

Lab 12: Comparative study of the Project Management Software (TRELLO, ASANA, JIRA)

Assignment Date: November 22nd, 2024

Deadline:

Class: BCA 7th Semester, New Summit College

Subject: Software Project Management (SPM)

Objective:

1. To learn how to use TRELLO, ASANA & JIRA for project management.
2. To compare the following features:
 - a. Special feature
 - b. Dashboard view
 - c. Task creation
 - d. Notifications
 - e. Integrations with the other apps
 - f. Scheduling features
 - g. Accounting tools

Tasks:

Task 1: Familiarization with Trello, Asana, and Jira

- Create accounts on **Trello**, **Asana**, and **Jira** (if you do not already have them).
- Explore the interface of each tool, noting key features like boards, tasks, and lists (for Trello), projects and tasks (for Asana), and issues and workflows (for Jira).
- Take screenshots of the main dashboards of each tool, showing their layout and key sections.

Task 2: Feature Comparison

- Compare the following features for each tool:
 - **Special Features:** For example, Trello's power-ups, Asana's Timeline view, or Jira's Agile boards.
 - **Dashboard View:** Observe the structure of the dashboard in each software. How do they display tasks, progress, and team activities?

- **Task Creation:** Create a sample task in each tool. Include details such as description, due date, priority, and assignee.
- **Notifications:** Compare how each tool sends notifications (e.g., task updates, deadlines).
- **Integrations with Other Apps:** List the third-party apps each tool integrates with (e.g., Google Drive, Slack, Microsoft Teams).
- **Scheduling Features:** Evaluate the scheduling features (e.g., Gantt charts, timelines, calendars).
- **Accounting Tools:** Check if the tool includes any built-in features for tracking budgets, expenses, or financials.

Task 3: Compare and Analyze

- After completing the tasks above, create a comparison table with the following headings:
 - Feature
 - Trello
 - Asana
 - Jira
- Evaluate each feature based on the following criteria: ease of use, flexibility, available options, and how suitable each tool is for different types of projects (e.g., small vs. large, Agile vs. Waterfall).

Report Format & Structure (Topics to include for submission):

- INDEX
- Theory
 - a. Project Management
 - b. JIRA
 - c. Key Elements of JIRA Interface
 - i. Projects
 - ii. Issues
 - iii. Boards
 - iv. Priority Labels

- Implementation:
 - a. Describe each task performed, with screenshots of your project boards, task creations, dashboards, and other relevant sections.
 - b. Provide a comparison table for each tool's features and an analysis of each.
- Conclusion

References:

1. <https://drive.google.com/file/d/1XPkLolezo5bkdB8LI7W0YFdt3m8ro-xC/view?usp=sharing>

Note:

The reference provided is for guiding purposes only. The final document/report required may be different from the reference. So prepare the Report according to the Report Format provided above.

LAB File Evaluation Criteria:

- **Completion of tasks:** Successful creation of projects and tasks in each software.
- **Quality of comparison:** A clear and thorough comparison of features with a well-organized table.
- **Reflection:** Insightful discussion of which tool works best for specific needs.
- **Report Quality:** Clear, well-written report with relevant screenshots and analysis