**Wikispaces**

Implement workplace information system

1. The current system

* Is used to store and share information within the groups of SIMWEN for projects
* The types of data are: News Articles, Ads, Code of Conducts, Customer Service Charter
* The data is located under Group Names and Roles (i.e. Yellow Group, Office Assistant)
* Easy to access, by signing up as a member and then login with password
* You need access to a computer with internet connection

1. Strengths and weaknesses of the current system

Strengths

* Information is current and up to date
* The system is easy to use, anyone can use it such as businesses, non-profit organisations, Schools and Higher Education and for families or groups to organise functions, weddings etc.
* Suitable for use of data on a day to day basis such as word documents, worksheets, videos, pictures
* You can access information even if you are not able to attend class/meeting
* It is free
* All you need is a web browser and internet connection
* Hosting and back-up and upgrades is taken care of
* As a member you get updates on you e-mail

Weaknesses

* Members can create pages and spaces without undue restrictions or rules so it may not always be safe

1. Recommendations for improvement

* Individual group members to use more wikispaces to familiarise with all functions