BoxMeta LLC

TECHNOLOGY INSIDER

"The latest in technology news, trends & tips for business"

How To Avoid Runaway IT Projects That Empty Your Wallet

Every business, regardless of size and resources, is subject to costly project overruns if the project is not properly scoped, planned, executed and tested.

If your company has not already experienced a project that derailed and resulting in costly overruns or costly downtime, your chances of being a victim will increase, as your company grows. So how do you avoid going down a rabbit hole of spending on an IT project? Here are five key strategies to keep you on track:

1) **Begin with the end in mind.** The clearer you are on what "success" is for the project, the more likely you are to achieve it. Take the time to sit down with your executive team and decide exactly what the new system LOOKS like (including the interface, if you're developing one), how it performs, what it does and how it works.

2) **Assign a business manager**. IT projects need to be managed by an executive who understands the business need and outcome, NOT just the IT department. The management team will need to work closely with the IT department to measure and review the deliverables, at each milestone.

3) **Think in smaller, "bite-sized" projects**. Try to avoid impacting multiple departments or the entire company by separating the project deployment into segments. If you have a major system to build or overhaul, break it into smaller, manageable chunks so that problems are contained and costs controlled.

4) **Manage the project hours**. Scope changes is the biggest challenge to keeping your project on time and on budget. If your project goes over your budgeted time frame and your budget by more than 10%, it's time to pause the project and evaluate the remaining scope. Most reputable outsourced IT providers and consultants will complete projects for a FIXED fee based on the documented scope. Any cost overruns will burden the IT provider and not the client.

5) **Missed milestones are a red flag.** While it's normal to miss a few milestones by a small margin, your IT team should not be allowed to consistently miss key milestones in the project. We recommend setting clearly defined milestones every week or every few days, for shorter projects This allows you to keep a tighter control on the budget and deliverables.

"As a business owner, you don't have time to waste on technical and operational issues. That's where we shine! Call us and put an end to your IT problems finally and forever!"
- Dave Russoman, Owner

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JACKSONVILLE, FL

Inside This Issue...

NOW COVER THE OTHER EYE & READ THE SAME LINE.

STAHLER. 6/15

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Microsoft Office 2016 is HERE!!

Microsoft Office 2016 has been released, effective September 22, 2015. While the best productivity is still when used on a PC with keyboard and mouse, this is the first version to be built from the ground-up for mobile and cloud. The greatest changes will be realized by users who are using Office 365 cloud apps but there are changes for the desktop as well.

Pricing and Availability: For Office 365 suite subscribers, the download is now available. Office 2016 will be available for Free on most mobile device and smaller tablets (with limitations). The retail price is $229 for Office 2016 Home and Business and $149 for Office 2016 Home and Student.

What's New In Office 2016?

- Real Time presence in Word as long as the document is stored in OneDrive, OneDrive for Business, or SharePoint Online
- Simplified File Sharing. To invite people to share a document, type their email addresses in the "Invite people" box and select either "Can edit" or "Can view" in the drop-down. If you're on a corporate network and you're using the business version of Office 2016, you can also click the address book icon to choose co-worker email addresses.
    - The person with whom you are sharing does not have to be on Office 2016. They can collaborate with you using the free Web-based version of Office, available at office.com. Just send them a link to the shared document, and when they click on the link, it opens in the Web version of Office.
- "Insights" (powered by Bing) which looks up background information, websites and news stories for selected words.
- 'Tell Me' a box at the upper corner of Office documents where you can type a task, similar to a 'How To'
- Version History improvements
- Improved grammar checker
- Excel has benefited from a considerable makeover and additions including snap functions and smart scrolling. It has also added 6 new chart types and a status bar that lets you switch between sheets in your workbook and view the results of common formulas for selected cells.
- For Office 365 suite customers, there are 3 new productivity tools. '_Delve_' allows insight to a person's profile and activity. _'Office 365 Planner'_ for project planning tasks and deliverables. _'Clutter'_ folder to bypass your Inbox and collect messages of lower priority.

Have Your Website Rankings Suffered Because Your Site Isn't Mobile Friendly?

As of last April, mobile-friendly web sites were given a big leg up on competitors. Known as "responsive" web sites, these sites instantly adapt to whatever device you are viewing them on. Google realized that most sites didn't display well on mobile devices so they updated how they list sites, giving mobile-friendly sites a higher ranking.

Google hasn't removed all non-responsive pages from its top smartphone listings. But it's quickly heading in that direction.

There are three ways to make your web site mobile-friendly:

1) Build a separate mobile edition that fits small screens and loads quickly.
2) Adapt your current web site design to be more mobile-friendly. In some cases it may be difficult to make such a design responsive on all devices.
3) Convert your current web site design into a responsive one. Going this route, you won't need a separate mobile version, and you avoid potential penalties from Google for having the same content on multiple domains.

Find out if your web site is mobile-friendly at: www.google.com/webmasters/tools/mobile-friendly

Shiny New Gadget

Logitech's Circle Camera

The new Logi Circle is a home monitoring camera with a unique twist: You can unplug it from power and stream video from anywhere in your home for up to three hours.

Logitech is positioning the Circle as more than just a home security camera. It is also a webcam, since it has support for two-way voice chat. The company is also one-upping the competition by including 24-hours worth of video rewinding from its cloud service -- a service that is usually an extra cost with other products.

On the software side, Logitech came up with a few unique features to make the Circle stand out. You can have the camera create a "Day Brief," which algorithmically produces a sped up video of the day's highlights. Logitech also filters all of the video and surfaces the most interesting segments when browsing the Circle's iOS or Android app.

While Logitech isn't a brand most people associate with hip new devices, the Logi Circle shows the company can still innovate where it counts.

Retail Price: $200 at www.Logitech.com

Cybercriminals Have A Bull's-Eye On Small Business… Is Your Company's Data At Risk?

According to a recent survey by the National Small Business Association, 61% of small businesses reported being victims of a cybercrime within the past 12 months.

The average cost to recover from a cyber-attack skyrocketed from $8,699 per attack in 2013 to $20,752 per attack in 2014. And, of the businesses targeted, 68% said they'd been hacked more than once.

Experts agree, as cybercriminals become ever more sophisticated, the threat to small businesses is going to get worse…

So what can you do to beat the bad guys?

Here are three common ploys used by hackers – and how you can fend them off:

Phishing – A really legitimate-looking e-mail urges you to click a link or open a file that triggers a malware installation on your computer.
> **Best Defense:** Don't let anyone in your company open files or click links in an e-mail unless they're certain who it came from. Even then, training employees is key. Hackers will disguise a message to make it appear the source is a known colleague or peer.

Cracking Your Password – Hackers can run programs 24/7 testing password combinations to access your computers and/or servers.
> **Best Defense:** Strong and Unique Passwords. Develop a password scheme to manage unique passwords. There are many tricks you can use to help you remember your passwords and still make each one unique. Password programs are also be vulnerable to hacks.

Drive-By Download – You visit what appears to be an innocent site; yet when you click, your device gets hacked – and you may never know it, until it's too late.
> **Best Defense:** Make sure your browser is up-to-date, or use one that updates automatically, such as Firefox or Chrome. Internet Explorer users have been found to be most vulnerable to these attacks.

Unfortunately, these three examples are just a small sampling of the dozens of ever more ingenious ways cybercriminals are breaking down the doors and destroying unprepared businesses.

FREE REPORT:
9 Critical Security Measures That Every Business Should Have In Place
Claim Your FREE Copy Today at:
www.Boxmeta.com/free-stuff/Critical Security

Let us help!
Through October 30, call our office and receive a FREE 10-Point Cyber-Security Audit to uncover gaps in your company's online security. Our highly trained team of IT pros will come to your office and conduct this comprehensive audit.

To take advantage of this limited-time offer, just call our office at **904-229-0922** or visit **www.boxmeta.com** to schedule your audit today.

What is Malware and How Does It Spread?

Cyber-threats have evolved at a rapid pace. When once there were only viruses and malware to watch out for, now you have to protect your business from worms, trojans, ransomware and dozens of other online threats. But what's the difference between all of them?

WHAT IS MALWARE?

Malware is the short version of the word malicious software. And this is a general term that encompasses many types of online threats including spyware, viruses, worms, trojans, adware, ransomware and more.

Virus - like a virus that can infect a person, a computer virus is a contagious piece of code that infects software and then spreads from file to file on a system. When infected software or files are shared between computers, the virus then spreads to the new host.
The best way to protect yourself from viruses is with a reliable antivirus program that is kept updated. Additionally, you should be wary of any executable files you receive because viruses often come packaged in this form. For example, if you're sent a video file, be aware that if the name includes an "exe" extension like .mov.exe, you're almost certainly dealing with a virus.

Spyware - just like a spy, a hacker uses spyware to track your internet activities and steal your information without you being aware of it. What kind of information is likely to be stolen by Spyware? Credit card numbers and passwords are two common targets.
And if stealing your information isn't bad enough, Spyware is also known to cause PC slow-down, especially when there is more than one program running on your system - which is usually the case with a system that's infected. A common mistake many people make is they assume their antivirus software automatically protects them from Spyware. This is not always true as some antivirus isn't designed to catch spyware. If you're unsure if your antivirus prevents Spyware, get verification from your vendor. And for those that are already infected with Spyware, scan your computer with a Malware program such as Malwarebytes

Worms - similar to viruses, worms also replicate themselves and spread when they infect a computer. The difference, however, is that a worm doesn't require the help of a human or host program to spread. Worms self-replicate and spread across networks without the guidance of a hacker or a file/program. In addition to a reliable antivirus software, to prevent worms from infecting your system, you should ensure your firewall is activated and working properly.

Trojan - like the trojan horse from ancient Greek mythology, this type of malware is disguised as a safe program designed to fool users, so that they unwittingly install it on their own system, and later are sabotaged by it. Generally, the hacker uses a trojan to steal both financial and personal information. It can do this by creating a "backdoor" to your computer that allows the hacker to remotely control it.. Similar to the other malware mentioned above, antivirus software is a dependable way to protect yourself against trojans. For further safety, it's wise to not open up suspicious attachments, and also ensure that your staff members aren't downloading any programs or applications illegally at the office - as this is a favorite place hackers like to hide trojans.

FIND 5 HALLOWEEN WORDS

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H B R Z Y V N C K Y D W U Z T
C C E D J I Q U O R V F W G B
T S M J H C P D P S L D H D D
T S O H G F T B Q F T N O D Y
Q J E Q U U U L R N P U E D E
Q H F T R B N N T Y V C M X J
C R E T N T P U M P K I N E Y
P Z X I Y N V D D M R R S M Q
C R W U A Y H F D Y Q E G S G
X Q Z E G O S X V X S E K G R
F I G L D P Z E T K P U J T X
T J S B Z W E E R K N P R B Q
K I Z Z L E S B I Q R E B O Q
M L K M B R B P C R A H C B P
U B E O I M E K K T R D F B F
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Trivia Corner: Who Wants to Win A $25 Gift Card?

E-mail your answer to:
trivia@boxmeta.com
The first person to submit the correct answer wins a $25 Gift Card!!

The Lighter Side:
IT Fun Facts

Technology has forever changed our lives and our world more than you know. Here are some numbers to put that fact into perspective:

1. About 4 billion people worldwide own a mobile phone, but only 3.5 billion people own a toothbrush.

2. Computers and other electronics account for 220,000 tons of annual trash in the U.S. alone.

3. About 300 hours of video are uploaded to YouTube every minute.

4. Around 100 billion e-mails traverse the Internet every day, and about 95% of those messages go straight to spam folders.

5. The annual amount of electricity it takes for Google to handle a billion search queries every day is around 15 billion kWh, which is more than most countries consume.

6. About 500 new mobile games appear on the Apple App Store each day.

7. The "father of information theory," Claude Shannon, invented the digital circuit at age 21 while he was in college.

8. Regular computer users blink only half as often as non-users.

9. Over 1 million children can say their parents met on Match.com