

# Appendix A

Groupware characteristics table (part 1)

## Groupware specific classification criteria

## Groupware independent criteria

	time	place	architecture	closeness of collaboration	focus criteria	restrictive vs. permissive	information sharing vs. exchange	3C	group size	conflict management	OS dependency	Browser dependency	small screen	interoperability	client/server platform licence	backup	extendability
	synch / asynch / both	different / same	central / replicated / hybrid	division of labor / sharing mind	user / artefact / workspace	restrictive / permissive	information exchange / sharing	collaborat. / communic. / cooperation	team / community	yes / no	dependent / independent	dependent / independent	capable / incapable	maximum / medium / low	free / commercial / unavalible	automatic / manual / no	free / commercial / no
<b>eGroupWare</b>	<b>both</b>	<b>different</b>	<b>central</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>team</b>	<b>yes</b>	<b>independent</b>	<b>independent</b>	<b>incapable</b>	<b>maximum</b>	<b>free/free</b>	<b>automatic</b>	<b>free</b>
calendar	asynch	-	-	sharing mind	artefact	permissive	sharing	independent	-	yes	-	-	-	maximum	-	-	-
address book	asynch	-	-	sharing mind	artefact	permissive	sharing	independent	-	no	-	-	-	maximum	-	-	-
chatty	synch	-	-	sharing mind	user	permissive	exchange	communicat	-	x	-	-	-	x	-	-	-
e-mail client	asynch	-	-	independent	user	permissive	exchange	communicat	-	x	-	-	-	x	-	-	-
project management	asynch	-	-	division of l.	artefact	restrictive	exchange	collaborat	-	x	-	-	-	low	-	-	-
resource managem.	asynch	-	-	division of l.	artefact	restrictive	sharing	communicat	-	yes	-	-	-	x	-	-	-
file management	asynch	-	-	sharing mind	artefact	permissive	sharing	collaborat	-	yes	-	-	-	x	-	-	-
wiki	asynch	-	-	sharing mind	workspace	permissive	sharing	collaborat	-	yes	-	-	-	x	-	-	-
knowlage base	asynch	-	-	sharing mind	workspace	permissive	sharing	collaborat	-	x	-	-	-	x	-	-	-
<b>phpGroupWare</b>	<b>both</b>	<b>different</b>	<b>central</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>team</b>	<b>yes</b>	<b>independent</b>	<b>independent</b>	<b>incapable</b>	<b>maximum</b>	<b>free/free</b>	<b>automatic</b>	<b>free</b>
calendar	asynch	-	-	sharing mind	artefact	permissive	sharing	independent	-	yes	-	-	-	maximum	-	-	-
address book	asynch	-	-	sharing mind	artefact	permissive	sharing	independent	-	no	-	-	-	maximum	-	-	-
chat	synch	-	-	independent	user	permissive	exchange	communicat	-	x	-	-	-	x	-	-	-
messenger	asynch	-	-	independent	user	permissive	exchange	communicat	-	x	-	-	-	x	-	-	-
e-mail client	asynch	-	-	independent	user	permissive	exchange	communicat	-	x	-	-	-	x	-	-	-
forum	asynch	-	-	sharing mind	workspace	permissive	sharing	independent	-	x	-	-	-	x	-	-	-
ToDo list	asynch	-	-	division of l.	artefact	restrictive	sharing	collaborat	-	x	-	-	-	low	-	-	-
project management	asynch	-	-	division of l.	artefact	restrictive	sharing	collaborat	-	yes	-	-	-	low	-	-	-
<b>more.groupware</b>	<b>asynch</b>	<b>different</b>	<b>central</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>team</b>	<b>yes</b>	<b>independent</b>	<b>independent</b>	<b>incapable</b>	<b>low</b>	<b>free/free</b>	<b>manual</b>	<b>free</b>
calendar	-	-	-	sharing mind	artefact	permissive	sharing	independent	-	yes	-	-	-	-	-	-	-
address book	-	-	-	sharing mind	artefact	permissive	sharing	independent	-	no	-	-	-	-	-	-	-
e-mail client	-	-	-	independent	user	permissive	exchange	communicat	-	x	-	-	-	-	-	-	-
forum	-	-	-	sharing mind	workspace	permissive	sharing	independent	-	x	-	-	-	-	-	-	-
ToDo list	-	-	-	division of l.	artefact	restrictive	sharing	collaborat	-	x	-	-	-	-	-	-	-
project management	-	-	-	division of l.	artefact	restrictive	sharing	collaborat	-	yes	-	-	-	-	-	-	-
<b>Tikiwiki</b>	<b>both</b>	<b>different</b>	<b>central</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>team</b>	<b>yes</b>	<b>independent</b>	<b>independent</b>	<b>capable</b>	<b>maximum</b>	<b>free/free</b>	<b>manual</b>	<b>free</b>
<b>Sunbird</b>	<b>asynch</b>	<b>different</b>	<b>hybrid</b>	<b>x</b>	<b>artefact</b>	<b>x</b>	<b>sharing</b>	<b>collaborat</b>	<b>x</b>	<b>yes</b>	<b>independent</b>	<b>x</b>	<b>incapable</b>	<b>maximum</b>	<b>free/free</b>	<b>manual</b>	<b>free</b>
<b>iCal</b>	<b>asynch</b>	<b>different</b>	<b>hybrid</b>	<b>x</b>	<b>artefact</b>	<b>x</b>	<b>sharing</b>	<b>collaborat</b>	<b>x</b>	<b>yes</b>	<b>dependent</b>	<b>x</b>	<b>incapable</b>	<b>maximum</b>	<b>comm./free</b>	<b>manual</b>	<b>no</b>
<b>MS Outlook</b>	<b>asynch</b>	<b>different</b>	<b>hybrid</b>	<b>x</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>independent</b>	<b>x</b>	<b>yes</b>	<b>yes</b>	<b>x</b>	<b>yes</b>	<b>maximum</b>	<b>comm./free</b>	<b>manual</b>	<b>no</b>
e-mail	-	-	-	-	user	-	exchange	communicat	-	x	-	-	-	-	-	-	-
calendar	-	-	-	-	artefact	-	sharing	collaborat	-	yes	-	-	-	-	-	-	-
ToDo list	-	-	-	-	artefact	-	sharing	collaborat	-	x	-	-	-	-	-	-	-
<b>ICQ</b>	<b>both</b>	<b>different</b>	<b>hybrid</b>	<b>independent</b>	<b>user</b>	<b>permissive</b>	<b>exchange</b>	<b>communicat</b>	<b>community</b>	<b>yes</b>	<b>independent</b>	<b>x</b>	<b>capable</b>	<b>medium</b>	<b>free/unaval</b>	<b>no</b>	<b>no</b>
<b>Skype</b>	<b>sync</b>	<b>different</b>	<b>hybrid</b>	<b>independent</b>	<b>user</b>	<b>permissive</b>	<b>exchange</b>	<b>communicat</b>	<b>community</b>	<b>yes</b>	<b>independent</b>	<b>x</b>	<b>capable</b>	<b>medium</b>	<b>free/unaval</b>	<b>no</b>	<b>no</b>
<b>Cocinella</b>	<b>both</b>	<b>different</b>	<b>hybrid</b>	<b>independent</b>	<b>independent</b>	<b>permissive</b>	<b>independent</b>	<b>independent</b>	<b>community</b>	<b>yes</b>	<b>no</b>	<b>x</b>	<b>no</b>	<b>medium</b>	<b>free/free</b>	<b>no</b>	<b>free</b>
messenger	-	-	-	x	user	-	exchange	communicat	-	x	-	-	-	-	-	-	-
whiteboard	-	-	-	sharing mind	artefact	-	sharing	collaborat	-	x	-	-	-	-	-	-	-
phone	-	-	-	x	user	-	exchange	communicat	-	x	-	-	-	-	-	-	-

"-" means that the value is inherited from the whole system  
"x" means that we cannot decide (it might be depending on the concrete way of use)



