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# Online Project Management Tools

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**Webinar #2 in the *Embracing Remote Work for Civil Society* series**

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experts of the EaP Civil Society Facility – Regional Actions project*

# Eastern Partnership Civil Society Facility – Regional Actions

**Goal:** to promote the role of civil society actors in the six EaP countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) in reforms taking place in their countries

**Funded** by the European Union

**Implemented** by a consortium led by GDSI Limited (Ireland)

**Duration:** 2017-2020

**Details:** <http://eapcivilsociety.eu/>

01

## Mapping studies and research

for a better understanding of civil society organisations in the partner countries and their problems

02

## E-learning courses and webinars

to strengthen civil society capacity and local impact

03

## Hackathons to develop new ICT tools

to enable broader participation of civil society in decision making processes

04

## Better communication

for high-impact civil society work to improve the image of civil society work and learn how to communicate it better

05

## Civil Society Fellowships

for future leaders in key sectors to enable them to drive changes

# Embracing Remote Work Series of Webinars

**Why:** to help you learn more about some of the most used tools and solutions for distant work, online communication and collaboration

**Webinar #1 on 10/04:** Transferring your team to remote work: main principles and steps, good practices and tools for communication

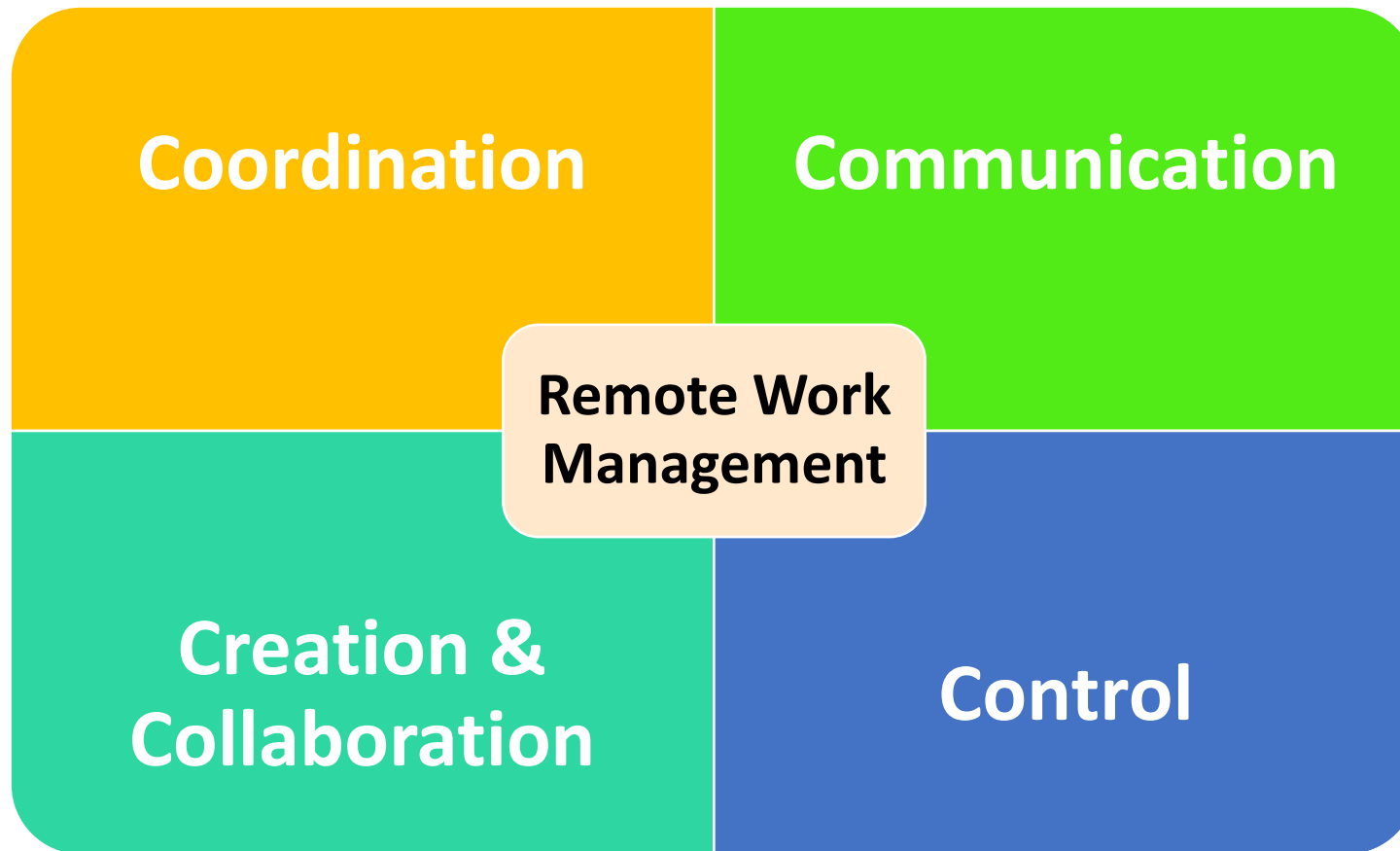
**Webinar #2 on 24/04:** online project management solutions (MS To Do, Trello, Asana, OpenProject)

**Webinar #3 on 08/05:** digital solutions for online meetings, webinars and streaming

**Webinar #4 in May:** other goodies and addressing your requests and questions



## Recap: Elements of remote work for managers



Please watch Webinar #1 for more:  
<https://elearning.eapcivilsociety.eu/2020/04/embracing-remote-work-for-civil-society/>

## 'Agile' Team Collaboration Tasks

1. People know why, what and when they act: their actions must contribute to the objective(s) and outcome(s).
2. People know what others are doing.
3. People know the process: input – output.
4. People can give and receive feedback and feedforward.
5. People are equipped with right materials and tools.

Source for the quote: [Washington Post](#)

“

*A regular employee spends more than 20.5 hours a week reading and responding to emails*

”

Adobe Survey 2016



# Warning signs

If you and your team face two and more of these problems:

- Lack of visibility into task or project status
- Inconsistent execution of processes
- Siloed teams and information
- Ineffective collaboration

... it's the right time to introduce online project management tool.

Image: <https://pixabay.com/>



Webinar #2

# Project Management Tools

Understand and try

# Types & features

**Project management tools** (PM tools) are software products aimed to assist an individual or team to effectively organize work and manage projects and tasks.

Depending on the complexity and hosting:

1. Individual. Simple sharable to-do lists for those with a very light need for PM solutions and small teams, or those who want to test.
2. Cloud-based. PM apps that are hosted on external cloud servers. Features available depend on the price.
3. On-Premise. PM apps installed locally into your organisation's server.
4. Open API. PM software with the capacity to add to the already existing application ('adjust' them).

**01**

## Planning

Due date, start date, calendar, Gantt chart, timeline, milestones...

**02**

## Task Delegation

Share the list / task / board and assign to one or more persons

**03**

## Documents sharing

Attach a document or a link to a document

**04**

## Communication

Share the list/task/board, and leave notes, messages, comments...

**05**

## Monitoring

Status tracking: completed / done, overdue,..



## PM Tools: Variety & Costs

With hundreds of tools to choose from, it's almost guaranteed there's a tool out there that can meet your needs. Often there is a question how much you are ready to pay for this.

You can compare various products at [ProofHub](#) or [Capterra](#) – or any other resource.

While some products are available for free (as trial, or basic version), these are the annual budget estimations from the [Capterra](#) depending on the number of users and features:

	2 - 5 users	6 - 10 users	11 - 15 users	16 - 20 users	21 - 50 users
<b>\$10/user/month</b>	\$240 - \$600	\$720 - \$1,200	\$1,320 - \$1,800	\$1,920 - \$2,400	\$2,520 - \$6,000
<b>\$20/user/month</b>	\$480 - \$1,200	\$1,440 - \$2,400	\$2,640 - \$3,600	\$3,840 - \$4,800	\$5,040 - \$12,000
<b>\$30/user/month</b>	\$720 - \$1,800	\$2,160 - \$3,600	\$3,960 - \$5,400	\$5,760 - \$7,200	\$7,560 - \$18,000
<b>\$40/user/month</b>	\$960 - \$2,400	\$2,880 - \$4,800	\$5,280 - \$7,200	\$7,680 - \$9,600	\$10,080 - \$24,000
<b>\$50/user/month</b>	\$1,200 - \$3,000	\$3,600 - \$6,000	\$6,600 - \$9,000	\$9,600 - \$12,000	\$12,600 - \$30,000
<b>\$100/user/month</b>	\$2,400 - \$6,000	\$7,200 - \$12,000	\$13,200 - \$18,000	\$19,200 - \$24,000	\$25,200 - \$60,000

# VERY agile: Jira

The screenshot displays the Jira Software interface. On the left is a blue sidebar with navigation options: Jira Software, Dashboards, Projects, Issues and filters, Structure, and Jira settings. The main area shows a list of issues under the 'ALM Works PMO' project. The issues are organized into a hierarchy: INIT-1 (Core Products), INIT-3 (Structure), and STR-6 (Formulas). The 'Formulas' section is expanded, showing several issues with their status and assignees. The 'Backlog' view is also visible, showing a list of issues with their status and assignees.

Key	Summary	Status	Assignee
INIT-1	Core Products	BACKLOG	Charlie Brown
INIT-3	Structure	BACKLOG	Charlie Brown
STR-6	Formulas	IN PROGRESS	Charlie Brown
STR-4	As a formula author, I want to be able to use JQL queries	DONE	Sally Brown
STR-9	Design syntax	DONE	Sally Brown
STR-8	Implement new UX	DONE	Sally Brown
STR-3	As a formula author, I want to edit large fo		
STR-5	Technical Debt		
STR-1	Synchronize Attributes to Custom Fields		
STR-2	Notes Column		
INIT-9	Structure Cloud		
INIT-2	Extensions		
INIT-7	Structure.Gantt		
GNT-1	Configurable Resources		
GNT-3	Sync Start/Finish to Jira fields		
GNT-2	Milestones feature		
INIT-5	Structure.Pages		

## VERY agile: Jira (II)

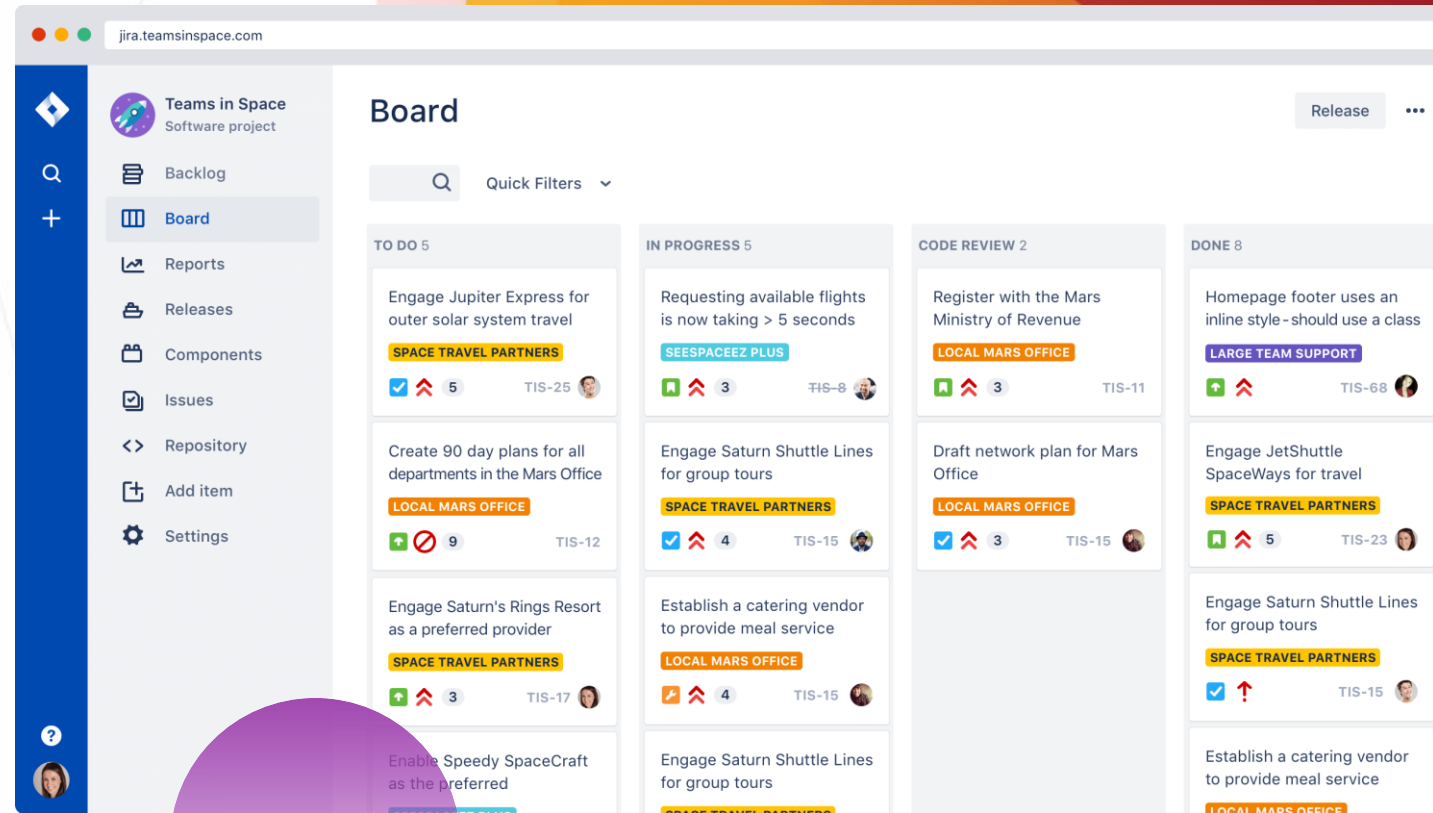
Designed for agile teams working on software development:

<https://www.atlassian.com/software/jira>

Has cloud based and in-premises versions.

Free plan allows for up to 10 users and basic features (Scrum/Kanban boards, backlog, agile reporting, roadmaps).

Do not mess with it until you develop software products!



# Simple: MS To Do (Demo)

For personal use – or very light management tasks:

<https://todo.microsoft.com/>

Former Wunderlist (bought by MS in 2015).

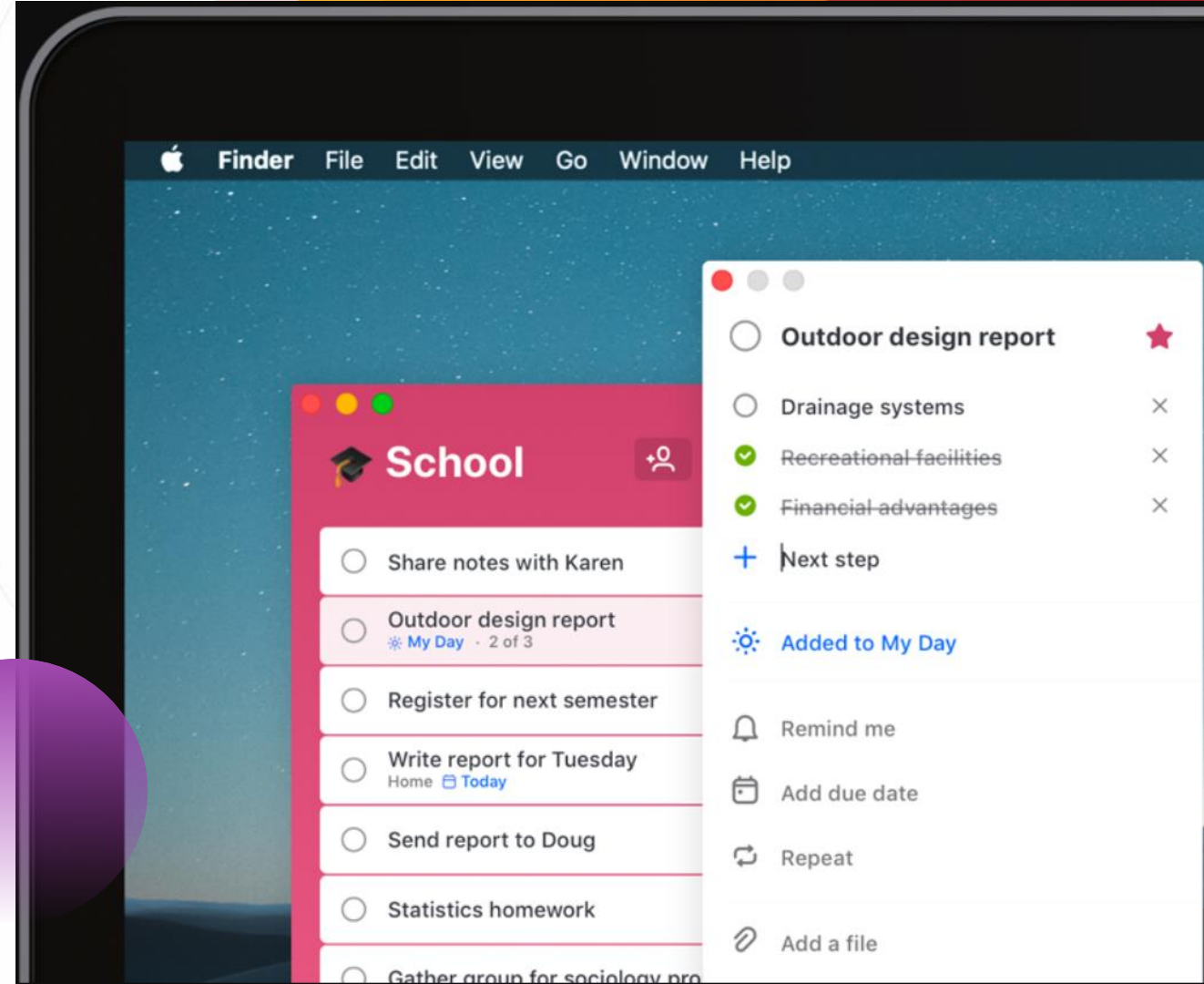
Cloud-based with desktop, mobile and web apps.

Is a freeby from MS for everyone with the MS account; integrates well with other MS products.

Features: lists, tasks, due dates (including repeating due dates), reminders, assignees, subtasks, files and notes to tasks.

Support:

<https://todosupport.helpshift.com/>





# Level Up: Asana (Demo)

For projects with rigorous process and small teams:

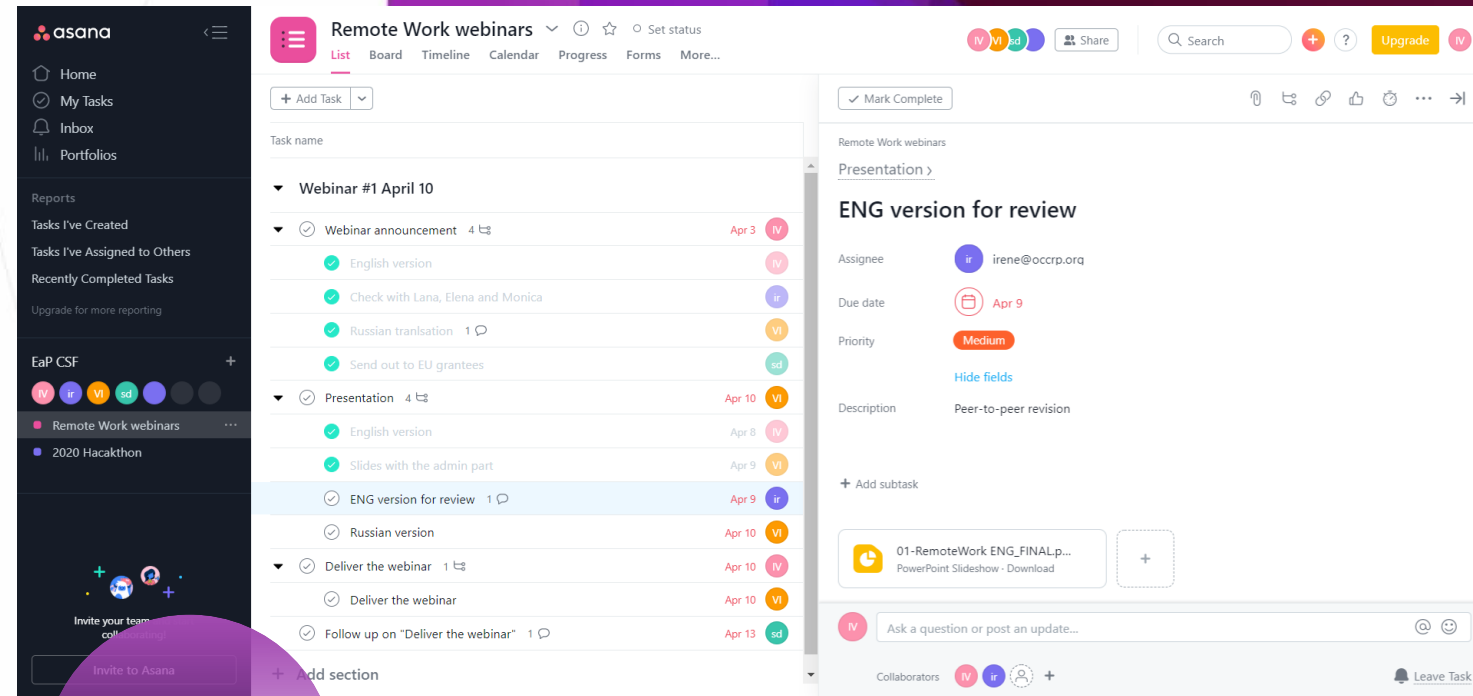
<https://asana.com/>

Cloud-based with desktop, mobile and web apps.

Free version is limited to 15 team members and basic features; then from USD 10 per user/month.

Features: projects, tasks and subtasks, due dates, assignees, files, descriptions, notes and comments, status updates...

Manuals: <https://asana.com/guide>





# Level Up: Trello

Card-based task/project management tool for projects with team collaboration: <https://trello.com/>

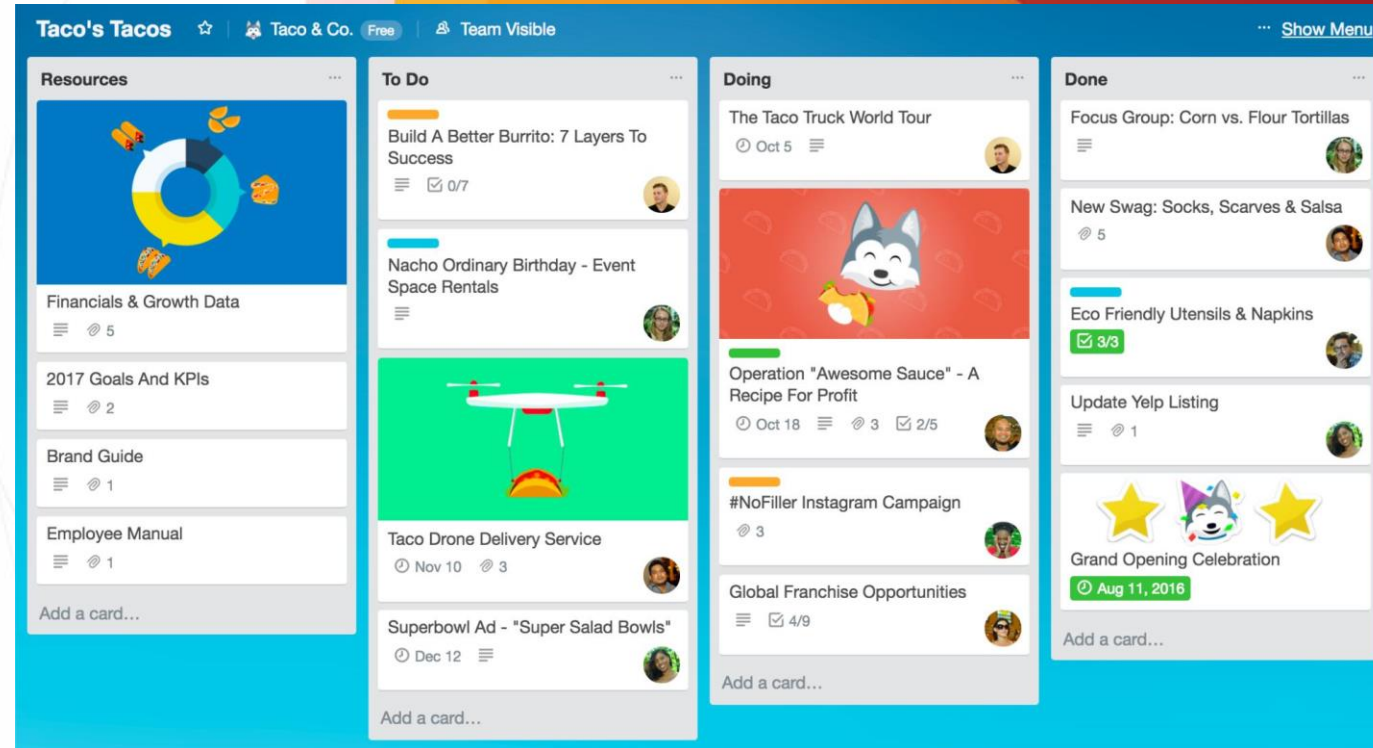
Jira's 'younger sibling' 😊

Cloud-based with desktop, mobile and web apps.

Free version is limited to 10 team boards, basic features and 1 power-up; then from USD 10 per user/month.

Features: boards, cards, tasks, due dates, assignees, assignees, files, descriptions, notes and comments, status updates...

Great tutorials: <https://trello.com/guide>, <https://blog.trello.com/> and <https://help.trello.com/>



# Level Up: Trello (II)

The screenshot displays a Trello board titled "Project Management Board - From A to Z". The board is organized into several columns, each representing a different stage of the project workflow. The columns are: General Information, Market Research, Inbox, Backlog, In Progress, Blocked/Paused, Ready For Launch, and Live. Each column contains multiple cards, which are tasks or items to be completed. The cards are color-coded by priority (High Priority, Low Priority) and category (Design, Mobile, Browser). The board also features a sidebar on the left with sections for General Information, Team Members Responsibilities, Metrics and KPI, and Company Roadmap. The top of the board shows a navigation bar with various tools and settings.

**Project Management Board - From A to Z**

**General Information**

- Launch date : January 1st
- Jan 1, 2019 2 weeks
- 2 weeks
- Design Mobile High Priority
- Browser Low Priority
- How to use this board
- 2 weeks 2 weeks

**Market Research**

- The Emoji Guide To Team Productivity [Infographic]
- 2 2 weeks 2 weeks
- Competitor Research
- 0/2 2 days 2 days
- + Add another card

**Inbox**

- Add a card below if you have any request/question/feedback - make sure to tag Alexia---
- 2 weeks 2 weeks
- High Priority
- Video load issues on IE 11
- Oct 17 1 2 weeks
- 2 weeks
- Browser
- Add Emoji Reactions on images
- Nov 7 5 hours
- 2 weeks
- + Add another card

**Backlog**

- High Priority Browser
- Operation: All The Bugs
- Oct 23 2 weeks
- 2 weeks
- Browser
- Multiple Emojis select
- 2 weeks 2 weeks
- Browser Low Priority
- Add Tab to react on images
- Nov 19 2 weeks
- 2 weeks
- + Add another card

**In Progress**

- High Priority
- Localization
- Oct 31 1/4 2 weeks
- 2 weeks
- Mobile Browser
- Animated emoji support
- Nov 2 1 5 hours
- 2 weeks
- Marketing
- Communication Plan
- Oct 23 2 weeks 2 weeks
- 2 weeks
- Design
- Allow Custom Emojis
- Oct 30 1 2 weeks
- 2 weeks
- + Add another card

**Blocked/Paused**

- High Priority
- Notifications Not Sending #4
- Oct 31 2 weeks 2 weeks
- Marketing
- Messaging house
- 5 hours 2 weeks
- 2 weeks
- Browser
- Lightbox loading issue on Safari
- Oct 25 2 weeks
- 2 weeks
- Browser
- Make sure reactions appear on embedded links
- Nov 23 5 hours
- 2 weeks
- + Add another card

**Ready For Launch**

- High Priority
- Pasting from clipboard
- Nov 2 5 hours 2 weeks
- Low Priority
- Make Emojis pretty on JSON
- Oct 31 5 hours
- 2 weeks
- Improved API documentation
- Oct 17 5 hours 2 weeks
- 2 weeks
- High Priority
- Android : Emoji Reactions Notifications
- Nov 7 5 hours 2 weeks
- Mobile High Priority
- Pop-over max width issue on mobile
- Nov 7 5 hours
- 2 weeks
- + Add another card

**Live**

- Activity
- Any Feedback?
- 2 weeks
- Design Mobile
- Emoji Reaction on comments
- Nov 23 1 2 days
- 2 weeks
- Design High Priority
- Material design for Android
- Oct 12 2 weeks 2 weeks
- Mobile Browser
- Emoji support
- Oct 8 2 weeks 2 weeks
- Design Browser
- Custom emoji for web
- Oct 17 2 weeks 2 weeks
- + Add another card

# Trello: Live Demo

You can get very creative with Trello boards. Check it [here](#) or look at the templates [here](#), or let's examine our 2019 Hackathon board: <https://bit.ly/2Vf9jQo>

**2019 EaP Civil Society Hackathon**

**Venue for the Hackathon**  
в колонке Logistics

УЧАСТНИКИ: A IV +  
СРОК: 14 мар 2019 г. в 12:00 **ПРОСРОЧЕНО**

**Описание** Изменить  
Venue for the Hackathon - we need to have space for 90 people

**Вложения**  
PDF: 2019 Hackathon venue options.pdf  
Добавлено 19 июня 2019 г. в 17:18 - [Комментарий](#) - [Удалить](#) - [Изменить](#)  
Добавить вложение

**Вену**  
50%  
✓ Choose from 4 options—GITA is the best  
✓ Get the approval from the CA  
□ Confirm with GITA management  
□ Letter of Cooperation - Irina

**ДОБАВИТЬ НА КАРТОЧКУ**  
Участники  
Метки  
Чек-лист  
Срок  
Вложение  
Обложка

**улучшения**  
Butler Tips (5)  
Получить больше ул...  
Получите неограниченное количество улучшений и многое другое.  
Усовершенствовать команду

**ДЕЙСТВИЯ**  
→ Перемещение  
Копирование

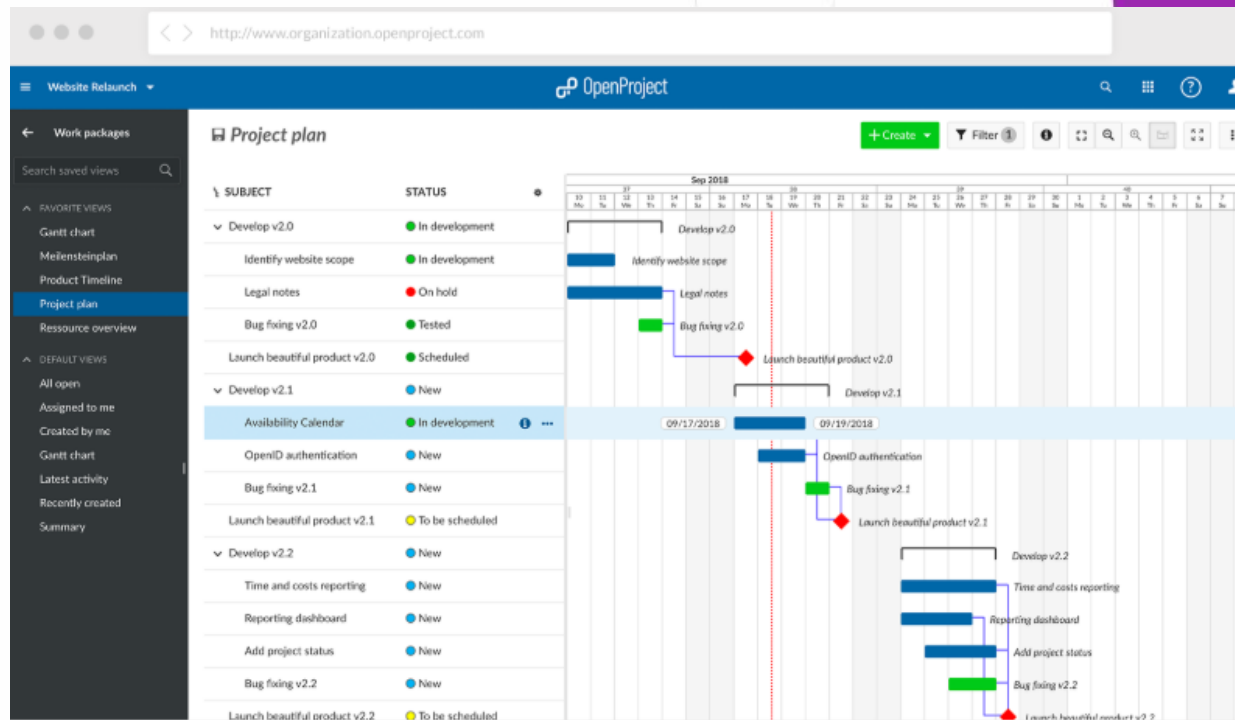
**Меню**  
Ещё  
Butler  
Улучшения  
Planyway: календарь и таймлайн для Trello  
Неограниченное количество улучшений  
Хотите использовать несколько улучшений для одной доски? С подпиской «Бизнес-класс» вы сможете добавлять сколько угодно улучшений!  
[Узнать больше](#)

**Действия**  
Iryna Velska изменил(а) срок карточки



# Top Level: OpenProject

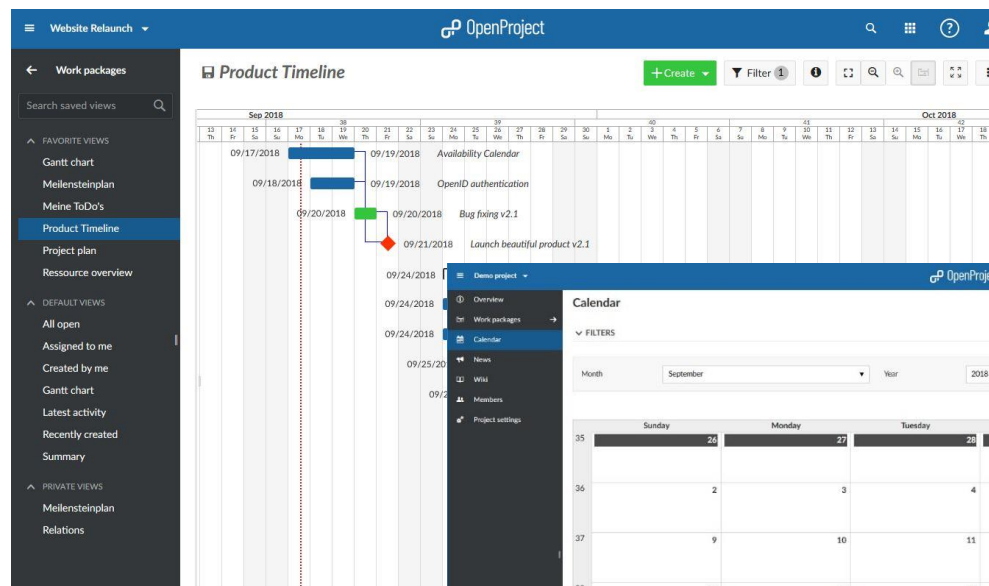
<https://www.openproject.org/>



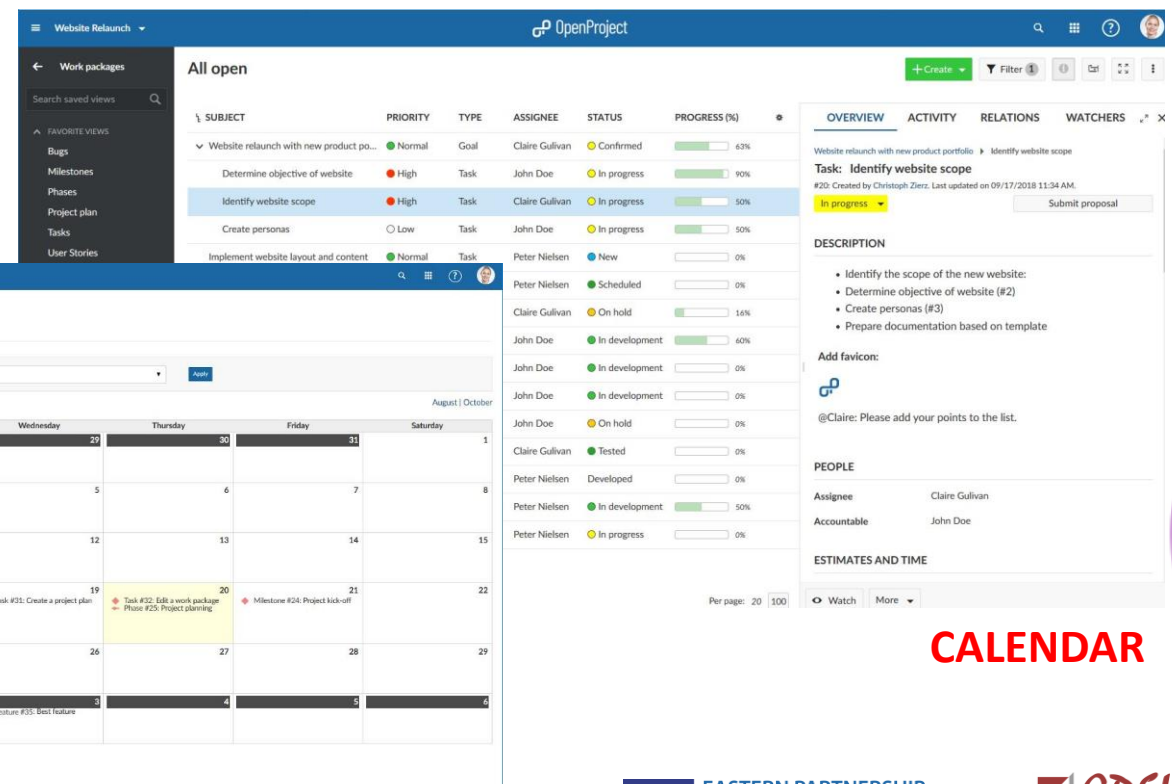
- *Project planning and scheduling*
- *Product roadmap and release planning*
- *Task management, team collaboration*
- *Kanban, Agile & Scrum*
- *Bug Tracking*
- *Time tracking, cost reporting, budgeting*
- *Wiki*

# OpenProject. Project planning and scheduling

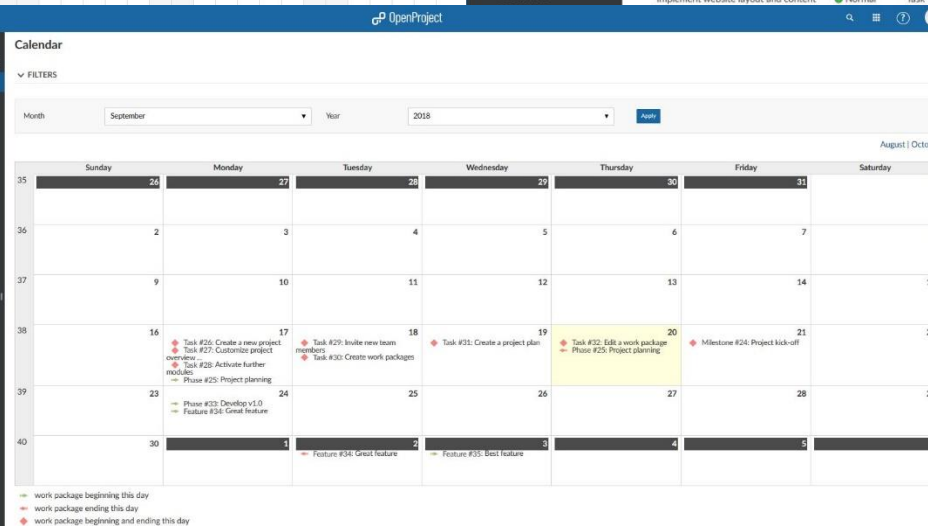
- With **shared timelines** you can create and visualize your project plan.
- You can **define the project objectives** and specify the work to be done.



**GANTT CHARTS**



**CALENDAR**

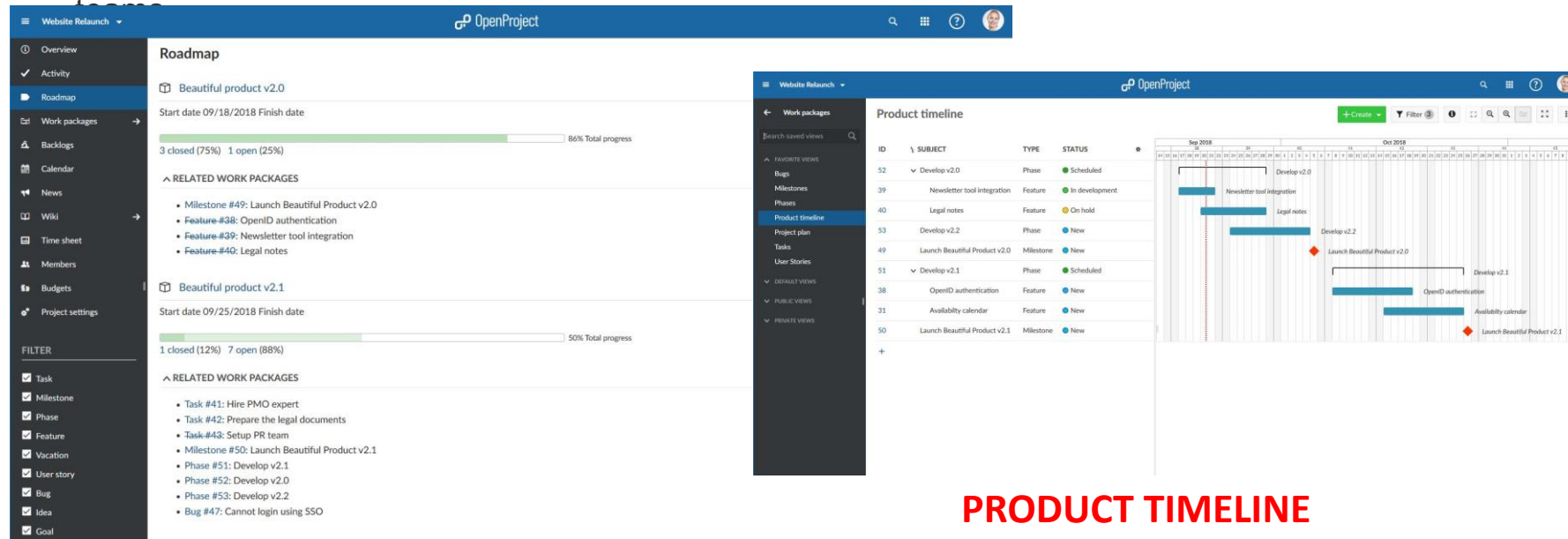


**WORK PACKAGES**



# OpenProject. Product roadmap and release planning

- OpenProject is the easiest way to **plan, visualize, and communicate your product roadmap**. Share your product roadmap with your stakeholders, get feedback about your ideas and break it down into a detailed release plan.
- **Align your product roadmaps** with your company's product strategy and create buy-in and transparency across all

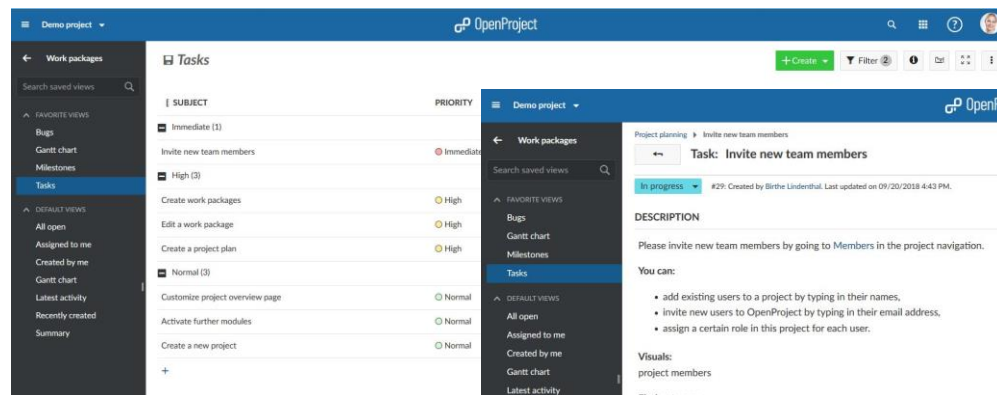


ROADMAP

PRODUCT TIMELINE

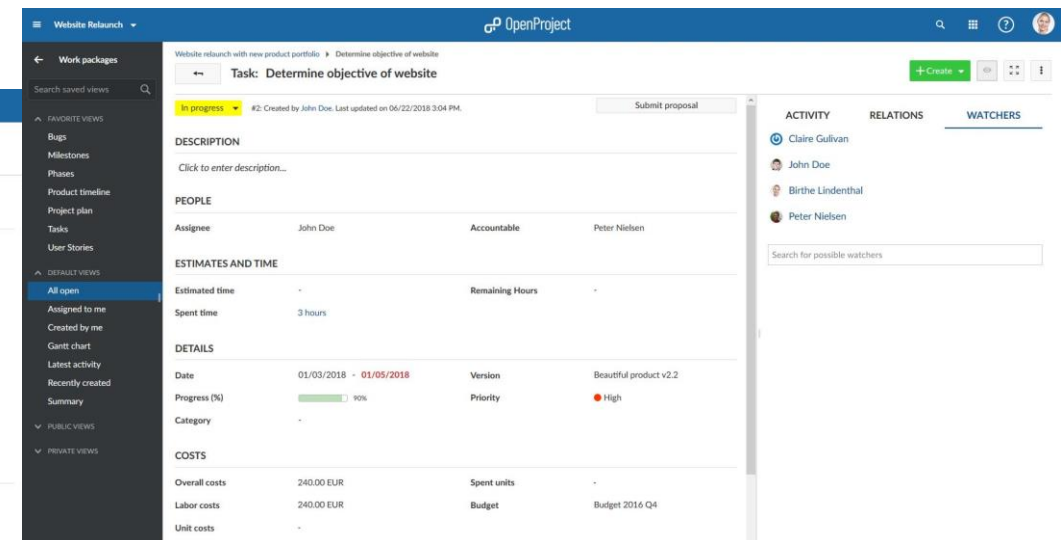
# OpenProject. Task management and team collaboration

- Make your teams working lives simpler, more productive and more pleasant. OpenProject is the **easiest way for teams to track their work** - and get results
- With OpenProject you have **all tasks and communication in one place**



The screenshot shows the 'Tasks' view in OpenProject. On the left, a sidebar lists 'Work packages' and 'Tasks'. The main area displays a list of tasks with columns for 'SUBJECT' and 'PRIORITY'. Tasks are categorized by priority: Immediate (1), High (3), and Normal (3). Below the list, there are options to 'Create work packages', 'Edit a work package', 'Create a project plan', and 'Create a new project'. A 'Task: Invite new team members' is highlighted, showing a description and instructions on how to invite new team members.

**TASK LIST**



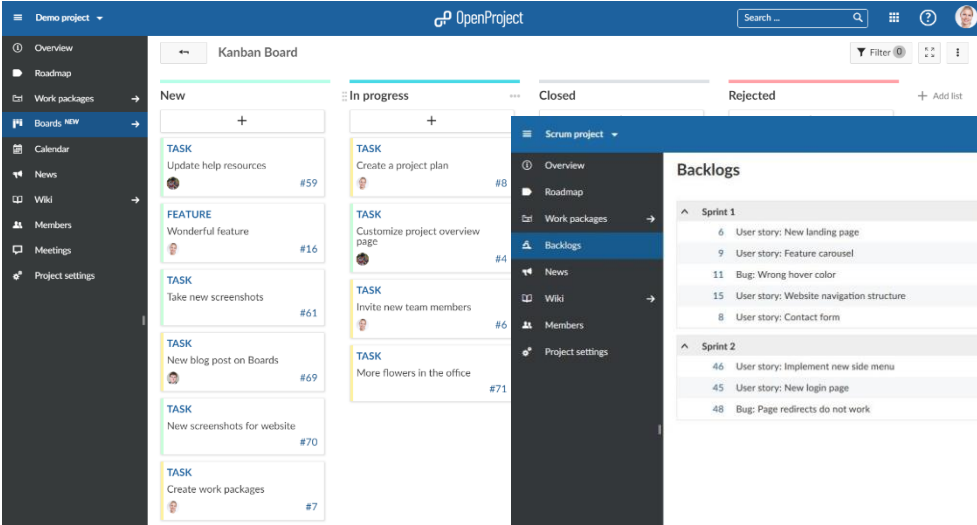
The screenshot shows the 'Task: Determine objective of website' details in OpenProject. The interface includes a 'Task' header with a 'Submit proposal' button. Below this, there are sections for 'DESCRIPTION', 'PEOPLE', 'ESTIMATES AND TIME', 'DETAILS', and 'COSTS'. The 'PEOPLE' section lists assignees: John Doe, Peter Nielsen, and Birthe Lindenthal. The 'ESTIMATES AND TIME' section shows 'Estimated time' and 'Spent time'. The 'DETAILS' section includes 'Date', 'Version', and 'Priority'. The 'COSTS' section shows 'Overall costs', 'Labor costs', and 'Unit costs'. On the right, there are tabs for 'ACTIVITY', 'RELATIONS', and 'WATCHERS'.

**WATCHER**

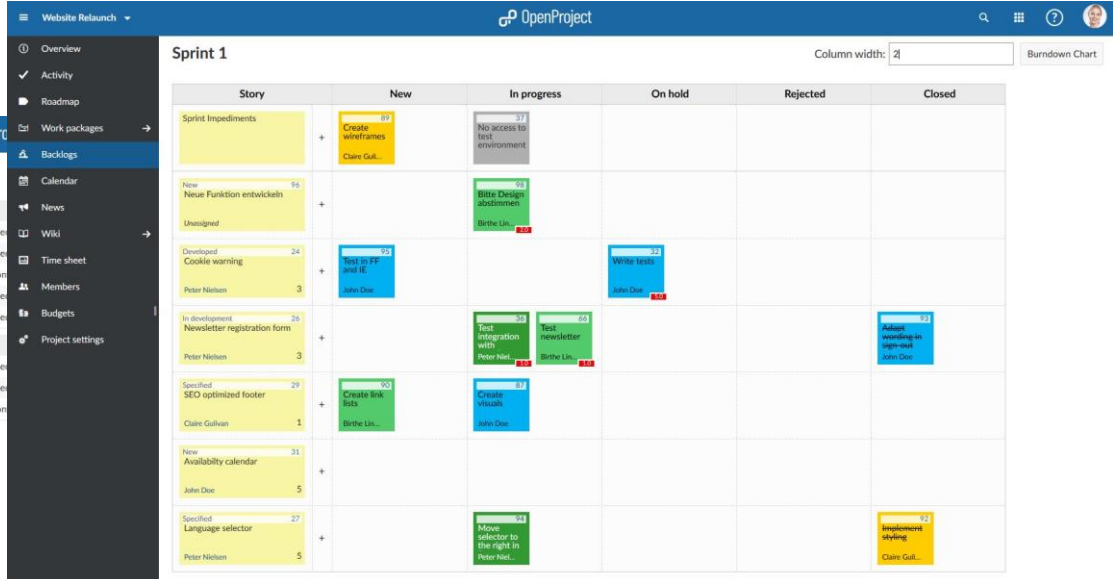
**COMMENTS AND HISTORY**

# OpenProject. Kanban, Agile and Scrum

- **OpenProject is the perfect tool for agile teams** that want to use agile methodologies such as Scrum.
- Agile teams can create and estimate stories, prioritize a sprint backlog and track tasks. It is tightly integrated into other modules such as **roadmap planning, bug tracking and task management.**



**AGILE BOARDS**

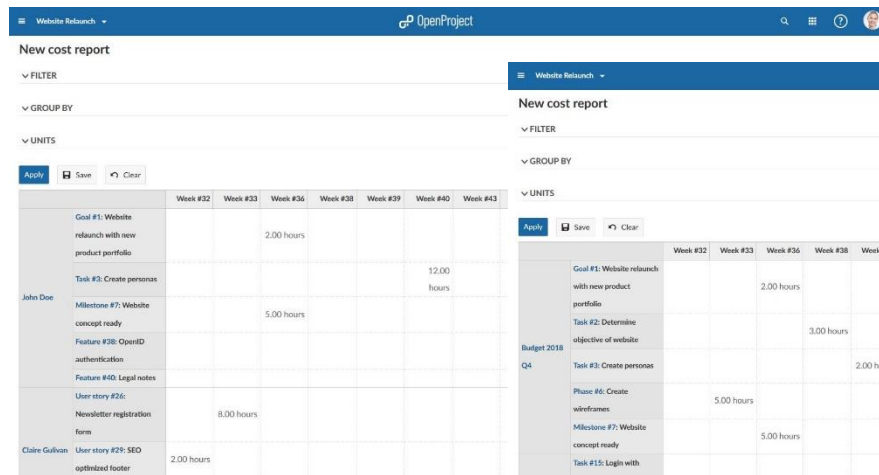


**TASK BOARD**

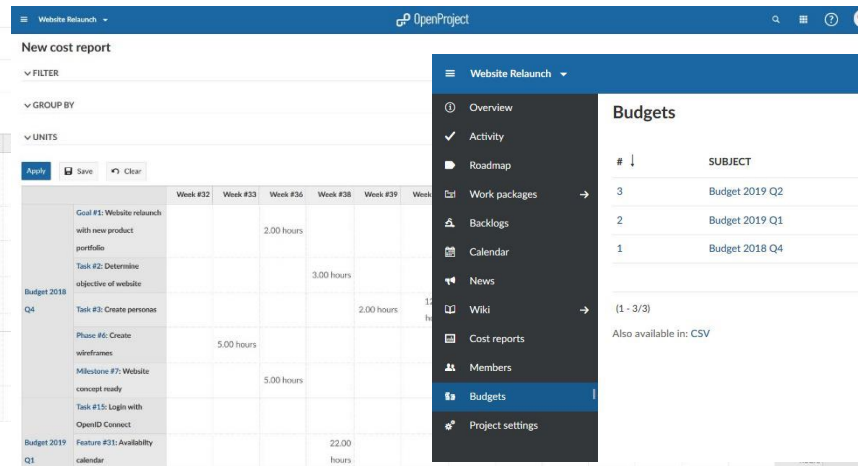
**BACKLOGS**

# OpenProject. Time tracking, cost reporting and budgeting

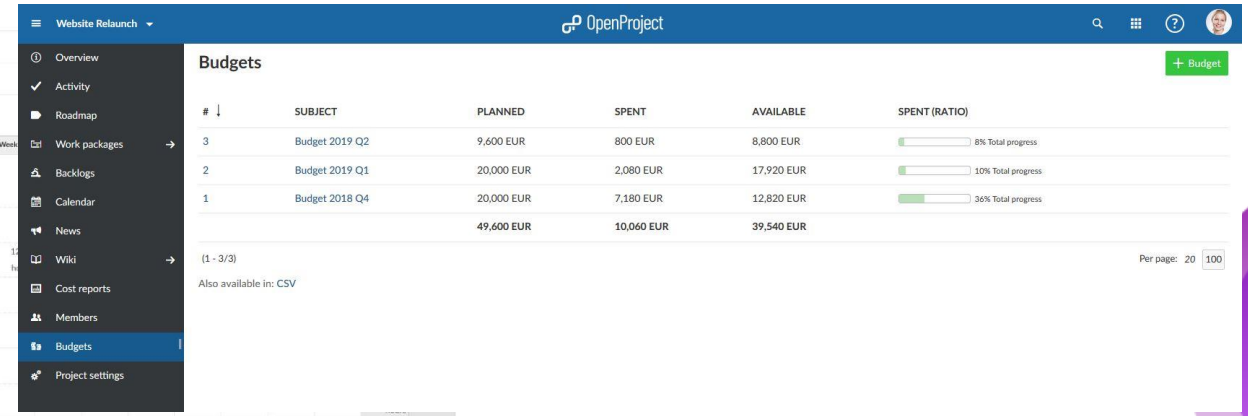
- OpenProject **makes time tracking easy**. Create custom reports for accurate, current insight into project performance and allocated resources.
- **Plan the cost for each project phase**, and see how much of the allocated budget has been spent at a glance.



**TIME TRACKING**



**COST REPORTS**



**BUDGETING**

Webinar #2

# Tips & Recommendations

Very personal experience



## PM solutions can help with:

1. Project conception & initiation
2. Project definition & planning
3. Faster collaboration
4. Easier delegation
5. Accurate project tracking
6. Central data storage
7. Seamless communication
8. Quick file-sharing
9. Tracking of time & costs
10. Quick reporting

Switching and getting used takes time! First project(s) will be tough :D



# Managing Projects Online: Technology comes second

01

PM solutions are great, but **not every team / organisation requires** them

02

**Calculate the costs:** how much you are ready to pay for a product, but be guided by other things

03

Start with **free or trial versions of several products**, and select the one that works the best for your team / needs

04

**Security or 24/7 support?** Decide for on-premises or externally hosted product

05

Check that all **team members are ready** for using the chosen PM solution

06

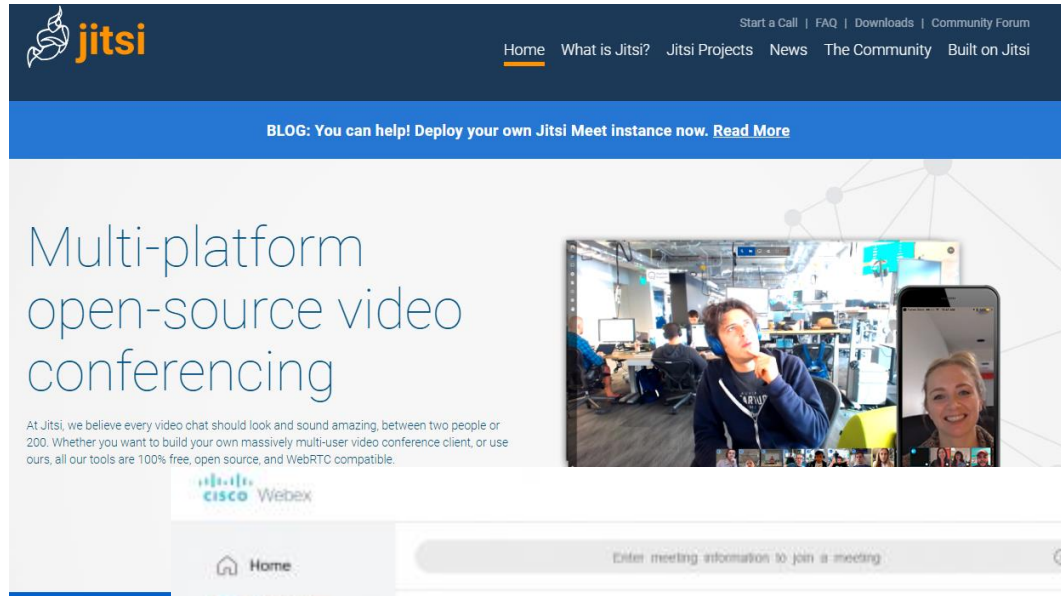
Set up **clear rules and procedures** and **exemplify** (you do it first)

Webinar #2

# What's Next?

Spoilers from Webinar #3

# Video Conferencing, Webinars & Streaming



The Jitsi website header features the Jitsi logo on the left and navigation links (Home, What is Jitsi?, Jitsi Projects, News, The Community, Built on Jitsi) on the right. Below the header is a blue banner with the text "BLOG: You can help! Deploy your own Jitsi Meet instance now. Read More". The main content area has a large heading "Multi-platform open-source video conferencing" and a subtext "At Jitsi, we believe every video chat should look and sound amazing, between two people or 200. Whether you want to build your own massively multi-user video conference client, or use ours, all our tools are 100% free, open source, and WebRTC compatible." Below this is a video player showing a meeting in progress.

cisco Webex

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

## Meetings

My Meetings	03/22/2020 - 04/11/2020	Show past meetings
9:00 AM - 10:30 AM Mon, Mar 23	нарада 23 березня організація організації	
2:00 PM - 3:00 PM Wed, Mar 25	Нарада деканат. Он-лайн навчання. організація організації	
8:30 AM - 10:00 AM Wed, Apr 1	Пекція Системний аналіз і проектування ІС, 4... організація організації	

Schedule meeting

Schedule Meeting

Topic

Lawrence Abrams' Zoom Meeting

Start:

Tue March 31, 2020

04:00 PM

Duration:

0 hour

30 minutes

☐ Recurring meeting

Time Zone: Eastern Time (US and Canad... ▾

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID

Password

☒ Require meeting password 032736

Start

Start

Start

# Thank you for your attention!

## Project Regional Office:



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02072 Kyiv, Ukraine



+38 063 376 55 46



welcome@EaPCivilSociety.eu



[www.EaPCivilSociety.eu](http://www.EaPCivilSociety.eu)

## Trainers' emails:

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[Vladimir.Ivanov@EaPCivilSociety.eu](mailto:Vladimir.Ivanov@EaPCivilSociety.eu)

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[www.gdsi.ie](http://www.gdsi.ie)

# Naturally, your questions are welcome 😊