for subscriptions/pay as you go
  - Provides **automatic backups**
  - **Auto save function**
  - **Online applications** can be used



- **What is a stakeholder?**
  - Someone who **has an interest in a business.**
    - by having an affect on the business
    - being affected by the business decision.
  
- **Computer Accessibility**
  - **Interface design**
    - Layout
    - Font type & size - different fonts have different levels of readability
    - Colours High contrast colour schemes.
  - **Accessibility Features**
    - Screen reader
    - Alternative text
    - Adjustable font type/size
    - Design in text-to-speech t
  - **Flexible Work Hours/Locations**



- **Managing modern teams**
  - **Collaboration tools**
    - Enables “working together”
      - Cloud storage and computing,
        - » storage facilities
        - » access to software
        - » video conferencing, (Teams Zoom)
  - **Communication tools**
    - Email,
    - instant messaging IM,
    - Voice over Internet Protocol.(VOIP)/video conferencing
    - smartphones
  - **Scheduling & planning tool** - Help to stay on top of deadlines, resources, and deliverables
    - Critical path analysis tools like *Workflow Max, Asana* and *Trello*
    - Identify tasks
    - work out logistics
    - assign deadlines & employees to each task



- **Communicating With Stakeholders & Accessibility - Impact Keywords**
  - **multicultural**
    - including all people who have many different customs and beliefs:
  - **inclusivity**
    - Enabling people who might otherwise be excluded to be involved and to treat all fairly and equally. Example of groups that can become excluded are those with physical or mental disabilities and members of minority groups.
  - **24/7/365**
    - Means that in commerce and industry the service is available at any time every day. (Twenty four hours a day 7 days a week 365 days a week)
  - **Flexibility**
    - the ability to change or be changed easily according to the situation.
  - **Creativity**
    - **turning new and imaginative ideas into reality.** To look at the in new ways, to make connections and to generate solutions. Creativity involves two processes: thinking, then producing.