

Overall Criteria Checklist for Employee Collaboration and Content Management Software/Apps		
<input type="checkbox"/>	Business Size	Are you a small, medium, or enterprise-sized business? The features you will need, and the price you will pay will likely go up based on the size of your team.
<input type="checkbox"/>	Ease of Integration	If you're already married to a particular set of apps and don't want to lose them, make sure the software/app you choose is already set up to work with the ones you use frequently.
<input type="checkbox"/>	Scalability	If you have a growing business, look for a solution that can easily grow with you. It's better to start small and add features and users as you need them.
<input type="checkbox"/>	Support	Do you feel more comfortable with human support, or prefer help forums, videos, or other non-real time assistance?
<input type="checkbox"/>	Training	Easy-to-use tools make for easier adoption. If you have complicated requirements and need training, are you willing to pay for it or do you prefer to do it yourself?
<input type="checkbox"/>	Cost	What's your budget? Can you get what you need with a free alternative - this may be possible with a particularly small staff. Check pricing carefully, because initial costs can sometimes be misleading. Find out if you have to pay for collaboration or content management software when you discover a <i>no cost</i> option available online via a quick Google search.