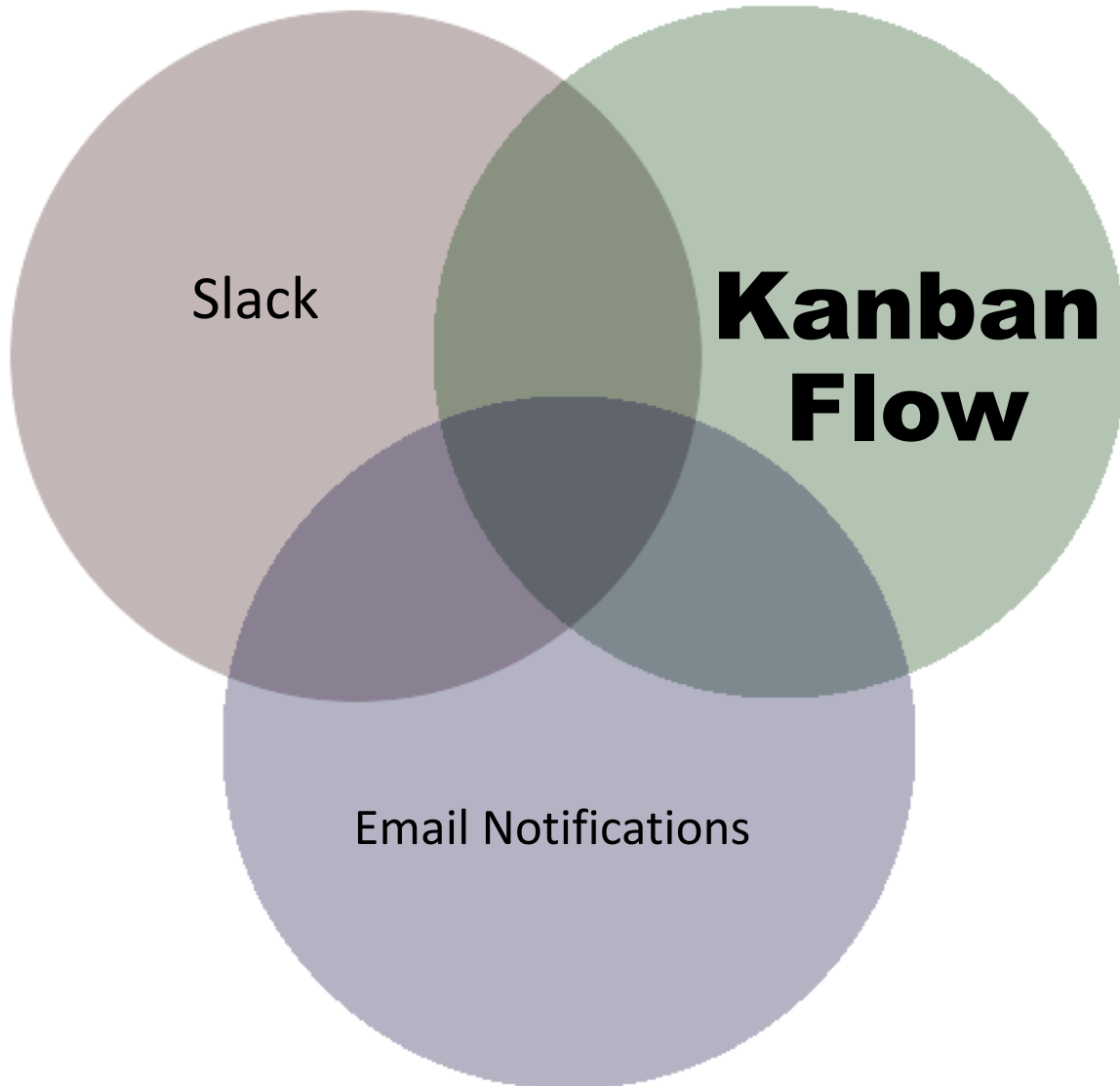


Project Management Madness



3 Key Programs for: Communication, Personal Tasks & Large Projects

Platform Pros vs. Cons



KanbanFlow

- Began as a personal tool
- Tried it with a couple of teams to manage workflow and assign tasks (but not always successful – harder to get buy-in for)
- Mobile version is handy in meetings
- Love the simplicity of drag & drop
- Love the visual-ease of color coding tasks
- Love dates/recurring task email reminders
- Love Pomodoro timer (dings to take breaks!)
- Works with Slack, but costs extra

First Time with Kanban:

“How did I ever keep track
of ANYTHING or get things
done before I started using
this method?!”

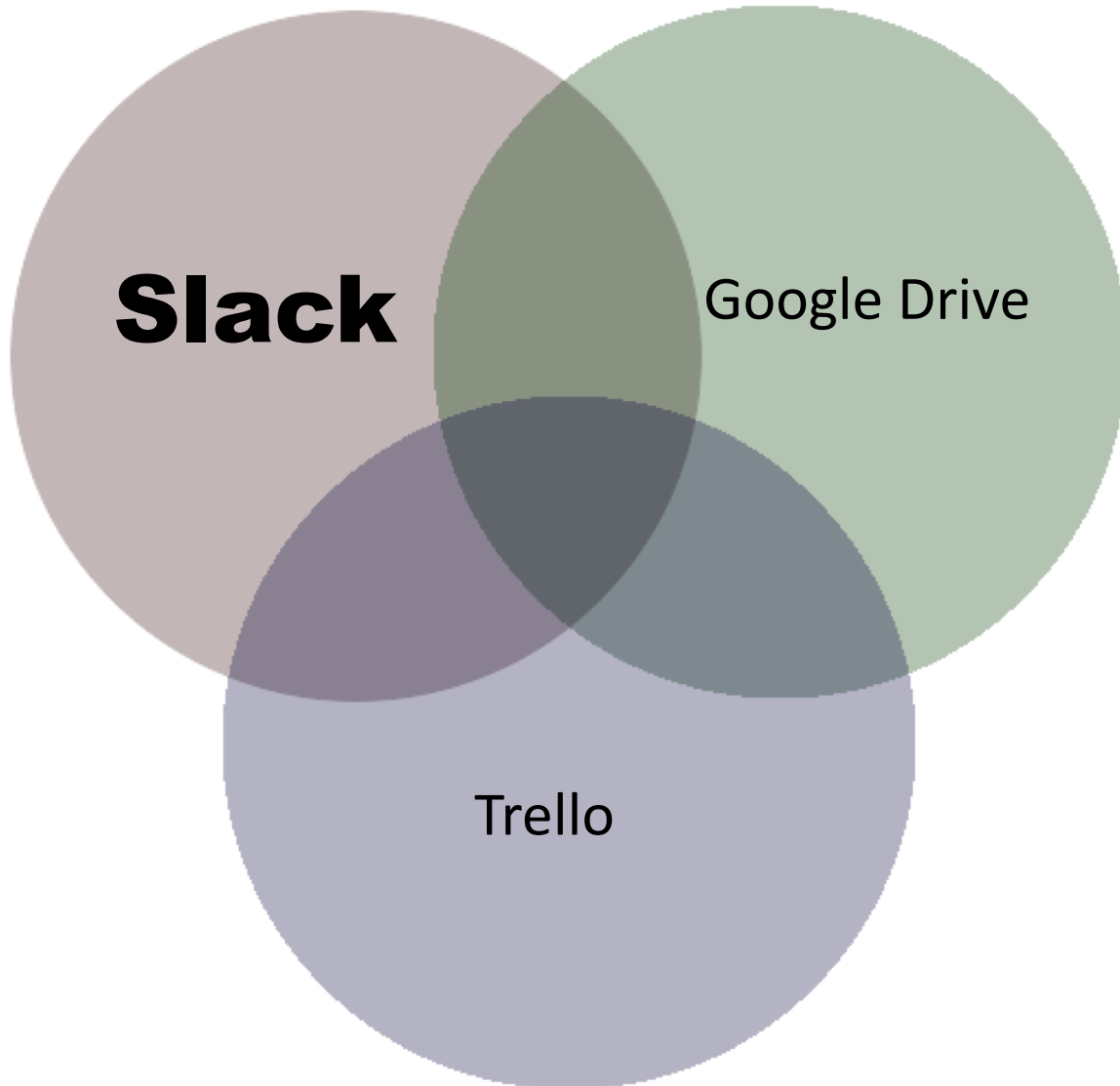
Wondering why no one else is as
excited about this as me? No one
else is using it... for a team, what's
the point?

Lesson learned – keep it to myself

The image is a collage of various KanbanFlow interface elements:

- Board administration: Work Board** (top left): A settings panel with tabs for General, Users, Columns, Colors, and Task settings. The 'Columns' tab is active, showing a list of columns (To-do, Due Soon, Do Today / In Progress, Done) with their respective actions (Edit, Delete, Move).
- Board administration: Work Board** (top right): A settings panel for 'Enabled colors' and 'Disabled colors'. It lists colors (Yellow, Green, Red, Blue, Brown, Cyan, Magenta, Orange, Purple, White) and their names (Web (Default), Library, Graphics, Docs & Media, Personal). Actions (Edit, Disable, Move) are provided for each color.
- Work Board** (center): A main Kanban board with columns: To-do, Due Soon, Do Today / In Progress (6/7), and Done. Tasks are represented by cards with due dates and descriptions.
- Pomodoro timer** (bottom left): A small window showing the time until the next break (18:39) and a 'Stop' button.
- Change GAVEL back up tape** (bottom center): A task detail popup showing the task name, due date (Tomorrow 5:00 PM), and options to edit or move the task.
- Edit due date** (bottom right): A popup for editing the due date, including a calendar, repeat options (Daily, Weekly, Monthly, Yearly), and an interval selection (Every week, Every 2nd week, etc.).

Platform Pros vs. Cons



Slack

- Our team established channels for different types of communication
- Using it as a “dump” or one-stop shop with comments but **not ALL info/notes**
- Links/works great (and free) with Trello and Google Drive (docs, sheets, data studio, etc.)
- So fun to use (GIFS!!!!!!), **but distracting?**
- Works with KanbanFlow, but costs extra

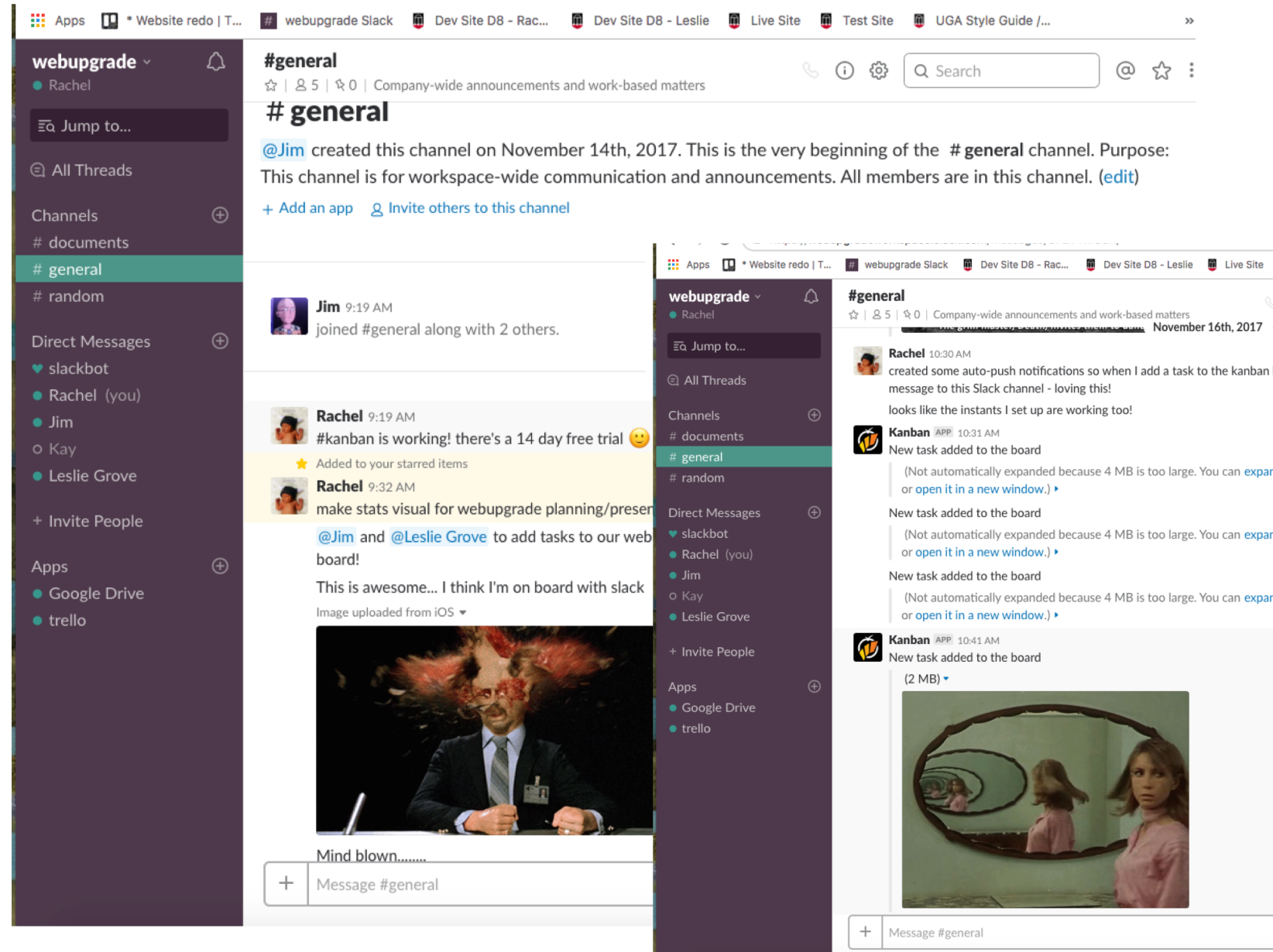
First Time I used Slack:

“This is awesome...

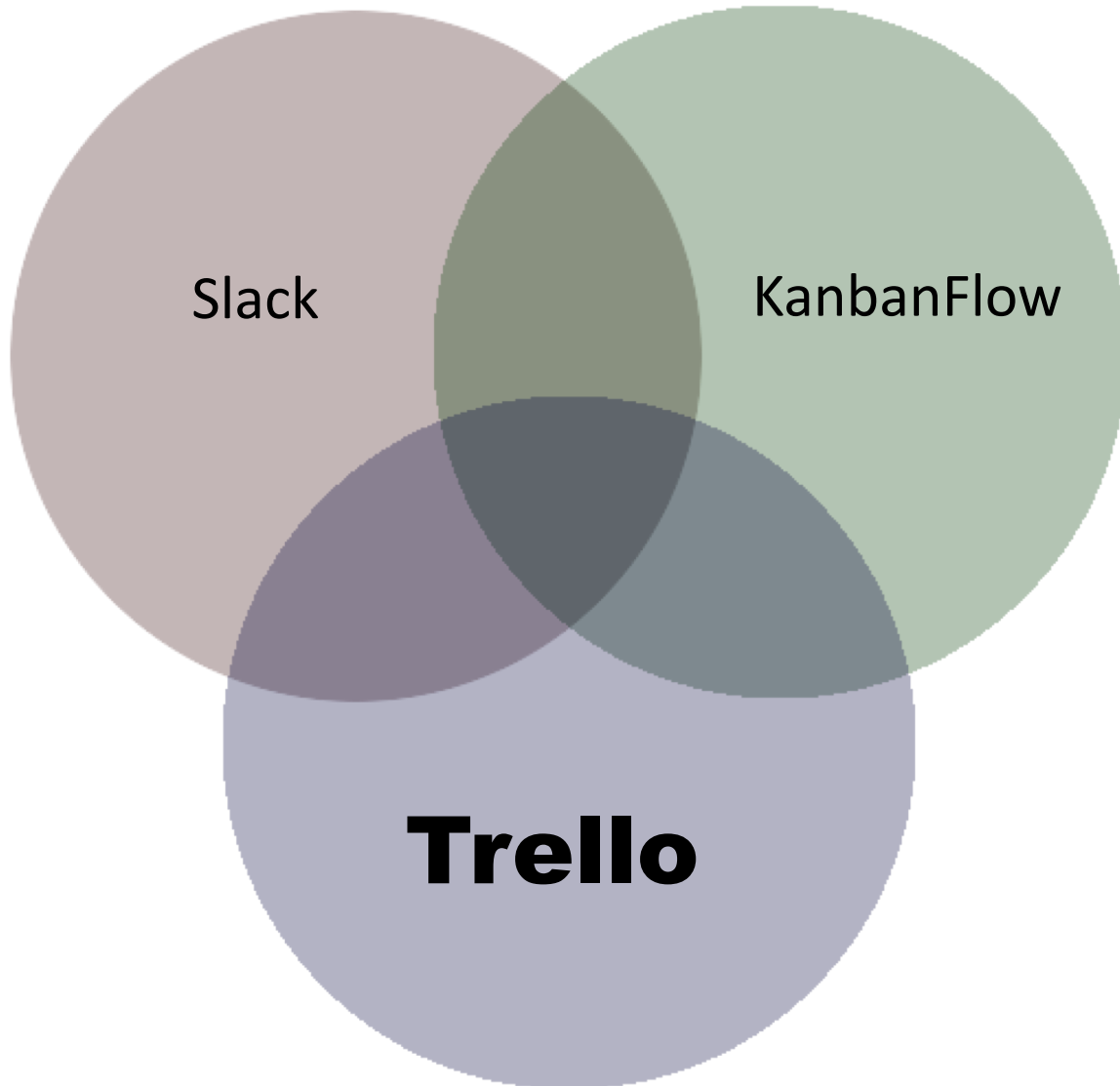
[insert gif of head exploding]

Mind blown...”

Automated various gif's to show in slack as items were created, moved across my KanbanFlow board, and were marked done! (but, wait, it will cost us \$ after my trial?!)



Platform Pros vs. ~~Cons~~



Trello

- Began as a team tool and really like it!
- Seems better for more detailed documentation
- Love the visual bar of progress for checklists
- FREE to continue using with Slack!
- Can also color-code if you want to
- Planning to switch my own personal board over to Trello with upcoming job shift

First Time I used Trello:

**"It is like KanbanFlow...
Except it integrates FREE
with Slack, my team actually
uses it, AND is doubling as
great place for documentation
...but BETTER!"**

Seems easier to automate tasks
from Slack to the Trello board
with less work connecting the
two – just use string of
commands! Great print view for
“cards” that you create/link docs!

The screenshot displays a Trello board for a project named "Website redo". The board is organized into four columns representing different stages of the workflow:

- To-Do:** Includes tasks like "create diagram of server / workflow setup", "bootstrap sub theme", "create 'user stories' of workflow", "layout decisions / display mode", "Build 3 virtual test servers on 1s webserver.", "sort out which files/images can be removed from the D7 site", and "apply new footer to new site".
- Development / In-Progress:** Contains the task "get git workflow set up on all 5 servers & on github".
- Testing / Ready for Review:** Features a card titled "Unified App for Clinics work started August 2018". This card is highlighted, showing its details: it has 7/7 items, 2 attachments, and is assigned to three team members. The card's content includes a description of the unified application, a list of attachments ("Old Clinic Draft Webform" and "unified-app-compare.pdf"), and a checklist of tasks related to the app's development and testing.
- Done / Documentation:** Includes tasks like "Finalizing Content Types & Adding Dev. Content to work with", "Create Users / Roles / Permissions and test out Taxonomy Access Control Lite module for 'User Groups'", and "Media Guide progress (1. re-create taxonomy from live site 2. new fields) - June 12 - Nov. 6, 2018".

The detailed view of the "Unified App for Clinics work started August 2018" card shows the following information:

- Members:** Three team members are assigned to the card.
- Description:** A paragraph explaining the need for a unified application to streamline the process for students.
- Attachments:** Two files are attached: "Old Clinic Draft Webform" (added Oct 17 at 8:33 AM) and "unified-app-compare.pdf" (added Oct 17 at 8:27 AM).
- Checklist:** A list of tasks with checkboxes, including "Meetings & work", "Rachel created prospero draft LONG ago for Alex Scherr", "August 29th initial meeting", "Leslie created portal version with 'steps' from section to section of app", "September 28 second meeting with demo of portal version", "Rachel created comparison chart/venn diagram to share with CDG's Ebony", and "October 17 third meeting with more demo of CDG's version in simplicity".

Trello + Slack:

“From a meeting I can **add tasks from one location (slack)** and have it appear on the **team board (trello)**. At a future date I can edit, add to or expand on that task!”

Both allows links to / attachments for docs (Google Docs work especially well) to allow for easy referencing of documentation from each platform, linking all projects and people!

The screenshot displays a Slack interface with a channel named #documents. On the left sidebar, the 'webupgrade' workspace is visible, showing a list of channels including #documents, #general, and #random. The main channel view shows a message from Rachel at 2:41 PM, which includes a Google Docs link to 'Web Coordinator Task Documentation'. Below the message, a preview of the document is shown, featuring a table of contents. To the right of the Slack interface, a Trello board titled 'Web Coordinator Task Documentation' is visible, showing a list of tasks with corresponding card counts.

Web Coordinator Task Documentation

File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

100% Heading 1 Arial 20 B I U A

Outline

Web Coordinator Task Document...

Re-sizing Images for the Web

3-column Landing Pages: 2

2-column Wide Landing Pages (ex. ... 2

2-column Default Pages (masthead): 2

3-column Callouts: 2

Homepage Slider Images: 2

About page "segments" (separate c... 2

Thumbnail Sizes: 2

Profile Images: 3

Updating Tabs (Clinic/Practicum programs & Student Org pages) 3

How to Create New Tabs 4

Creating & Editing Profile Pages 5

How to embed videos... 7

page) 7

photo carousel 8

8

8

8

9

9

9

9

9

9

10

Experiential Programs 10

Coordinator updating 11

11

12

14

14

14

15

webupgrade Rachel

Jump to...

All Threads

Channels

documents

general

random

Direct Messages

slackbot

Rachel (you)

Jim

Kay

Leslie Grove

Invite People

Apps

Google Drive

trello

#documents 4 | 2 | Add a topic

Monday, October 1st

Rachel 2:41 PM

Rachel Daily Task documentation: <https://docs.google.com/document/d/1I7Yt8tr9MglgyCuVnVPOVUqI9RT8wfeAskXtMYGris/edit>

GDocs Document

Web Coordinator Task Documentation

Document from Google Drive

Web Coordinator Task Documentation

TABLE OF CONTENTS

Re-sizing Images for the Web 1

3-column Landing Pages: 2

2-column Wide Landing Pages (ex. Rusk Pages, or About Page): 2

2-column Default Pages (masthead): 2

3-column Callouts: 2

Homepage Slider Images: 2

About page "segments" (separate content type): 2

Thumbnail Sizes: 2

Profile Images: 3

Tuesday, October 9th

Rachel 4:03 PM

updated staff profile documentation for content and images on the google doc

Tuesday, October 16th

Rachel 2:37 PM

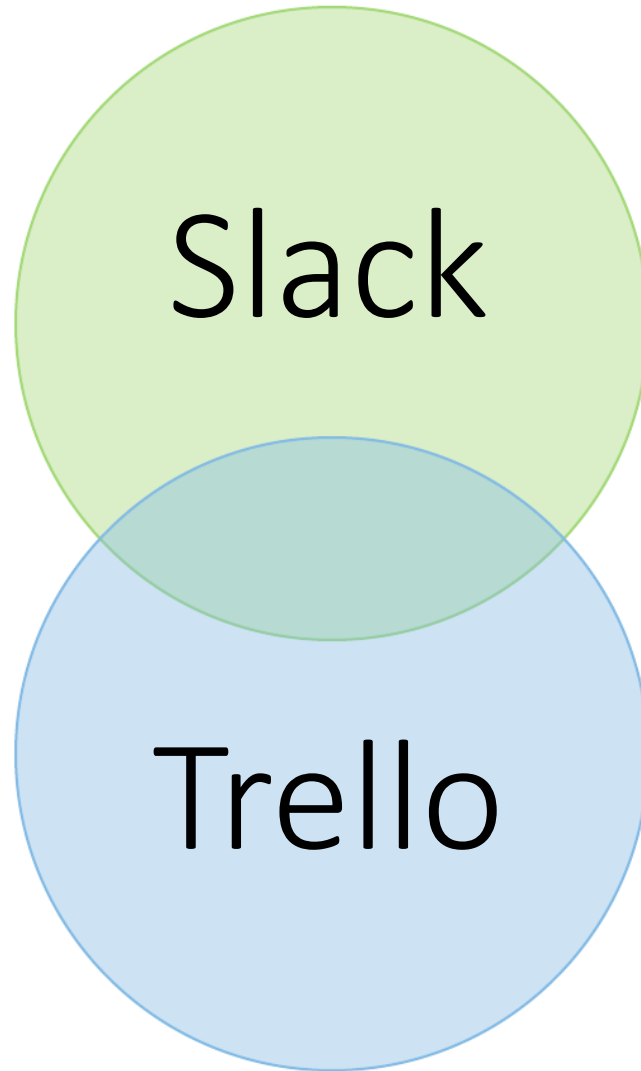
I updated the document linked above to include a list of web areas and pages with notes for who is the current contact point for content updates - also separated the list in two based on if they handle their own or if I currently do most updates

Thursday, October 18th

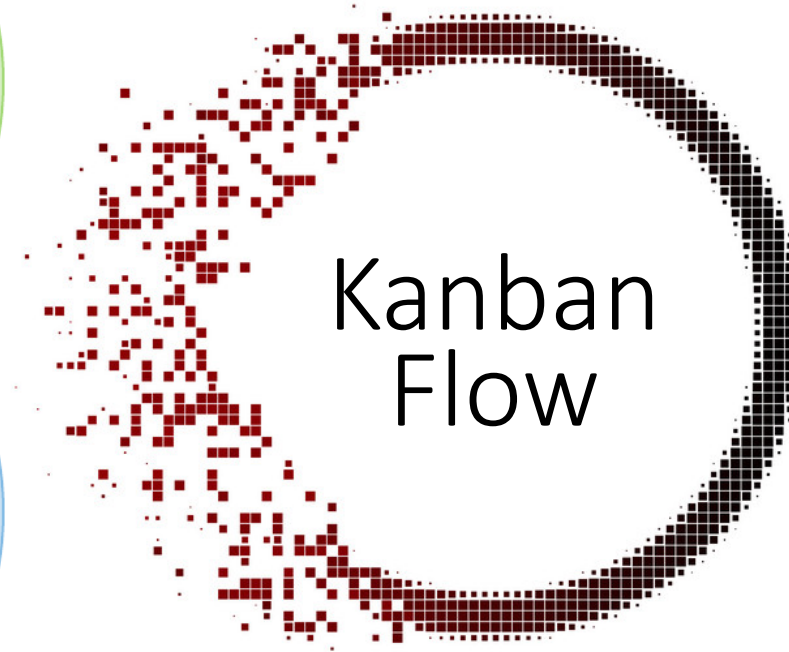
Jim 10:34 AM

thanks for doing this, yo

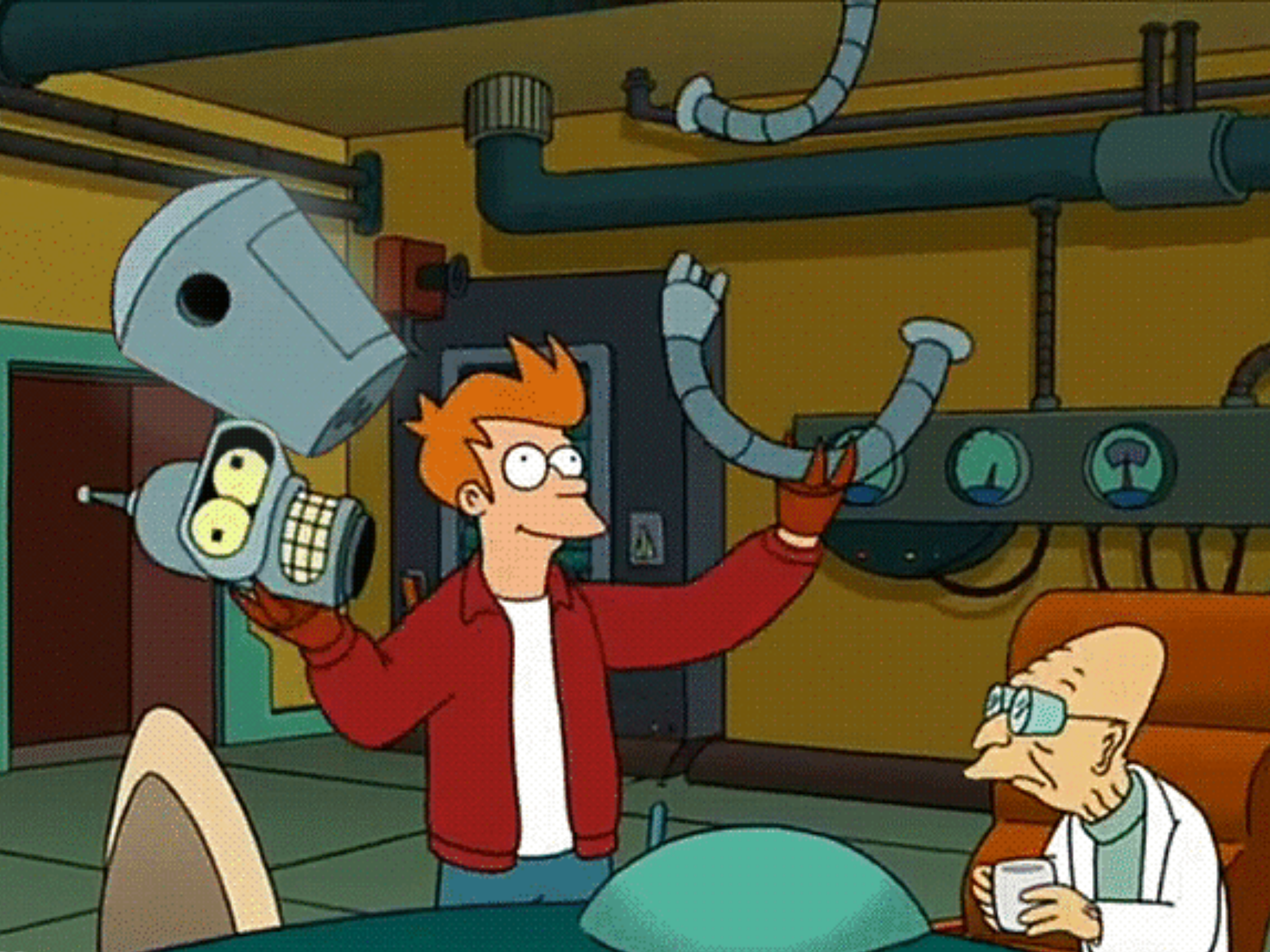
Best for
Quick Team
Communication
(daily updates)



Best for Details
on Big/Long-
Term Projects
(documentation)



Best for Personal
Tasks of All Sizes
(quick adds or
recurring)



Questions?

Rachel Evans

Web Coordinator, I.T. Services

UGA School of Law & Library

rsevens@uga.edu

<https://goo.gl/images/v4WrCJ>