

Lab 9: Project Management with TRELLO

Assignment Date: November 22nd, 2024

Deadline:

Class: BCA 7th Semester, New Summit College

Subject: SPM

Objective:

1. Familiarize yourself with Trello's user interface and features.
2. Create a sample project using Trello boards, lists, and cards.
3. Organize tasks, assign due dates, and collaborate with team members.
4. Generate a visual overview of task progress using Trello's features.

Tasks:

Task 1: Setting Up Trello and Familiarizing with the Interface

- Create a Trello account (if you do not have one already).
- Navigate through the Trello interface, familiarizing myself with key elements:
 - **Boards:** The top-level containers for projects.
 - **Lists:** Columns to organize tasks, stages of a project, or categories.
 - **Cards:** Individual tasks or items within a list that can be moved through stages.
- Explain how to create a new board, add lists, and add tasks as cards to these lists.
- Provide a screenshot of the interface with at least one board, list, and card visible.

Task 2: Creating a New Project (Sample Project)

- Create a project board titled "**Team Collaboration Project-YourName**" or another project of your choice.
- Set up three lists for the board:
 - **To-Do:** Tasks that need to be completed.
 - **In Progress:** Tasks currently being worked on.
 - **Completed:** Finished tasks.
- Add at least five tasks (cards) under the "To-Do" list, with brief descriptions of each task.

- Assign due dates and labels (e.g., "Urgent", "Low Priority") to these tasks.
- Include any relevant attachments (documents, images) to some of the tasks.

Task 3: Collaboration and Task Management

- Invite at least one other team member to collaborate on your board.
- Assign specific tasks to your team member(s) using the **Assign Members** feature.
- Comment on one of the cards, asking your teammate to provide feedback or update the task's status.
- Move a few cards from "To-Do" to "In Progress" or "Completed" to show task progress.

Task 4: Using Labels and Filters

- Create custom labels (e.g., "Urgent," "Review Needed") for categorizing tasks.
- Apply labels to cards based on their importance or status.
- Use the **Filter** feature to sort tasks by label or due date for better task management.

Task 5: Visualizing Project Progress

- Use Trello's **Calendar View** (or **Timeline View**, if available) to view the project tasks.
- Take a screenshot showing how the due dates of tasks are displayed.
- Reflect on how the visual progress helps in tracking the project status and how it could improve team efficiency.
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Report Format & Structure (Topics to include for submission):

- INDEX
- Theory
 - a. Project Management
 - b. Trello
 - c. Key Elements of Trello Interface
 - i. Board
 - ii. List

iii. Cards

iv. Labels

- Implementation:
 - a. Detail each task performed, along with screenshots of the Trello interface (board, lists, cards, calendar view).
 - b. For each task, explain what was done and how Trello helped in organizing the project.
- Conclusion

LAB File Evaluation Criteria:

- Completion of tasks as per instructions.
- Clarity and accuracy of the report.
- Quality of screenshots included to support your activities.
- Reflection and discussion on how Trello can improve project management.

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.