IT-414 Software project management
Group-3

FREEDCAMP : Software Project Management Tools
## User Manual

❖ **About the tool** :-

➢ Freedcamp is a web-based project management tool and organization system for either single or multiple users. This is mainly for users collaborating using cloud computing.

➢ This company was launched in Santa Barbara, California, in 2010, by Angel Grablev. Freedcamp is a free software for unlimited users and projects. Users are provided with some basic applications when they join initially, and they can then add additional features later on.

➢ Some of the basic applications include allowing the assigning of tasks to people, scheduling events on a calendar, using discussion boards, set milestones, and track the time spent on tasks.

➢ Freedcamp has a number of free apps and a number of paid apps.

➢ Some of the free applications are given below.

- Tasks - Shared task lists with subtasks
- Discussions - Forum boards
- File Storage - Advanced file management
- Milestones - Deadline setting
- Calendar - Event scheduling
- Time - Time tracking
- Password Manager - Securely storing passwords
- Data Feed Link - We can link the data from different different task and we can combine them and share them in public using link.

➢ The paid applications include:

- CRM - Customer relationship management
- Issue Tracker - Advanced workflow issue management
- Invoices - Bill clients with invoices
- Wiki - Create internal or public documentation
- Gantt Charts - Visual way to see when tasks start and end as related to other tasks
- Google Drive - Sync Freedcamp with your Google Drive
- Dropbox - Integrate your Dropbox files inside of Freedcamp
- OneDrive - Access your OneDrive files
- Custom Fields - Ability to set unique fields to be stored within your tasks
- Tasky - Private task list

★ **Features of freedcamp** :-

1. **Overview** :-
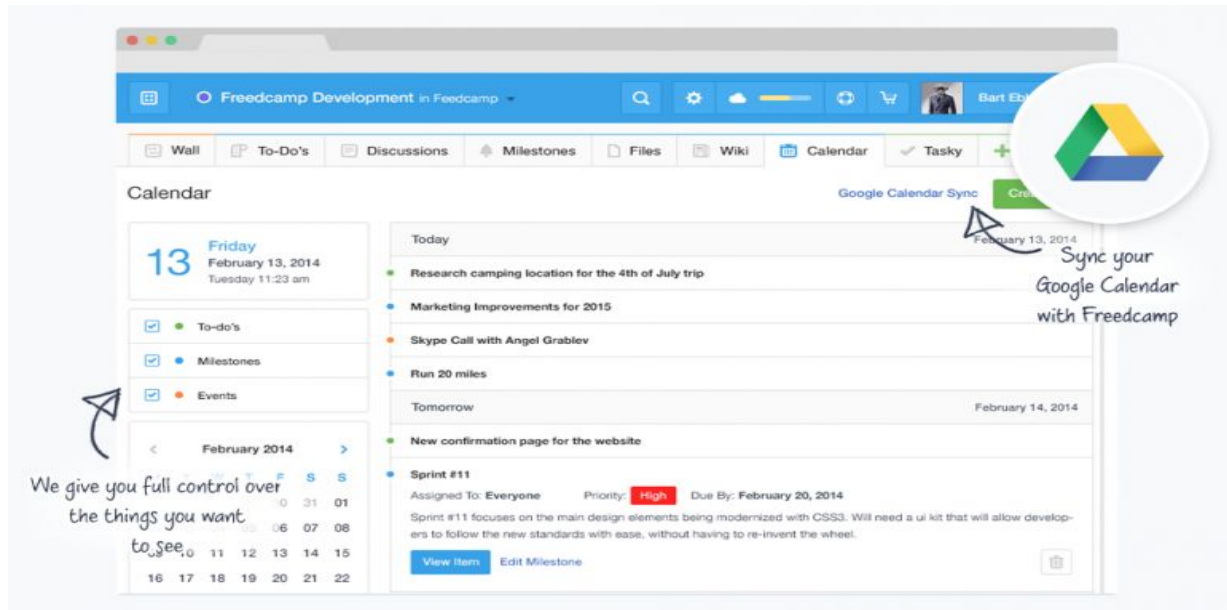
➢ Freedcamp is a free project management tool used to manage multiple project tasks.

➢ This tools makes the work of the Project manager easy to track the team with time spent on project , deadlines , create to do list and also sharing of important document and information .

➢ All communication can be done on mobile phones from any place and time Using the feature of SMS , email .
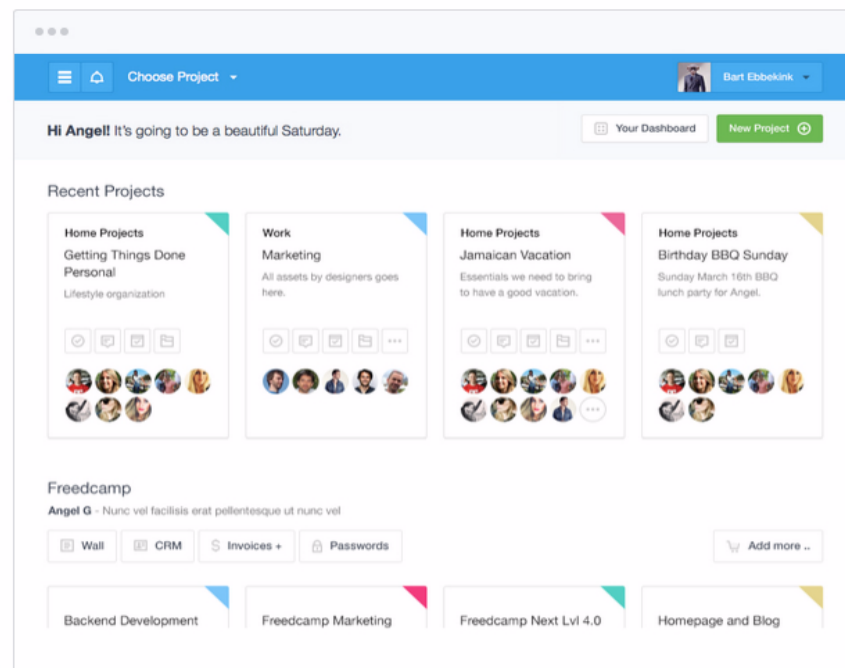
1. **Dashboard** :
This area defines the starting of project i.e selecting layout and also shows you the other projects.

2. Calendar :- This feature enables you to keep track of the work of team members.
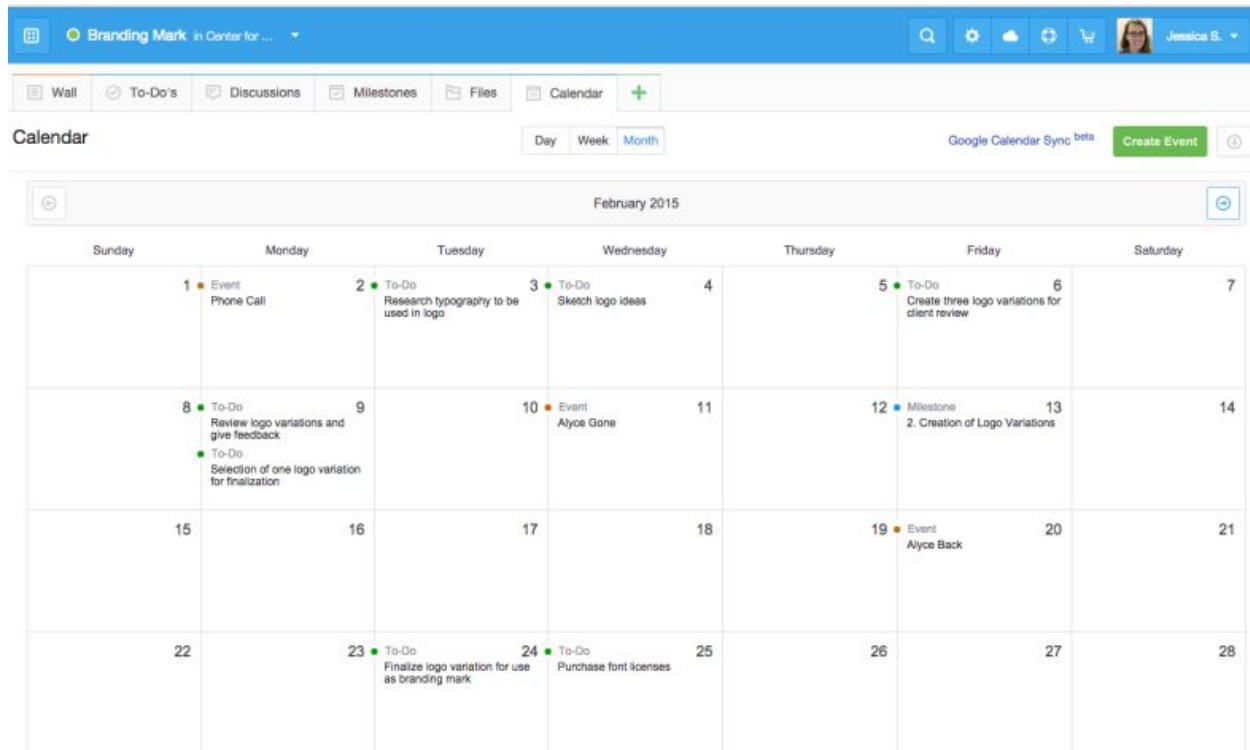
3. Pricing and marketing :-

4. Tasks :- Manage tasks using milestone , to-dos features of freedcamp tool.

Homewood Sports Foundation *Default* ⌄   🔍 *search project*   project templates   ⚙ manage projects   🛒 **marketplace**

🗨 Wall   ✓ To-Do's   🗨 Discussions   📅 Milestones   ⊙ Time   🗄 Files   +

sort by | date | priority | assigned to ⇕   **Add Milestone**

Mission and Vision *High Priority*   `due in 3 days`

Write them down Approval From Kevin Approval from NVSBDC Add them to the Business Plan

due April 15th assigned to   complete   edit   delete

Market Analysis *Medium Priority*   `due in 3 days`

Identify Demographics Define Target Market Define Competition

due April 15th assigned to Liane O'Neill   complete   edit   delete

Parasol Virtual Office *High Priority*   `due in 10 days`

Call Parasol set up: Fax, Mailbox and Phone# Test Lines

due April 22nd assigned to Ricardo Saldivar   complete   edit   delete

Constitute Board of Directors *Medium Priority*   `due in 24 days`

due May 6th assigned to   complete   edit   delete

Bylaws *Low Priority*   `due in 45 days`

‹		April 2014				›
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5. Keep catalog :- This feature is used to keep track of your current work.

⊞ 🔔   ◯ **Freedcamp V4** in Freedcamp ⌄   🔍   ⊙   [photo] Angel G. ⌄

◉ To-Do's   💬 Discussions   ☑ Milestones   ⊙ Time   🗁 Files   📄 Wiki   ⊟ ls   S Invoices+   ✓ Tasky   +

Sort by   Date Created asc ▾   Filter by   Status ▾   Contains text 🔍   Cancel Search ✖   **Add Time Task** ⊕

| | | | Total Time Spent | 17 | Hours | 03 | Minutes |

01 : 03   New poster designs from Matrix Movie by Everyone   ⊙ C ✎ 🗑 Mark as Completed

04 : 00   Research for logo graphics by Everyone   ⊙ C ✎ 🗑 Mark as Completed

09 : 00   Slicing images from psd by Everyone   ⊙ C ✎ 🗑 Mark as Completed

02 : 00   HTML Coding for first draft by Everyone   ⊙ C ✎ 🗑 Mark as Completed

01 : 00   IE Testing by Everyone   ⊙ C ✎ 🗑 Mark as Completed

6. Schedule overview :-

Steve A. ▾

To-Do's | Discussions | Milestones | Files | +

Sort by | My order asc ▾ | Filter by | choose ▾ | Contains text | Add To-Do

| Not started | In Progress | Completed |

↑ Our hiking trip in Blue Mou...

Pump up the air mat... ○

Power up ○

First aid kit ○

Set up tent ○

Check cooking gear
○ High

Let's make checklist ... ○

↑ Travel arrangments

Drag a To-Do in here to set it in

Give your sleeping b... ○

❖ **Features , Benefits and product strength :-**

➜ Permission system : The system is fully customizable and can be applied to individual as well as group.

➜ Notification system : Every change that are done during the project a notification is sent to the manager via SMS or email instantly. The response can also be sent by manager easily and from any place.

➜ Project templates : As the free camp has the ability to save all the previous template so it can be used for present project with similarities and saving the time for dealing other issues within the project.

➜ Communication system : Group communication plays important role in case of freedcamp for which a feature is added called as "GROUP WALL ". This feature
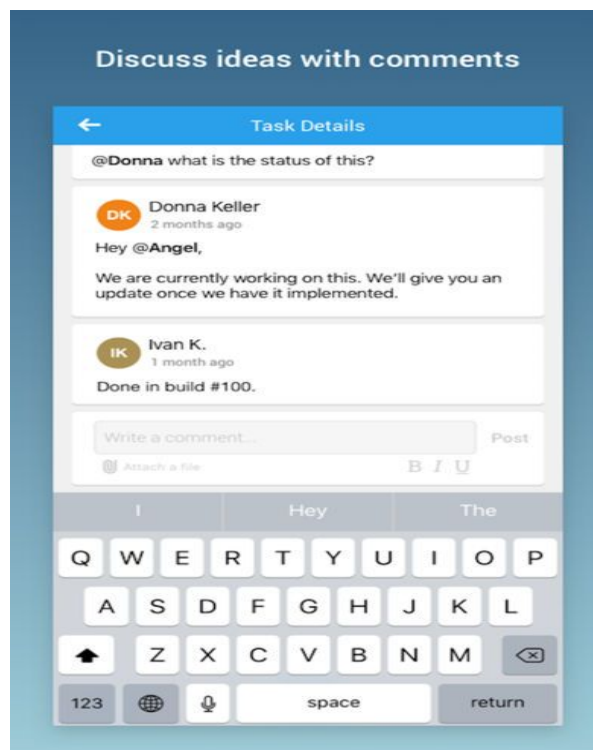
helps worker to share documents and communicate.

➜ Security : The project is secured with 256-bit encryption .

❖ How to install and set up freedcamp tool ?

1. **Sign Up :-** Go to the website and click on sign up button .
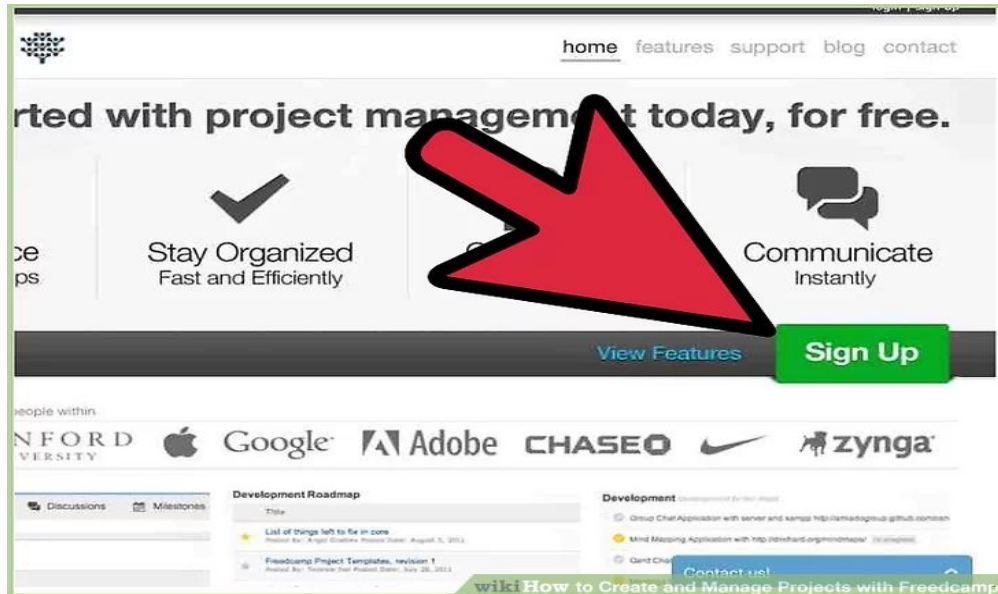
➢ On going to Sign up page you will be directed to register and login webpage. Create an account for free using Email ID and password.

2. Create the project :- After completing the registering account you will get directed
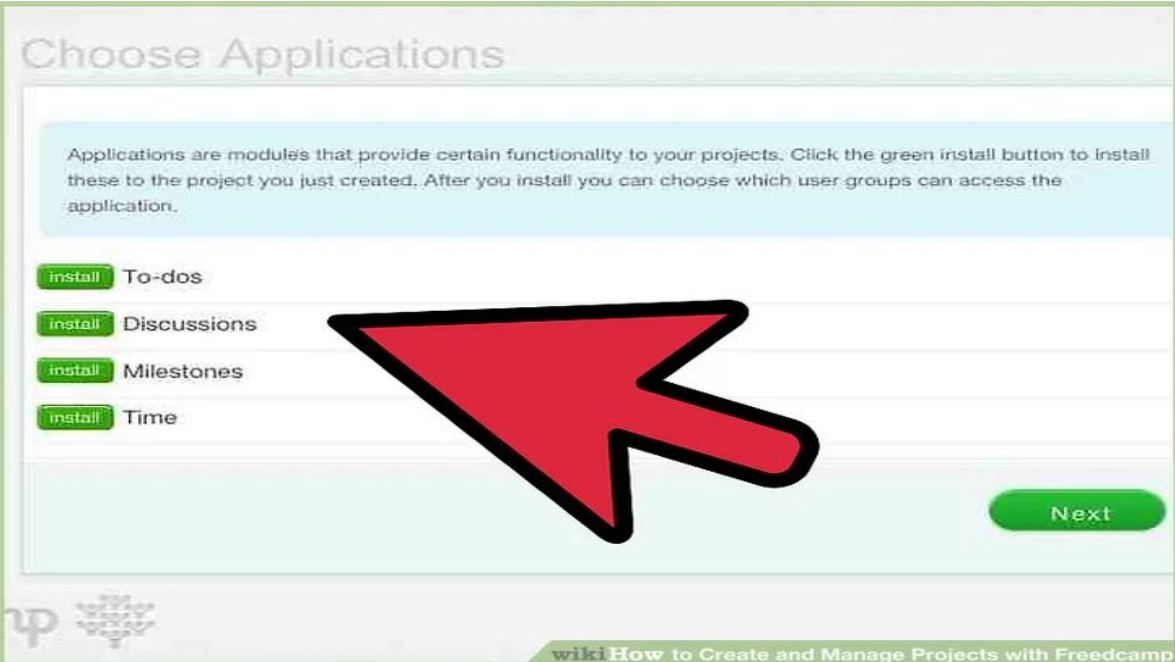
towards "create project " window.

3. Application modules installation :-

4. Invite the team members for the projects using email ids and leaving a message about the current working project .
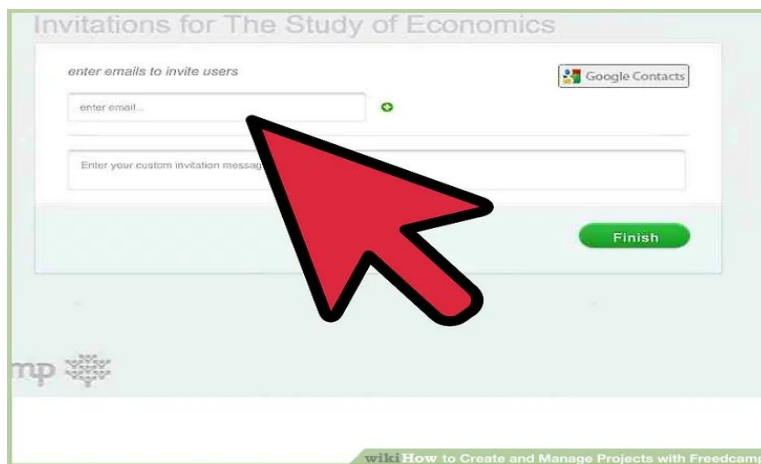
❖ **PROS and CONS of the tool :-**

➢ Pros

● Free version can be used for longer duration.
● Upgrading is fairly inexpensive for small businesses
● At a time multiple user can work on tool
● Admin can limit user permission at client level
● There is notification updates whenever it gets new updates
● It is optimised for mobile user as well
● Has the property of auto save so you no need to worry about saving your work

➢ Cons

● No record of bill can be found after sent to client
● Time tracker page is more time consuming
● Some addons are quit expensive
● Difficult to move from one task to another
● No Gantt chart, task dependences, recurrence or subtasks