Griffith supported storage options

Workplace Solutions

Storage options

Important notes

Important note: this is not intended as a prescriptive policy document, it should be viewed as general guidance only. These services are available to Griffith University staff.

Quick Guide

Purpose	Tool
Do you want to collaborate on a document?	Google Drive
Do you want to store files online and have them synced to all of your devices?	Google Drive
Do you want to store Self - Help and Policy Documents online for your team to access?	Sharepoint
Do you want this file to be accessible by other staff after you leave the organisation?	Sharepoint
Do you need to create sophisticated file libraries sorted by detailed meta-data?	Sharepoint
Do you want to store private work documents (egg Timesheets)?	G Drive
Do you have sensitive data and need to restrict access to specific users or groups?	G Drive
Is your data for research purposes?	Use one of the Research Storage Service systems

Storage options: Use Cases, Strengths and Weaknesses

Google Drive	
Use Cases	1. For highly collaborative documents where changes are happening often or simultaneously with multiple collaborators. Using the native live documents in Google means there will never be version control issues. There is one online document that everyone can access and edit, while still having some edit history tracking functions. (E.g. team planning/ brainstorming documents and spreadsheets where multiple users are often updating data). 2. Cloud storage of files that you might need to access anywhere, anytime. (E.g. important travel documentation). 3. Collaborative documents that have contributors who are external to the organisation.
Strengths	• Ability to share with internal and external collaborators. • Ability to set level of access to shared collaborators (Read only, Comment only and Edit). • Native documents available for edit online from any device, anywhere. • App available to sync files to any device (including mobile devices). • Able to collaborate on documents in real time. • Sharing with larger groups (e.g. team and department level) can be achieved with the use of Google Groups. • Integration (E.g.: A calendar attachment can open the live file). • Good search function when looking for documents or text in documents. • Easy to access via link in webmail interface. • Every keystroke saved (never lose work). • Versions saved automatically, can restore old versions easily. • Integrated with Google's app suite (e.g. pull data from a Google sheet onto a Google site). • Can make files publicly visible and shared on social media for any member of the public to access. • Offline functions available in Chrome and on mobile devices.
Weaknesses	• Share settings can sometimes be confusing. E.g. copying documents does not always share to the same people or sit in the same shared folder as the original. • Native documents have limited formatting options compared with MS Office suite. • Access issues in some countries. E.g. China. • Lose account if changing between staff and student status or employment expires. E.g. access to documents can be lost if a staff member moves to another organisation.

Sharepoint	
Use Cases	1. Storage of business policy documents such as process outlines, procedures, organisational charts. 2. Document library. 3. Web presence for internal staff use (e.g.: "About us" page, self help resources). 4. Using metadata to create a sophisticated method of organising files.
Strengths	• Can be formatted like a webpage, which can help users in navigating through large amounts of content. • File storage in which different access levels can be given to different user groups (access can be granted via affiliations rather than manually updated lists as is the case with Google Drive). • Can host Microsoft office files online. • Securely hosted on local servers.
Weaknesses	• Check-in/Check-out function for document collaboration does not allow real-time collaboration involving multiple users at the same time (Google Drive allows this function in Google Docs). • Teams need to dedicate time to building the site. • Sharing with external collaborators not supported.
G Drive	
Use Cases	1. Work documents that need to confidential (e.g. timesheets). 2. Large files that need to be accessed quickly. 3. Can be used for teams accessing particular files who do not want to use personal storage.
Strengths	• Griffith hosted and highly secure option. • Able to access large files very quickly. • Able to manage access to particular folders based on a staff member's affiliation. • Backed up internally. • Staff familiar with the tool.
Weaknesses	• Not ideal for collaboration, version control issues are likely to arise. • Need VPN installed to access from off site (not on Griffith network, e.g. working from home). • Difficult to access on a mobile device.

Research Storage Services	
Please note that the Research Storage Services listed below are only to be used for research data. Staff administration and business data should not be stored on these services. For more detailed information refer to: https://research-storage.griffith.edu.au/	
Research Space	
Use Cases	1. Most research data needs can be managed by this service. 2. Cross-institutional collaboration with shared data sets with collaborative documents.
Strengths	• Collaboration including cross-institutional collaboration (able to share data in a similar way to Google Drive. • Unlimited storage (if used for valid research projects). • Off campus access to data. • Desktop and mobile Apps available for syncing files across devices. • "Versions: function allows access to previous versions of documents • Security level fit for most projects. Refer relevant documentation http://research-storage.griffith.edu.au/space/faq • Security features include end to end encryption, which makes it more secure than G Drive data.
Weaknesses	• File sync is not instantaneous. • Live collaboration of documents not possible.
Research Drive	
Use Cases	1. Large files that need fast access (e.g. image files that run software). 2. Projects with particular security needs (see https://research-storage.griffith.edu.au/drive/faq/)
Strengths	• Locally hosted: speed advantage especially when dealing with large files. • Locally hosted: higher levels of security.
Weaknesses	• Difficult to access on a mobile site. • Sharing and access function harder to manage than Research Storage Service.
Research Vault	
Use Cases	1. Data for completed projects that might be useful for future projects. 2. Long term data storage to comply with data retention obligations.
Strengths	• Long term storage of any research data.
Weaknesses	• Slightly slower access to files (may take several minutes to open).