

Ten IT Cost Saving Tips for Not for Profit Organisations.



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Introduction

During my 13-year career in Information Technology I have been involved with not for profit organizations for over 10 years.

Constantly I am informally asked by Not for Profit Organisations the same questions regarding how they can avoid high IT consultants fee's and software costs for some very basic tasks such as web site updating, web hosting and Anti Virus removal/prevention.

As a result I have compiled this small publication with the hope that it will assist Not for Profits to slash their IT budgets.



Tip 1. Anti Virus

AVG Anti Virus is free software, which is amongst the best in the world for anti virus software.

Free download from: <http://free.grisoft.com>

AVG can automatically update itself everyday and will check for and remove viruses automatically. AVG is arguably the best free Anti Virus program available and is often referred to as being more reliable than some popular commercial products.



Tip 2. Adaware and other Nasties

Lavasoft Adaware and Spybot are free software to remove Adaware, (e.g. pop-up ads) Trojan Horses and other nasties.

Free downloads from:

http://www.lavasoftusa.com/products/ad-aware_se_personal.php

and

www.spybot.info

Surfing the web and reading your email can install many nasty files on your computer without your knowledge. I recommend these two programs as both will scan your computer and remove any nasty files.



Tip 3. Graphics Software

Free software for your entire photo and image requirements.

Free download from: www.gimp.org/downloads/

GIMP is free software that will allow you to create images, modify your photos and other images and almost anything you could imagine graphics software to do.



Tip 4. Free Alternative to Microsoft Office

Open Office is free software that has the majority of day-to-day features that Microsoft Office has.

Free download from: <http://download.openoffice.org/2.1.0/index.html>

Studies have shown the majority of office workers think the Open Office is one of the many Microsoft Office suites and therefore adapt to the program quickly.



Tip 5. Web Site Hosting

If you do not require 24/7 technical support for your web site and minor delays in service of a few hours a year, it may be possible to purchase web hosting for as little as \$5 per month.

There are many web companies in New Zealand; many are small businesses that lease space on a server in another country like America or India. This results in a minimal cost to all parties. The hosting packages

normally come with Cpanel, which allows you to easily create email addresses and other administration functions for your web site.



Tip 6. Domain Names

Domain names range in price from \$29 to \$100's or \$10-\$60 for .com addresses.

Check prices at <http://www.dnc.org.nz>

Too often consultants will purchase your domain at minimal cost and add their own charges on top to make it appear as though the domain cost a lot more. Sometimes there are associated costs for maintenance and administration. These tasks can be performed by anyone whom has a basic understanding of computers. Other times your web hosting company may try to monopolise on the fact that you are a loyal customer with little or no IT knowledge that will not change providers.



Tip 7. Web Site Design

Initially state that you want your new web site in a Content Management System and for the site to be visually appealing but easy for non-IT staff to update.

Often a web site is used from templates from previous web sites. There is a lot of competition in the web design market so shop around. Save more money by planning ahead, exactly what you want in your site, write the text out and compile any images you have that you want included.

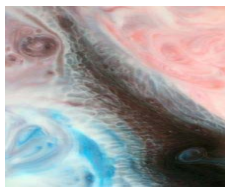
Storyboard the site if you can.



Tip 8. Web Site Administration

Web site administration should not cost \$50=\$120 per hour or part thereof for minor updates such as photos and text adjustments.

There are many Web Design people and Web site administrators. If you want a long-term relationship with the person completing the updates on your site then try to get a monthly flat fee for the services.



Tip 9. Create free PDF files

Create pdf files for free and share them with other parties.

Free download: <http://www.pdf995.com/>

There are several options for creating free pdf files. All with their own issues. I have found that pdf995 has all the minimal requirements for a pdf maker as well as many advanced features if required. It is also compatible with all the current versions of Windows.



Tip 10. SPAM

Your web site or ISP should have a Spam filter incorporated as a free service.

There is also a free desktop Spam filter called Mail Washer. Note there is a professional version, which is a commercial product

Free Download from: <http://www.mailwasher.com>