

monitoring project budget over time :

There are a lot of project management tools out there. But different tools have different specialisms, depending on which aspect of the project management lifecycle you want to focus on. Not everyone can afford the heavy-weight project management software, and their sheer feature set can make them difficult to use – if not lagging behind more focused project management apps. When looking for project tracking software, you only really need to ensure they include these staple features:

Dashboards

Intuitive dashboards that break down your most important project data are essential. You don't want to have to dig for information every time you need to quickly update a stakeholder. They also make a huge amount of sense if you're managing multiple projects at once – providing a panopticon overview of all project performance from one clean space.

Tagging

Tagging is a no-brainer if you're looking to break down budget consumption by project task or individual employee. You can also use them to categorize project work under phases, which provides a useful overview of budget requirements across resources and skills.

Notifications

The best budget tracking tools are proactive, not reactive – they reach out to you with important real-time budget information, like when spend hits a particular milestone. Thoughtful budget notifications ensure you don't have to be in the tool all the time to stay in the loop. You should be able to tailor them to your devices and communication preferences – be it a mobile push, email or desktop notification.