

## Step-by-step ClickUp setup (Annotated guide)

Team: Samin Yasir (Lead), Joy Sarker (Dev), Khadiza Akter (Designer),

Md. Rabiul Islam Asif (Documentation Lead)

### What this PDF contains:

- Annotated UI mockups showing how to create workspace, space, folder/list
- How to add tasks & subtasks, assign team members and set dates
- How to enable and use Gantt view and dependencies
- How to mark priorities and milestones

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### Create Workspace

Workspace name:

Route-Finding Project

Tip: use a clear workspace name. Use your student email for sign-up if available.

Click 'Create' to finish

Caption: Open ClickUp -> Profile -> Create Workspace -> enter name -> Create

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### Create Space

Space name:

Reliable and Safe Route-Finding System

Choose privacy: Public to team / Private to owner

Customize icons & default views (optional)

Caption: Spaces group related work - create one space per project.

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Folder Name

Development Plan

Use one Folder to store phase Lists like 'Development Plan' - keeps tasks organized.

Planning

Design

Development

Testing

Deployment

Caption: Folders -> Lists -> Tasks. Create a 'Development Plan' list inside this folder.

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List: Development Plan

Task	Assignee	Start - Due
Planning	Samin	Day1 - Day7
Design	Khadiza	Day5 - Day12
Development	Joy	Day10 - Day28
Testing	Rabiul	Day29 - Day33
Deployment	Samin	Day34 - Day35

Caption: Create tasks for phases, assign a team member and schedule start & due dates.

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**Task: Planning**

**Subtasks**

☐ Gather requirements

☐ Interview stakeholders

☐ Write SRS

☐ Create Use Case diagram

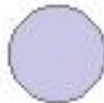
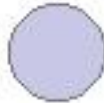
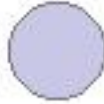

**Tip: keep subtasks small & actionable**

Caption: Open a task -> Add subtask -> give clear names & due dates if needed.

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Assign

Click the assignee avatar and choose a team member:

-  Samin Yasir
-  Joy Sarker
-  Khadiza Akter
-  Md. Rabiul I. Asif

Tip: enable Multiple Assignees if a task needs 2 owners.

Caption: Assign each phase/subtask to the correct team member so responsibilities are clear.

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Dates

Use the date picker to set start and end dates. Example timeline for 5 weeks:

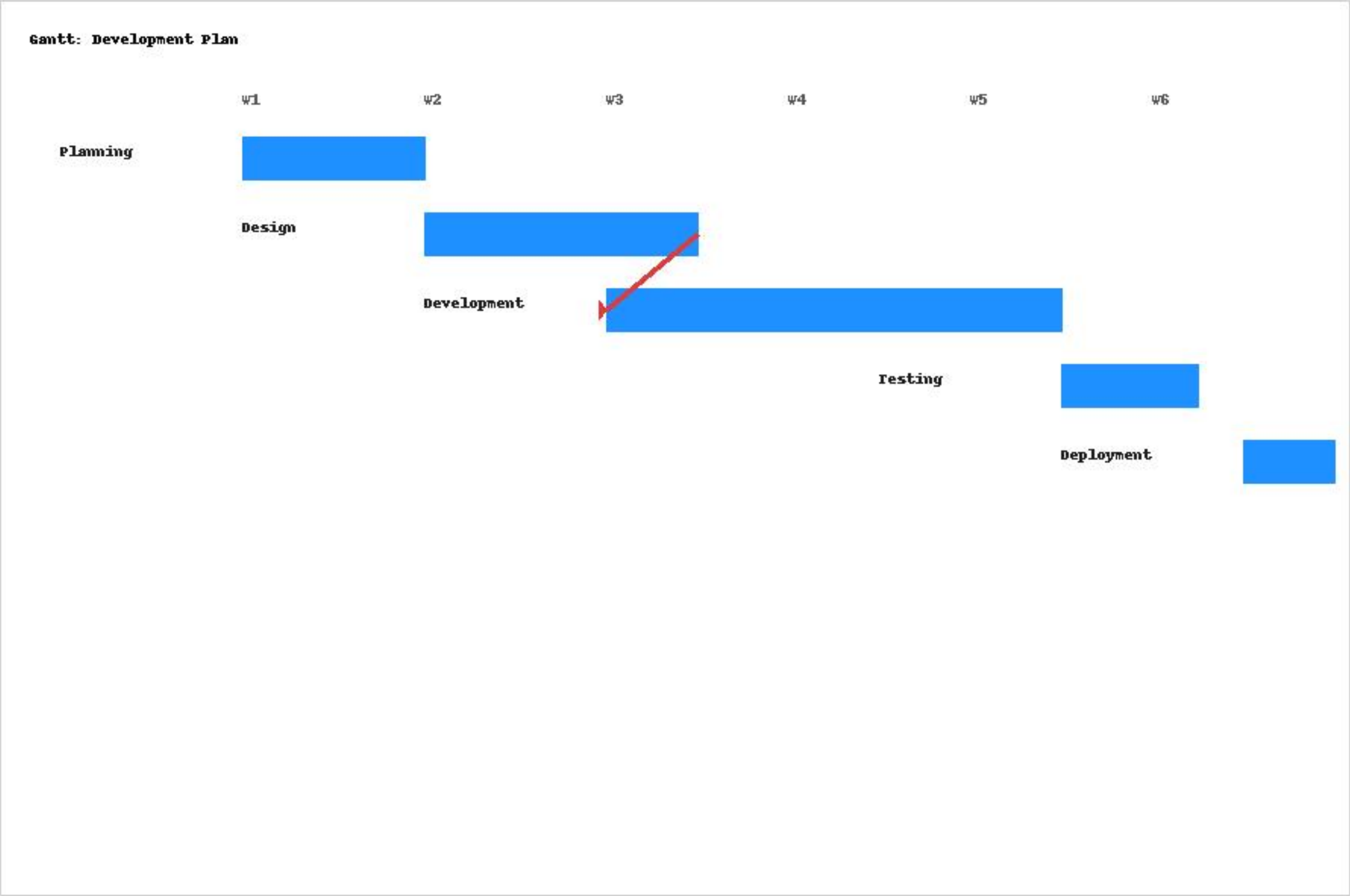


Example: Development spans W2-W4 (drag on Gantt to adjust)

Caption: Pick dates that match your sprint plan. Keep buffer days for testing.



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Caption: Gantt allows dragging bars, creating dependencies (click edge + drag). Milestones appear as diamonds.

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Set Priority:

Click the flag to set priority (Urgent/High/Normal/Low). Use for critical path tasks.

! High

Milestone example:



Release: 'Deployment Go-Live' (milestone)

Caption: Use priorities to highlight critical tasks and milestones to mark key deliverables.