Project Management Tools

PHP web development 2019/2020

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Project management tools/software

Project management tools
PMS

Project managers have the responsibility of the

- planning,
- procurement and
- execution of

a project, in any undertaking that has

- a defined scope,
- defined start and
- a defined finish;

regardless of industry

Project
management
tools

Project management tools/software

Project management tools

PMS

PMS

Depending on the sophistication of the software, it can manage

estimation and planning, <u>scheduling</u>, cost control, budget management, resource allocation, collaboration software, communication, decision-making, quality management, time management, documentation ...

wikipedia

Project management tools/software

Project management tools

PMS

PMS has the capacity to help

- plan,
- organize, and
- manage resource tools and
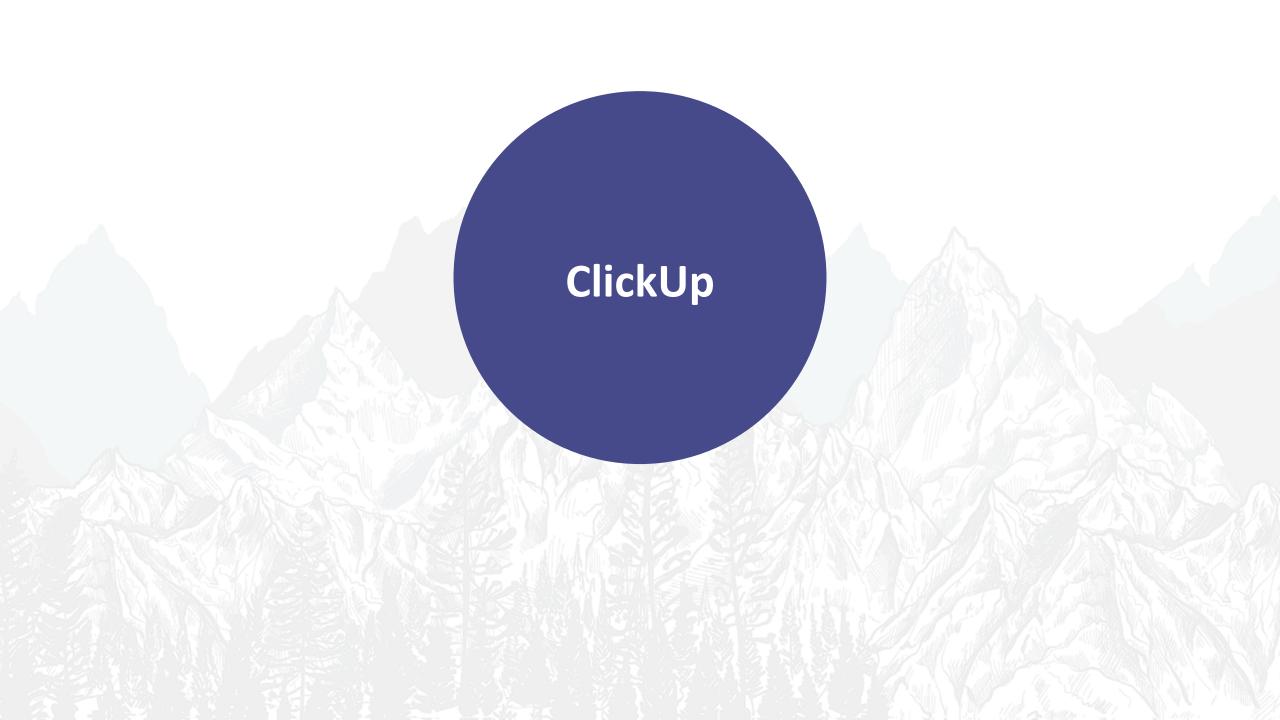- develop resource estimates.

wikipedia

Project management tools/software

Project management tools
PMS

Today, numerous PC and browser-based project management software and contract management software solutions exist -

Trello, Asana, Zoho, ClickUp ….

and are finding applications in almost every type of business.

ClickUp

ClickUp

registration

1. Register here

   https://app.clickup.com/signup

1. You will receive a confirmation code on your e-mail

ClickUp

Setting up your first workspace

You will be redirected to basic settings of your workspace like -
color, theme, connecting to other apps
Next few settings are based on the needs of our current projects
a. Who will be joining …
   i. me and other
b. How many people will you be working with?
   i. 1-5 - for your project
c. Name your Workspace
   i. may be your project name

ClickUp

Setting up your first workspace

a. Invite people to your Workspace -
   i. send invitation to your partner/s
b. Do you want to enable ClickApps for your Space?
   i. Don`t forget to choose - Multiple Assignees and priorities / you can add them later also
c. Do you want to add any Workspace integrations?
   i. may be here will be appropriate to choose GitHub

ClickUp

Setting up your first workspace

a. Do you want to import tasks?
   i. if you have set them already in another PMS - you can import them at this step

ClickUp

Setting up your first workspace

Choose a template to get started.
a. Agile Project Management
    i. Bug queues - more relevant for QA and tester
    ii. Sprints* and backlogs - more relevant for us
        1. you will get a template filled with demo tasks
        2. next you can watch videos explaining how to work with ClickUp or follow the basic steps provided here

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ClickUp

*sprint

*Project teams of ten or fewer members, break their work into goals that can be completed within timeboxed iterations, called **sprints**, no longer than one month and most commonly two weeks, then track progress and re-plan in 15-minute time-boxed daily meetings, called daily scrums*

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ClickUp

Setting up your first workspace

1. When already in the ClickUp main page
   a. on the left is the tab for adding spaces, tasks, API DOCS, etc

ClickUp

Managing/adding more spaces

If you want to add new space

Click add space

Enter space name

Go through next settings

What task statuses do you want?

- you can set the statuses* you will use in your PM

i.   choose one type on the left - for example Kanban and you can add more statuses than are provided - add custom types or those from the app

ClickUp

setting/changing

track status

Task status

is a convenient tool to track project progress

Available statuses

- open

- pending

- in progress

- review

- to be tested

- delayed

- closed

*every PMS can have statuses different set of statuses or allow users to set custom statuses to facilitate th PM

ClickUp

Managing/adding more spaces

Enable ClickApps -

Here for our projects the important ones are

1. Priority
2. Multiple assignees
3. Time Tracking
4. if you like you can turn on more

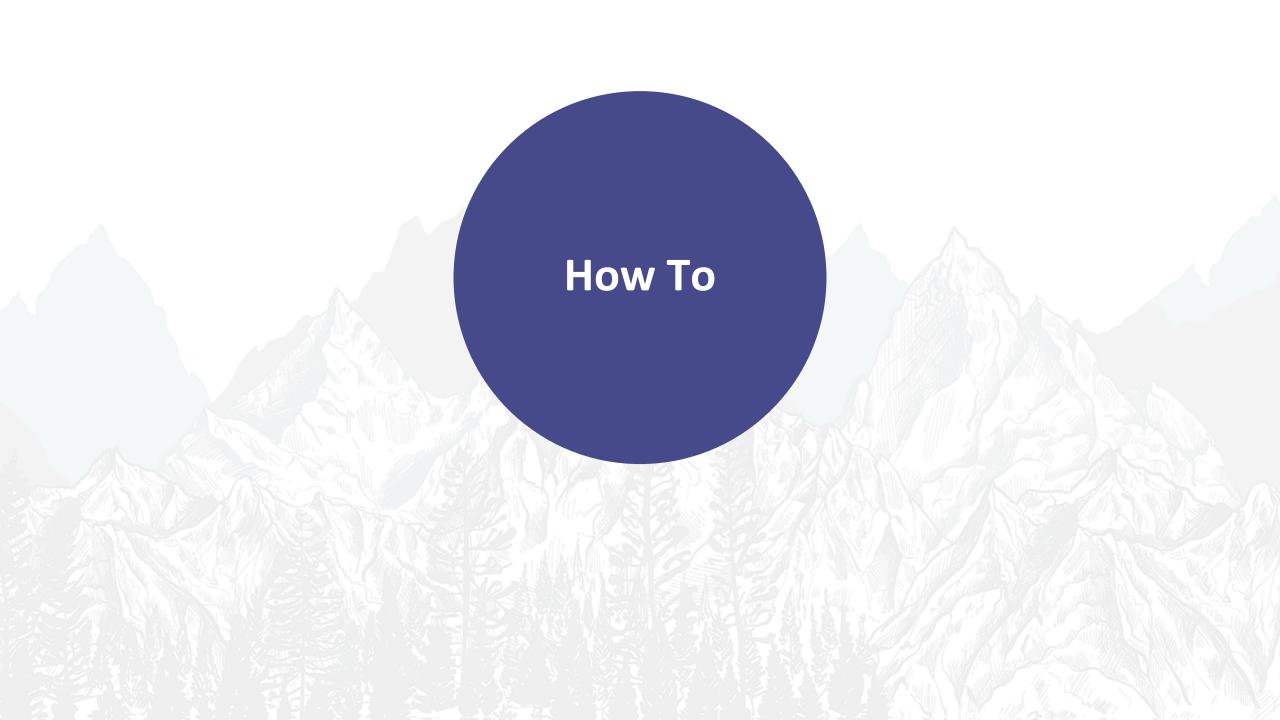**Default settings for views** - turn on

i. List
ii. Board

ClickUp

Managing/adding more spaces

The space was created

You can choose template /or set your own/.

For now I suggest you to click on the **use a template** in the middle of the page and again choose - Agile Project Management then - Sprints and backlogs
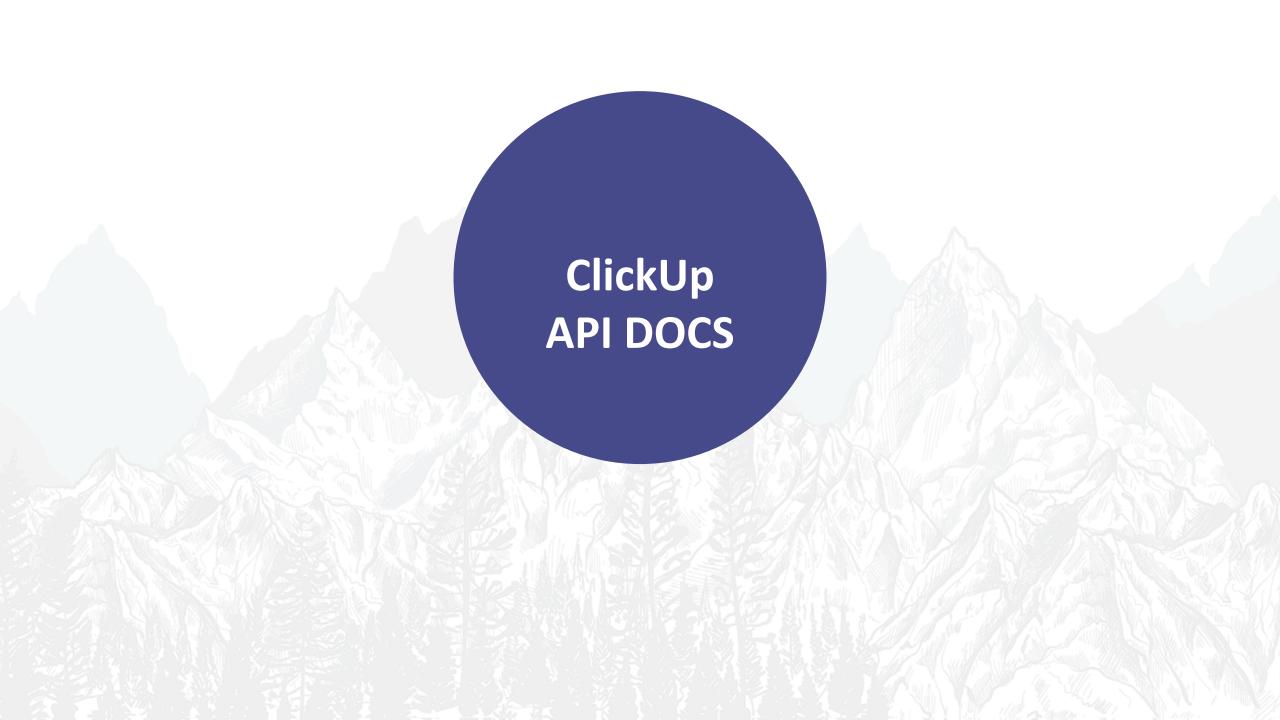
Click - Use a template

How to

how to

➔ Create new spring

➔ Remove spring

➔ Add new task - manually

➔ to a spring

➔ assign task to a member

➔ set task`s priority

➔ set task`s due date/time

➔ add sub tasks to a task
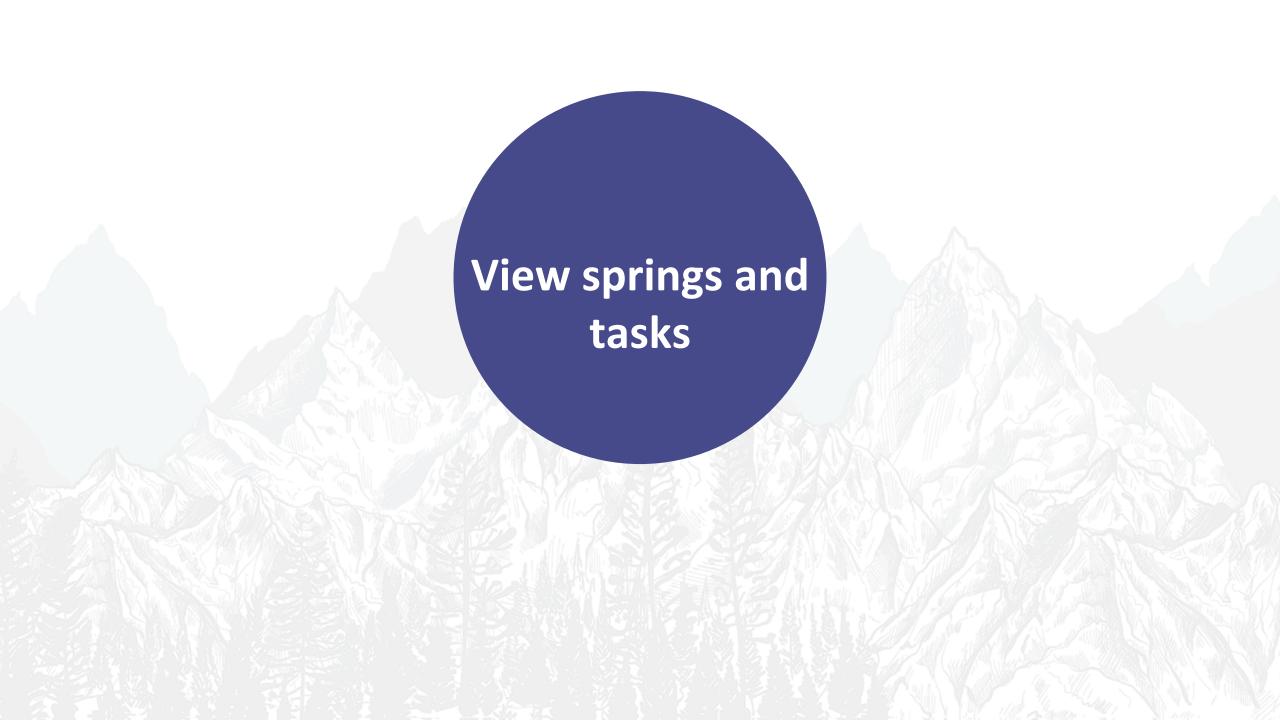
ClickUp
API DOCS

API Docs

use it for

➔ to describe your project
  ➔ set pages
  ➔ end points
  ➔ data base design
  ➔ task list
  ➔ etc

API Docs

use it for

You can

- convert the Docs task list to tasks, distrubuted into springs,
- set each task -
    - asignee/s,
    - due date,
    - priority,
    - status

View springs and tasks

views

views

List

scrums and tasks as list

Board

tasks are ordered by status on a "board"

Organise Bugs List

Bugs List

Bugs List

Every sprint template

has a bug item

- a tab to organise as tasks bugs found.

You can assign to bug task
- asignee
- due date
- priority
- etc

Partners

Trainings @ Vratsa Software

- Vratsa Software – High-Quality Education, Profession and Jobs

  - www.vratsasoftware.com

- The Nest Coworking

  - www.nest.bg

- Vratsa Software @ Facebook

  - www.fb.com/VratsaSoftware

- Slack Channel

  - www.vso.slack.com