



Which tools for which uses (wiki and wiki-alike)



Main uses	Type of tool	Example of online products, easy to set up in 1 click	Example of product to install online, for mid & long term projects	Example of ideal uses	Ideal size of data sets	Time management	Ideal size of group
Co-writing, organizing, archiving, brainstorming, project management	Wiki	Pbworks	MediaWiki, XWiki, DokuWiki (all webplatforms)	Co-writing of a large project such as an encyclopedia, a synergic book, specifications & howto's	Large datasets	asynchronous	2 to many
Co-writing, archiving	Office suite on the cloud	Google Docs (webplatform)	Sharepoint	Co-writing of a 10 pages report	standalone document or small sets of data (such as a collection of pages)	may be used in real-time but is more typically used in an asynchronous manner	2 to 20 people
Co-writing	Pad	Framapad	Etherpad	Collaborative note taking during a meeting	standalone document	synchronous editing designed for real-time interaction	2 to 10 people
Collective conversation	Chat	Mibbit	Skype, Xchat	Unstructured discussion during a meeting, to be used along with a co-writing tool	-	real-time	2 to 20 people
Collaborative intelligence and information sharing	Social bookmarking tools	Diigo		Creation of collective annotated url sets	medium size sets	asynchronous	1 to 100 people
Publishing	Blog	WordPress	WordPress, Dotclear	Collective publishing	medium size sets (1 to hundreds of posts)	asynchronous	1 to 20 people

Those tools feature many functions. Some are frequently used, others are not. Some are rather meant for individual uses, some for collective uses. For example, most blogs are individually edited but collective blogs also do exist. What matters is not the tool itself, but how it is used.



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