



# ASHRAE Collaboration Tools Introduction

Mike Pouchak, P.E.

Chair, ASHRAE TC 1.5

Chair Emeritus, ASHRAE  
Electronic Communications  
Committee

October 20, 2010



# Agenda

- Google Groups/Sites Overview
- Signup / Setup / Users
- Example usage of Google Group/Sites
- Concerns
- Review



# ASHRAE Disclaimer

- *This document has been created by the ASHRAE ECC as an informational guideline. ASHRAE does not endorse, recommend, or have any relationships with Google. See ASHRAE Policies and Procedures for questions on use of electronic media.*
- “Google Groups” and “Google Sites” is a trademark of Google



# Collaboration Tools Overview - Requirements

- ASHRAE has growing need for online collaboration
- Current tools such as Web sites are a bottleneck for updating information quickly
- Committees and other project groups need a protected area accessible from the web for sharing and organizing work products
- Revision control and email notification of changes



# Overview: Software Tools Requirements

- Ease of use. Focus on simple tools
- Free Software: Open Source tools (office suites, O.S., email, file storage).
- Discussion groups and collaboration.
- Open Access from multiple computing environments.
- Reduce Total Cost of Ownership – IT Software support, admin, server backup, staff



# Overview: Solutions costs

- Time to Market – how long to produce?
- Existing solutions – available now
- Area of focus for ASHRAE – not take away from core competency
- Remote security and software updates - continuous
- Password, support, IT Help Desk issues
- In house development:– estimate : > 100K
- SW & server maintenance issues.
- Adequate security and provision for protection of sensitive and copyrighted materials.

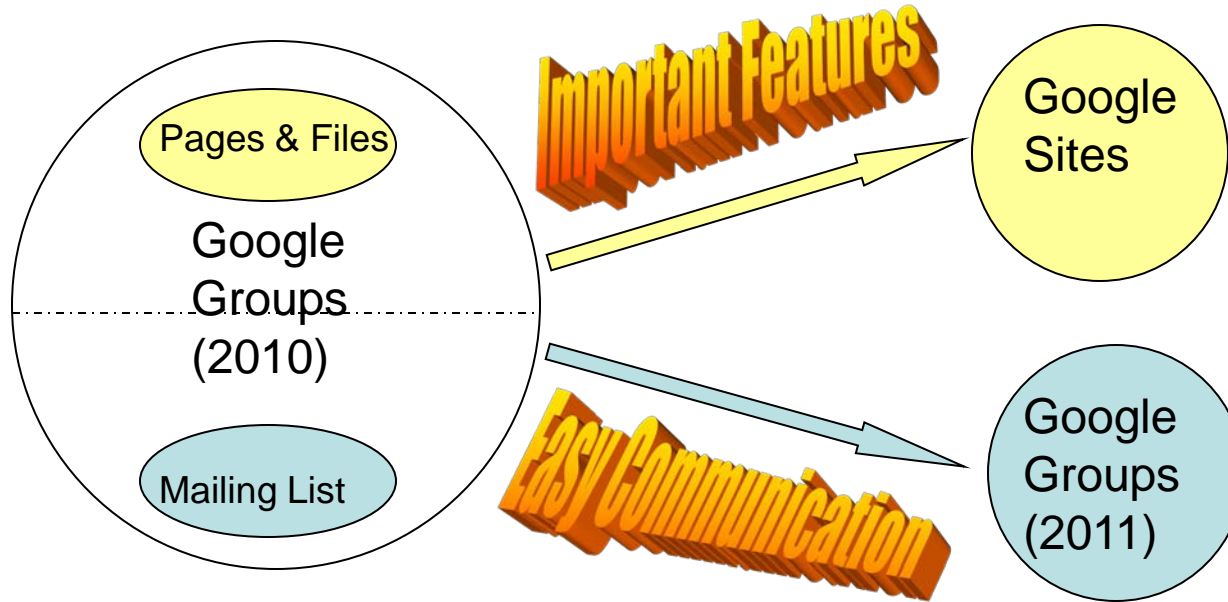


# Overview: Groups/Sites Features

- Ability to reduce Emails and organize information that everyone can benefit from
- Information collaboration area
- Store organization and status of progress. Organize work and coordinate work assignments and public references appropriate for TC.
- Prototypes new content for public Web page
- Committee chairs Update areas: Research, Programs, special ad-hoc groups.
- Information of interest to the TC



# Overview: Groups/Sites Features

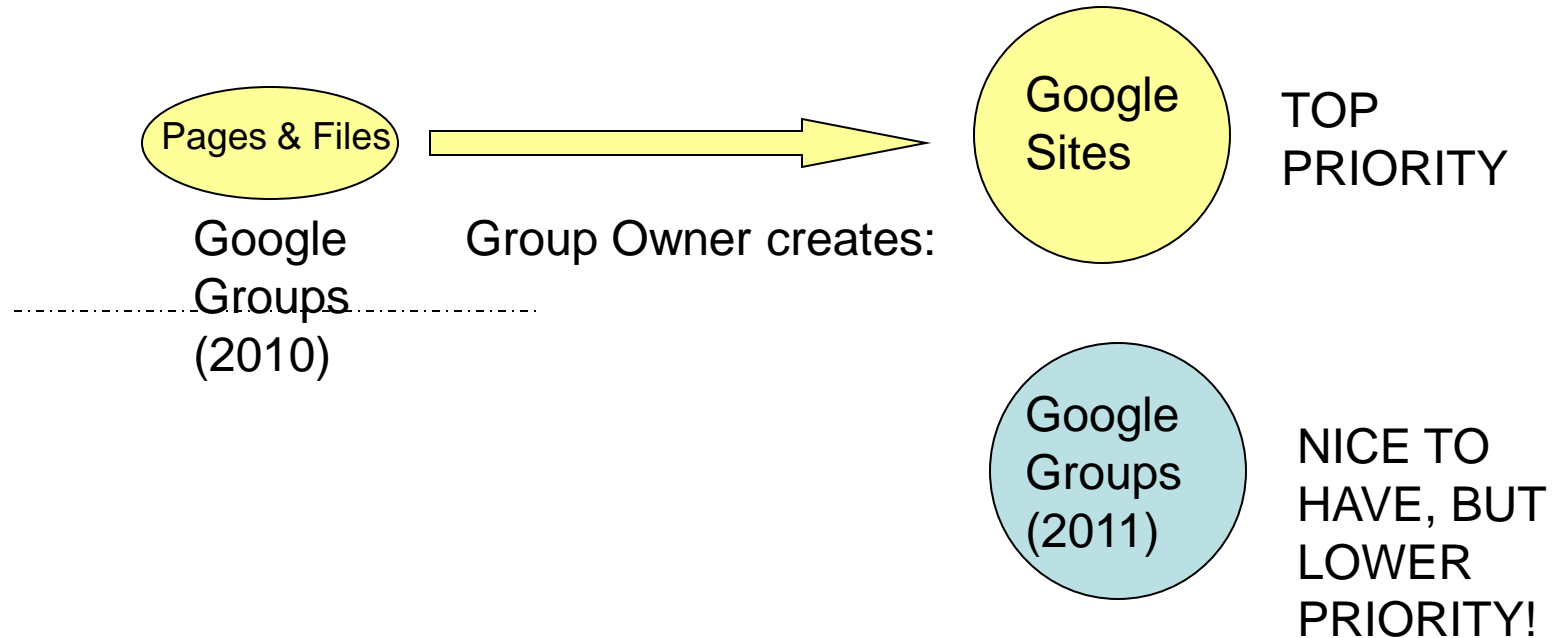


- Google Groups will no longer be supporting the Pages and Files features. Starting January 13, you won't be able to upload new content, but you will still be able to view and download existing content. See [this announcement](#) for more information and other options for storing your content.



# Overview: Groups/Sites

## Recommendation:



- If you are a user, you will only need to bookmark the new Google Sites page!
- No new accounts are necessary!
- Information for Admins only: If you have not created any groups yet, start by create the Google Sites first (use a nice template). (If you are an existing Google Groups Admin, create a new Google Sites and send out a group email announcing the new site address)



# Overview: Collaboration sites for ASHRAE

- Google Groups White Paper created by ASHRAE Staff Jef Meulemans
- available at ECC Public Web site:  
<http://www.ashrae.org/members/page/386>
- Create Web pages
- Discuss Online or over email
- Share Documents, Presentations & Reports
- Access control
- Customization



# Signing Up for Google Account

- 1. If you do not have a Google Account for your ASHRAE Roster Email Address, create a Google Account by going to [www.google.com](http://www.google.com), click on “Sign in” then click on “Create an Account”. You will receive an email from Google Accounts asking you to activate and verify your email by clicking on the link in the email that is sent to you.
- 2. After you have created, activated and verified your account, email the group admin and you will be added to the ASHRAE groups site.
- 3. If you need assistance, read the attached “How to Join ASHRAE Google Groups” Document. Also refer to the ASHRAE Google Groups White paper at:  
<http://www.ashrae.org/members/page/386>



Adobe Acrobat  
Document



# Setting up Google Sites

- Make sure you have a Google Account and you are logged in.
- Go to Google, select “more”, and select “Sites” and selected “Create new Site”
- Browse Gallery for Site Template or ask ASHRAE staff to copy the existing “ASHRAE TC Example Site”
- Create Group button under my Group – make sure to use the Prefix ASHRAE in your group name :  
Example:ASHRAE TC 1.5 Computer Applications
- Make sure that you choose “More Options” – “Share with ONLY PEOPLE I SPECIFY”.
- Click “Create Site”
- Invite new members



Intranet Site - Windows Internet Explorer

https://sites.google.com/site/intranettemplate2/

File Edit View Favorites Tools Help

Home

# Intranet Site

Search this site

- Home
- Documents
- Calendar
- Directory
- Discussion
- Announcements
- Resources
- Contact
- Sitemap

## Home

Welcome to the intranet site template. You can replace this content with your own. You can use the documents library and the resources section to organize your important business documents that need to be accessible to the entire team. Run Q&A sessions with your company by utilizing the discussions page. If you have something to say to the entire team you can simply post it on the announcements page. You can keep your entire company at your fingertips with the directory section and keep your team on schedule with the calendar page.

### Documents

Organize and store your companies important documents.

[Go Now](#)

### Calendar

Keep track of your internal schedule with the calendar page.

[Go Now](#)

### Directory

Keep your entire company at your fingertips by maintaining an online directory.

[Go Now](#)

### Discussion

Poll your employees on various topics of interest with the discussion page.

[Go Now](#)

### Announcements

Announce company wide messages with the announcements page.

[Go Now](#)

### Resources

Keep your important persistent materials organized and accessible with the resources page.

[Go Now](#)

### Contact

Get in touch with your managers immediately using the contact page. All submissions are organized in a Google spreadsheet for easy organization of requests.

Microsoft Out... 1 Reminder D:\Documents and Se... ASHRAE TC X.X Exam... Create new site - Go... Intranet Site - Windo... ASHRAEGoogle



Intranet Site - Windows Internet Explorer

https://sites.google.com/site/intranettemplate2/

File Edit View Favorites Tools Help

Home

# Intranet Site

Search this site

- Home
- Documents
- Calendar
- Directory
- Discussion
- Announcements
- Resources
- Contact
- Sitemap

## Home

Welcome to the intranet site template. You can replace this content with your own. You can use the documents library and the resources section to organize your important business documents that need to be accessible to the entire team. Run Q&A sessions with your company by utilizing the discussions page. If you have something to say to the entire team you can simply post it on the announcements page. You can keep your entire company at your fingertips with the directory section and keep your team on schedule with the calendar page.

### Documents

Organize and store your companies important documents.

[Go Now](#)

### Calendar

Keep track of your internal schedule with the calendar page.

[Go Now](#)

### Directory

Keep your entire company at your fingertips by maintaining an online directory.

[Go Now](#)

### Discussion

Poll your employees on various topics of interest with the discussion page.

[Go Now](#)

### Announcements

Announce company wide messages with the announcements page.

[Go Now](#)

### Resources

Keep your important persistent materials organized and accessible with the resources page.

[Go Now](#)

### Contact

Get in touch with your managers immediately using the contact page. All submissions are organized in a Google spreadsheet for easy organization of requests.

- Microsoft Out... 1 Reminder D:\Documents and Se... ASHRAE TC X.X Exam... Create new site - Go... Intranet Site - Windo... ASHRAEGoogle



Intranet Site - Windows Internet Explorer

https://sites.google.com/site/intranettemplate2/

File Edit View Favorites Tools Help

Home

# Intranet Site

Search this site

- Home
- Documents
- Calendar
- Directory
- Discussion
- Announcements
- Resources
- Contact
- Sitemap

## Home

Welcome to the intranet site template. You can replace this content with your own. You can use the documents library and the resources section to organize your important business documents that need to be accessible to the entire team. Run Q&A sessions with your company by utilizing the discussions page. If you have something to say to the entire team you can simply post it on the announcements page. You can keep your entire company at your fingertips with the directory section and keep your team on schedule with the calendar page.

### Documents

Organize and store your companies important documents.

[Go Now](#)

### Calendar

Keep track of your internal schedule with the calendar page.

[Go Now](#)

### Directory

Keep your entire company at your fingertips by maintaining an online directory.

[Go Now](#)

### Discussion

Poll your employees on various topics of interest with the discussion page.

[Go Now](#)

### Announcements

Announce company wide messages with the announcements page.

[Go Now](#)

### Resources

Keep your important persistent materials organized and accessible with the resources page.

[Go Now](#)

### Contact

Get in touch with your managers immediately using the contact page. All submissions are organized in a Google spreadsheet for easy organization of requests.

Microsoft Out... 1 Reminder D:\Documents and Se... ASHRAE TC X.X Exam... Create new site - Go... Intranet Site - Windo... ASHRAEGoogle



# Managing Users

- Manage Users through “more Actions/Manage Site/Sharing” in Sites or “management tasks” on right hand pane in Groups. Make sure your Subcommittee Chairs are managers in Groups & “collaborators” or “owners” in Sites!
- Suggestion: Make an ASHRAE staff member an “owner”
- You must be a manager or owner level to make user changes.
- You must allow parties on TC roster (members and corresponding) to join. Do not allow non-TC members to join the group. Need to protect membership info. TC Chair should manage users based on roster.
- Permission is not granted to share information to outsiders not on roster. (refer to your Public Web site for public info)
- Take care to protect passwords and confidential info of TC (personal Member info) from disclosure to outside parties.



# Google Sites Example: Home

ASHRAE TC Example Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

google.com https://sites.google.com/site/ashraetcexamplegroup/

Most Visited Hennepin County Libr...

Google Sites - ASH... ASHRAE TC Exa... ASHRAE TC X.X Ex... ASHRAE TC X.X Ex... ECC Discussions - ... Google Groups Google Sites

Google sites Home Updated Sep 30, 2010 10:40 AM

Create page Edit page More actions

**ASHRAE TC Example Site** Search this site

**Navigation**

- Home
- TC Mtgs & Events
  - Membership
  - Meetings
  - TC Resources
  - Las Vegas Conf
- Subcommittees
- Communication Tools
- Sitemap

[Edit sidebar](#)

## Home

### Welcome to the ASHRAE TC Example Site Page

(Please bookmark!) <https://sites.google.com/site/ashraetcexamplegroup/>

The purpose of this Site is to serve as a template for creation of your own private-access TC example site for your TC.

Please go to the page [Google Sites](#) to see detailed instructions to create your google site for your TC

- The ASHRAE TC Example Google Groups site is located at: <http://groups.google.com/group/ashrae-tc-example-group?hl=en>

This area is used to store pages and content for the private use of ASHRAE TC x.x

- Welcome to the TC x.x Google Site. This area for TC x.x internal committee use only. You must receive permission from the TC x.x chair or Vice Chair before distributing content to individuals outside the TC x.x roster. The external web page for TC 1.5 is located at: <http://tcxx.ashraetcs.org/>
- ASHRAE TC x.x Google Groups Page: (this is the discussion group list for ASHRAE TC x.x

, Chair of TC x.x;

TC x.x Public Web page & Minutes are available at: <http://tcxx.ashraetcs.org/>

The purpose of this TC x.x Groups page is to provide a password-protected members-only information area for TC x.x. Membership for this TC is limited to individual names listed on the Current ASHRAE TC x.x Roster. Requests to join must be made to the chair of the TC by sending an email to [tc00x@ashrae.net](mailto:tc00x@ashrae.net). Do not post personal or sensitive information to this group.

The ASHRAE Public Web site for this TC is located at: <http://tcxx.ashraetcs.org/> This page includes Committee Minutes.

**Click on "Pages" and "View All" to see menu structure**

**button click!**



# Google Example: Research

Resource Links - ASHRAE TC Example Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://sites.google.com/site/ashraetccexamplegroup/home/subcoms/research/resource-links

Most Visited Hennepin County Libr...

Google Sites - AS... Resource Link... ASHRAE TC X.X E... ASHRAE TC X.X E... ECC Discussions ... Google Groups Google Sites

**ASHRAE TC Example Site** Search this site

**Navigation**

- Home
- TC Mtgs & Events
  - Membership
  - Meetings
  - TC Resources
  - Las Vegas Conf
- Subcommittees
  - Handbook
  - Program
  - Applications
  - Research
- Resource Links**
  - Proj Monitoring
  - Tech Actv Rpts
  - RP-1234
  - Research Man
  - Standards
- Communication Tools
- Sitemap

[Edit sidebar](#)

Home > Subcommittees > Research >

## Resource Links

TC 1.x Research Public Web Page <http://tc1x.ashraetcs.org/research.html>

Research Manual  
[http://www.ashrae.org/docLib/20100804\\_ResearchManual\\_A10.doc](http://www.ashrae.org/docLib/20100804_ResearchManual_A10.doc)

Research Page Link  
<http://www.ashrae.org/technology/page/39>

Research Page Link  
<http://www.ashrae.org/technology/page/39>

Home > Technology >

## Research

### Strategic Plan for Research

A new research strategic plan will guide ASHRAE research for the next five years. The plan outlines ASHRAE's research goals for the next five years. It centers on sustainability, which is defined as "the concept of maximizing the effectiveness of resource use while minimizing the impact of that use on the environment."

Please send comments and suggestions to Mike Vaughn, ASHRAE manager of research and technical services, at [MORTS@ashrae.net](mailto:MORTS@ashrae.net).

[Research Advisory Panel Goal Champions](#)  
[20090302\\_RACOPRW09RAP20090126\\_rev07.ppt](#)

**Attachments (1)**



# Google Example: Subcommittee

A screenshot of a Mozilla Firefox browser window displaying a Google Sites page. The browser's address bar shows the URL: https://sites.google.com/site/ashraetc15/home/subcoms/applications. The page title is "Emerging Applications Subcommittee - ASHRAE TC 1.5 Computer Applications". The page content includes a navigation sidebar on the left with a menu for "Subcommittees" where "Emerging Applications Subcommittee" is selected. The main content area features the heading "Emerging Applications Subcommittee" and text identifying Mr. Xiaohui Zhou as the chair. It also includes a link to the public web page, a section for attachments with a document titled "TC\_1-5\_ActivitySummary-Albuquerque-2010.doc", and a comments section with a comment from Mike Pouchak dated Oct 22, 2010.



# Search Example

ASHRAE TC 1.5  
Computer Applications

project evaluation Search this group Search Groups

4 results for **project evaluation** Sorted by relevance [Sort by date](#)

[Home](#)  
[Pages](#)  
[Files](#)  
[Members](#)  
[Discussions](#)

[About this group](#)  
[Edit my membership](#)  
[Group settings](#)  
[Management tasks](#)  
[Invite members](#)

[Sponsored links](#)

[Project Evaluation Tool](#)  
No Software to Buy! SaaS Solution  
Quick, Non-Complex, Affordable.  
[www.3livesolutions.com](http://www.3livesolutions.com)

[Simple Project Management](#)  
Some tools are too hard. Some are  
too weak. Smartsheet is just right  
[www.smartsheet.com](http://www.smartsheet.com)

[Expert Statisticians](#)  
data analysis, research design,  
program **evaluation** and a lot more  
[www.statsconsulting.me](http://www.statsconsulting.me)

[Bus. Valuation Techniques](#)  
Find Business Valuation  
Techniques.  
Your Business Solution  
Business.com  
[www.business.com](http://www.business.com)

[Correct Project Valuation](#)  
Real-world projects face

[Create a group](#) - [Google Groups](#) - [Google Home](#) - [Terms of Service](#) - [Privacy](#)

©2010 Google

Error on page. Internet

\*Private information stays private in the password-protected Google Group

\*Full capabilities of Google Search in your group!

\*public “search Groups” search do not see your private group!

\*putting your minutes in full text on a groups page allows searches within your tc x.x context!

Use browser “edit/find in page” to search a single page



# Concerns about Sites/Groups

- Concern about having a private TC open to the public: ASHRAE websites already allow a members-only area (approved in TC MOP)
- Concern about people hacking into TC list for members and documents: Security for Groups is as good or better than existing members-only areas and existing FTP servers.
- Concern: ASHRAE privacy policy – current policy already applies (same as members only areas) – see TC MOP and Web Policy for ASHRAE groups—appvd. by ECC & PubEd 6/05



# ASHRAE Copyright Concerns

- Concern: Google Groups Terms of Service agreement may potentially compromise ASHRAE copyright if posting of draft copies of ASHRAE standards or Handbook or other ASHRAE copyright ownership material is on Google Groups site.
- Solution: TC MOP and Web Policy for ASHRAE groups allow password protected revisions of draft to be stored on [tcxx.ashraetcs.org](http://tcxx.ashraetcs.org) or other approved password protected private sites – use a link from Groups to access these drafts or revisions on a ASHRAE or ASHRAE-approved server.



# Recommendations

- Read & Distribute ASHRAE Google White Paper
- Members of the TC will have access to the Sites/Groups, and outside parties not involved in the work of the TC do not (use your Roster Email for your Google Account Name!)
- Need to protect confidential info from distribution.
- Existing policies posted in TC MOP and Web Policy for ASHRAE Groups apply to both Web pages and Groups Sites!



# Review

- Google Sites meets a need for Access-controlled information storage
- Wiki-like open discussion and revision control
- Threaded online discussion
- Moderation of changes and posting
- Create Google Account example
- Manage Users
- Concerns