

## Project Management Tools

### Question:

I would be grateful if you can share

- What Project Management tool(s) (Zoho, WorkZone, etc) are you using to manage your projects and course design and development; and
  - What is your workflow to manage the course design and development process using your Project Management tool(s)
    - Zoab Mirza, Director, Innovation and Academic Technology, DeVry Online Services
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### Answers:

2 good project management tools out there are:

Basecamp: <https://basecamp.com/>

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

JIRA is more geared toward software development, but I have used it for a project that is totally unrelated to that, and it worked very well. Of the two, I think my preference was for JIRA.

Although I did not use these tools for collaborative course design and development, I think they could easily be used for such a purpose.

- Sarah Elizabeth Kennedy, Agriculture, Natural Resources, Design, and Extension Librarian, West Virginia University
- .....

For us, we use Trello and combine it with Slack for the communication side (more internal) and smartsheet

- John Lane, University of Houston-Downtown
- .....



<https://app.asana.com>. With <http://instagantt.com> connected.

We use it on a team of 4 so it's no cost. You start paying once you exceed 15 people on a team. We don't use it to attach and share files. It does have a files component, but we don't use it.

- Rachel Lillis, University of North Carolina at Chapel Hill

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We wanted a tool that was:

- Web-based
- Had standard project management resources
- Ability to create:
  - Project Delivery Centers as well as
  - Project Continuum Centers (to support legacy projects)
- Document and meeting information repository (per each project)
- Time and human asset allocation
- Communication Tools
- Reporting tools

In the Project Deliver Center we define the initiative and set the parameters, including key milestones, success factors and contract amount

- Assign Instructional Designer (and developers)
- Upload the Designer's project task list and make the designer the workspace administrator of that project

The tool we have been using is [level5partners.com](http://level5partners.com)

For our development team, (since they have cross-functional media projects that correspond with the above initiatives) – they started using [trello.com](http://trello.com) with lots of success (for internal purposes)

- Peter A Baccile, Senior Director for Online Learning, Center for interactive Teaching & Learning, Washtenaw Community College

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We use Podio. We like it because it is lightweight but very customizable in allowing a team to create its own apps and share access to items with others who are not on the development team. Each new course gets its own app item, and upon creation assigns out tasks representing milestones. We also have a custom-built report (non-Podio) that is integrated with our LMS (Canvas) and allows us to pull data about the status of select courses through API and add our own updates as we near go-live time. It saves us a lot



of time compared to our old method of tracking course readiness on a Google spreadsheet.

- Neal Legler, Center for Innovative Design and Instruction, Utah State University
- .....

We use [Teamwork.com](http://Teamwork.com)

- David Porter, Ed.D., Associate Vice-President, Education Support and Innovation, British Columbia Institute of Technology
- .....

We currently use SmartSheet but we are thinking about moving to SharePoint.

- Martha Madkins, Director of Curriculum and Development, Olivet Nazarene University
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