

### Component 3 - Effective Digital Working Practices

A - Modern technologies and their impact on organisations.

<p><b>Communication technologies</b></p> <ul style="list-style-type: none"> <li>-Ad hoc networks.</li> <li>-Security issues with open networks.</li> <li>-Performance issues with ad hoc networks.</li> <li>-Issues affecting network availability</li> </ul>	<p><b>Cloud storage</b></p> <ul style="list-style-type: none"> <li>-What is cloud storage?</li> <li>-Features and use of cloud storage.</li> <li>-What is scalability?</li> <li>-When is cloud storage available?</li> <li>-How does cloud storage help users?</li> </ul>	<p><b>Cloud computing</b></p> <ul style="list-style-type: none"> <li>-Using online applications.</li> <li>-Application versions and features.</li> <li>-Sharing a file with another user.</li> <li>-Collaboration tools.</li> </ul>
<p><b>Selection of platforms and services</b></p> <ul style="list-style-type: none"> <li>-Platform selection.</li> <li>-How platform and services selection affect cloud technologies</li> <li>-Choosing cloud features; cost and Interface designs</li> </ul>	<p><b>Using cloud and traditional systems</b></p> <ul style="list-style-type: none"> <li>-Synchronising devices when using both systems</li> <li>-Online/offline working.</li> <li>-Managing the synchronising process.</li> </ul>	<p><b>Choosing cloud technologies</b></p> <ul style="list-style-type: none"> <li>-Disaster recovering policies.</li> <li>-The impact of cloud on data Security.</li> <li>-Compatibility issues.</li> </ul>
<p><b>Maintenance, set up and performance consideration</b></p> <ul style="list-style-type: none"> <li>- cloud storage is maintained.</li> <li>-Downtime.</li> <li>-Setting up cloud service/storage.</li> <li>-Performance consideration.</li> </ul>	<p><b>Collaboration technologies</b></p> <p>The benefits of collaboration technologies</p>	<p><b>Using modern technology</b></p> <ul style="list-style-type: none"> <li>-Tools for collaboration.</li> <li>-Scheduling and planning.</li> <li>-Using the planning software.</li> </ul>
<p><b>Communication with stakeholders</b></p> <ul style="list-style-type: none"> <li>-Technologies for communication.</li> <li>-Private communications.</li> <li>-Public communications.</li> </ul>	<p><b>Accessibility and inclusivity</b></p> <ul style="list-style-type: none"> <li>-Interface design and layout</li> <li>-Accessibility features.</li> <li>-Inclusivity.</li> </ul>	<p><b>Impact of modern technologies</b></p> <ul style="list-style-type: none"> <li>-Infrastructure.</li> <li>-Security of distributed data.</li> <li>-24/7 access.</li> </ul>
<p><b>Impact of technologies</b></p> <ul style="list-style-type: none"> <li>-On collaboration, inclusivity, accessibility and remote working.</li> </ul>	<p><b>Impact of technologies</b></p> <ul style="list-style-type: none"> <li>-On individual's wellbeing.</li> <li>-On individual's working style.</li> </ul>	

<p><b>Communication technologies</b></p> <p>-Ad hoc networks.</p> <p>These are wireless networks of devices.</p> <p>They are flexible, quick to set up and more devices can easily be added, unlike the traditional hard wired networks.</p> <p>However, they have a reduced speed and have a limit to the amount of data being transferred at one time.</p> <p>-Security issues with open networks, they are vulnerable to hacking.</p> <p>-Performance issues with ad hoc networks: limit range, intermittent signal and interrupted data transfer.</p> <p>-Issues affecting network availability Black spots where signals do not reach. Blocked signals by hills or buildings.</p>	<p><b>Cloud storage</b></p> <p>-What is cloud storage? This is alternative to storing files and data on our PC's</p> <p>-Features and use of cloud storage. Stores user files and back ups and stores copies of the back ups on other remote servers. So they are protected against attacks or in case of natural disasters</p> <p>-What is scalability? Given the choice to increase the amount of storage or reduce it because of financial reasons.</p> <p>-When is cloud storage available? Will need to internet connection. The speed of connection will have an impact on the speed of uploading, downloading or streaming the files. Files can be accessed 24/7</p> <p>-How does cloud storage help users? Data can be accessed from anywhere and through any device. Users can work remotely and share access to files.</p>	<p><b>Cloud computing</b></p> <p>-Using online applications. Users can access their files from any device</p> <p>-Application versions and features. -Sharing a file with another user. -Collaboration tools.</p>
<p><b>Selection of platforms and services</b></p> <p>-Platform selection. -How platform and services selection affect cloud technologies -Choosing cloud features; cost and Interface designs</p>	<p><b>Using cloud and traditional systems</b></p> <p>-Synchronising devices when using both systems -Online/offline working. -Managing the synchronising process.</p>	<p><b>Choosing cloud technologies</b></p> <p>-Disaster recovering policies. -The impact of cloud on data Security. -Compatibility issues.</p>
<p><b>Maintenance, set up and performance consideration</b></p> <p>- cloud storage is maintained. -Downtime. -Setting up cloud service/storage. -Performance consideration.</p>	<p><b>Collaboration technologies</b></p> <p>The benefits of collaboration technologies</p>	<p><b>Using modern technology</b></p> <p>-Tools for collaboration. -Scheduling and planning. -Using the planning software.</p>
<p><b>Communication with stakeholders</b></p> <p>-Technologies for communication. -Private communications. -Public communications.</p>	<p><b>Accessibility and inclusivity</b></p> <p>-Interface design and layout -Accessibility features. -Inclusivity.</p>	<p><b>Impact of modern technologies</b></p> <p>-Infrastructure. -Security of distributed data. -24/7 access.</p>
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