



**HEXAWARE**

**Trello**



# Course Objective

To learn and understand the Trello project management tool.

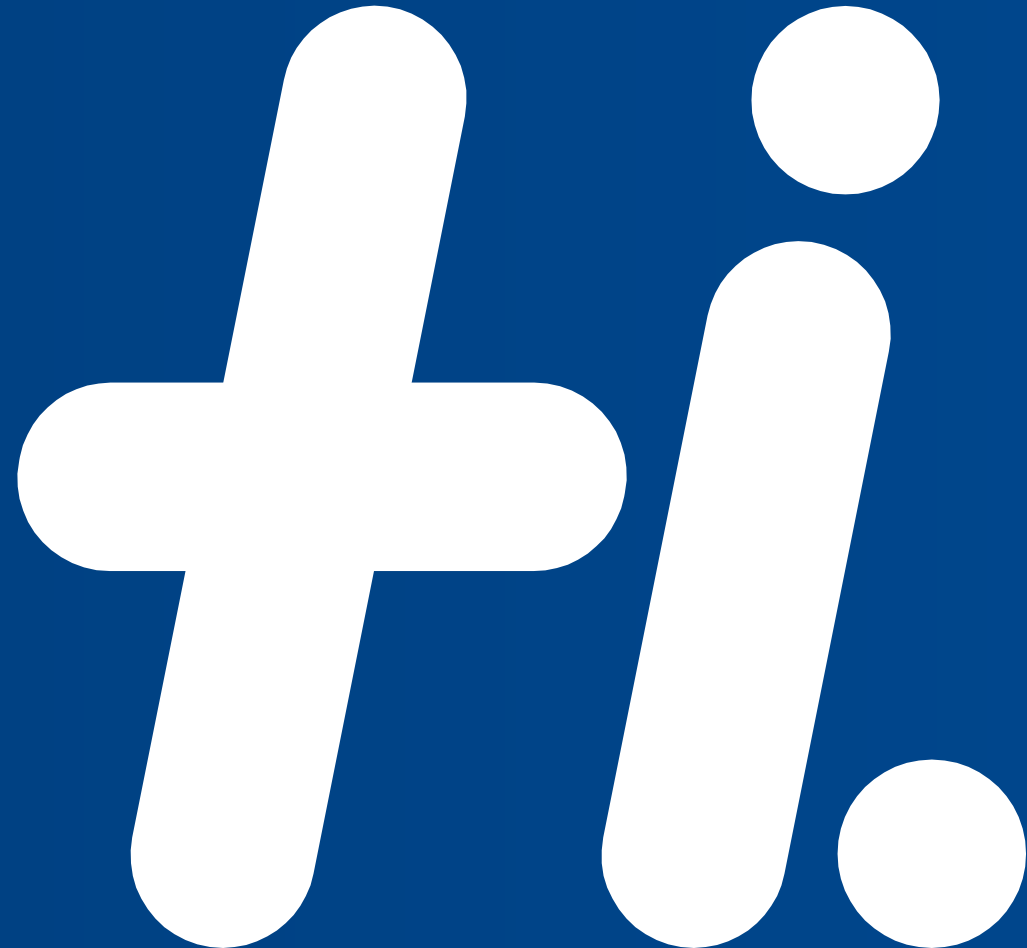
With Trello, How to

- Build the project
- Assign the task to different users
- Assign each task
- due date etc..

# Reference Link

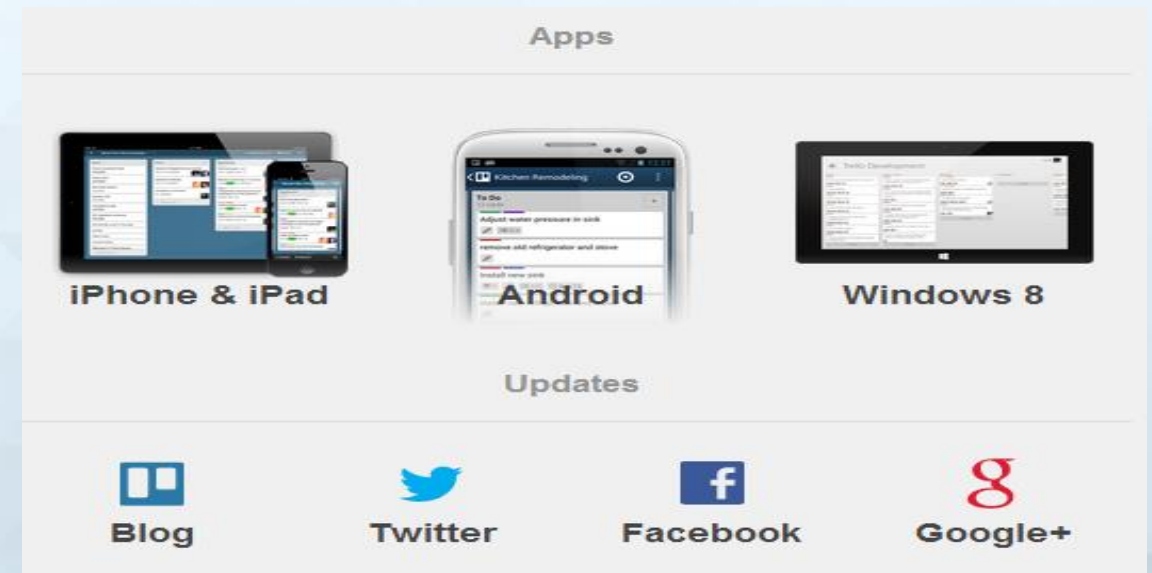
- <http://www.trello.com>
- <https://trello.com/guide>
- <https://help.trello.com/article/899-getting-started-video-demo>

# Trello Overview



# Trello - Introduction

- Trello is a collaboration tool that organizes the project into boards .
- It is a free web-based project management application.
- It uses a paradigm for managing projects known as **kanban**.
- It can also be used on Android, iPhone, iPad & Windows 8 Tablet.



# Features of Trello

- Assign tasks to different Team members
- Assign tasks to Multiple Team members
- Track task progress
- Link and upload Asset to
- Instant team collaboration
- Global access

# Working with Trello

- Project represented as **Boards**.
- Each board contain **Lists**. Each list contains **Cards**.
- Cards are progressed from one list to the next using drag and drop.

## Board

- Used to assign activities to different individuals and track it.

## List

- A specific area of the project that units specific activities.

## Card

- An exact activity do be executed.

# Working with Trello (cont..)



The screenshot shows a Trello board interface. At the top, there's a header bar with 'Boards', a search icon, the Trello logo, and navigation tabs for 'Personal' and 'Private'. The board title is 'Demonstrate team familiarity with git workflow'. It features three columns: 'To Do', 'In Progress', and 'Done'. Each column contains one or more cards. The 'To Do' column has a card 'Delete tictactoe.html after the demonstrations'. The 'In Progress' column has a card 'As a git user, I, [full name], will demo my ability to use git as a developer by making one move on the tictactoe board'. The 'Done' column has a card 'Clean up tictactoe.html before the demonstrations'. Annotations with arrows point to the board, a list, and a card.

**Board**

**List**

**Card**

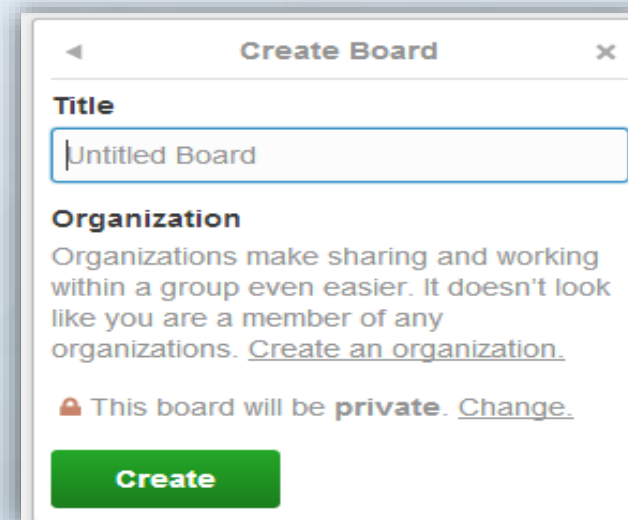
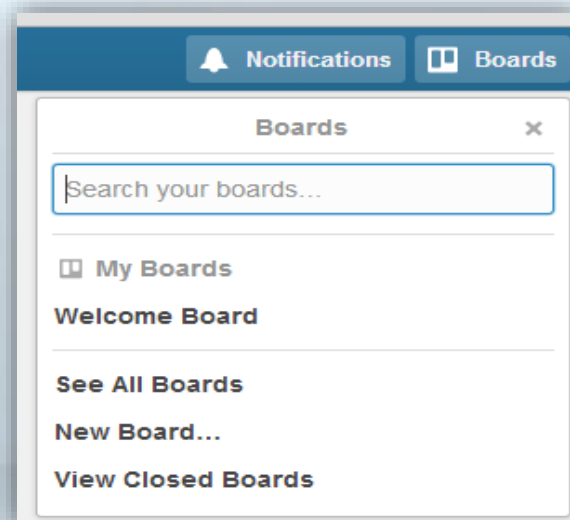
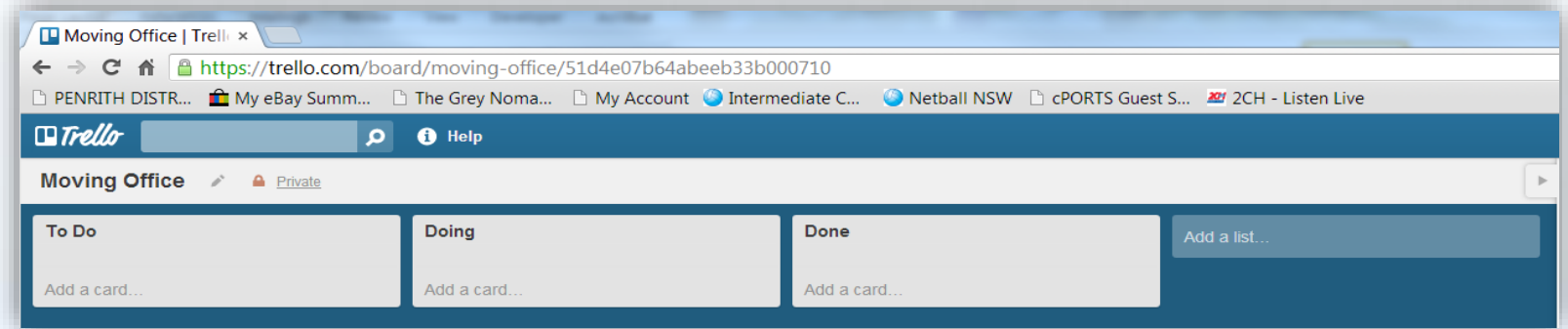


# Getting started

- Open Trello
- Login or sign up

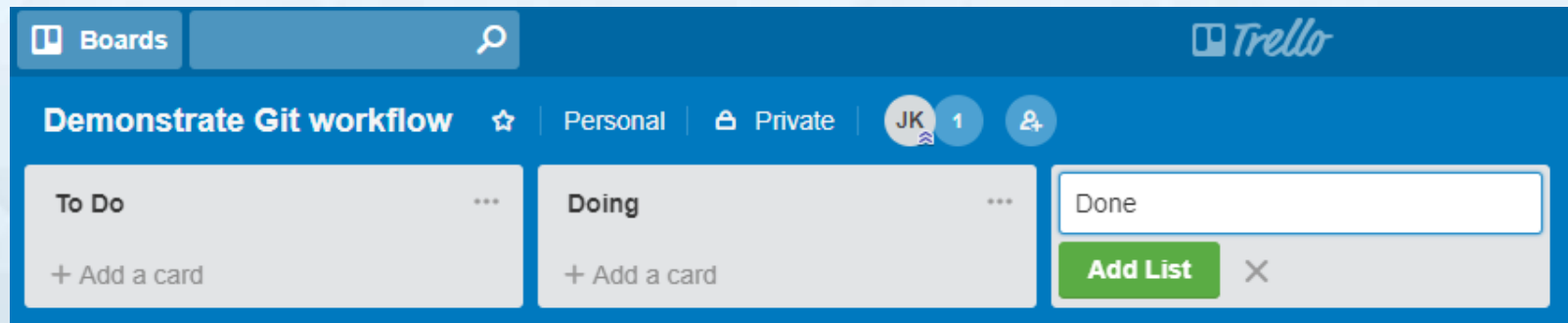
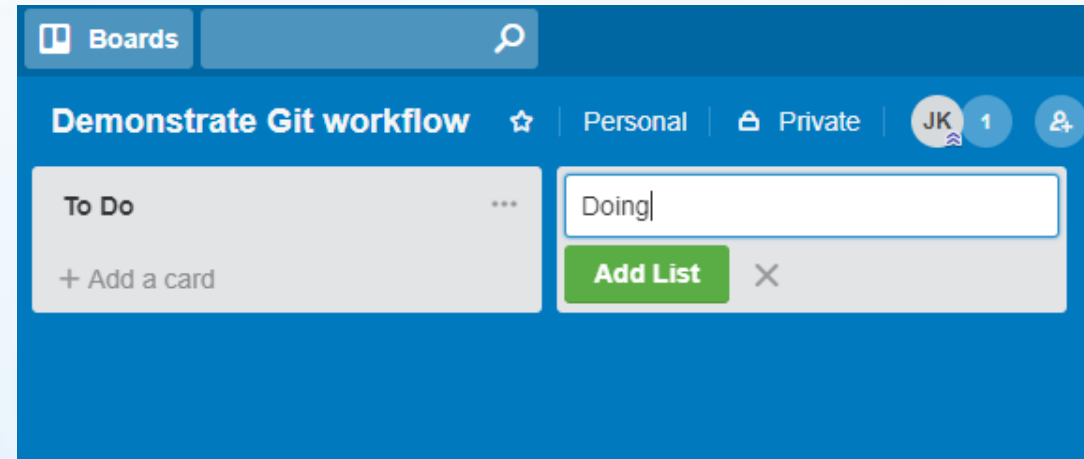
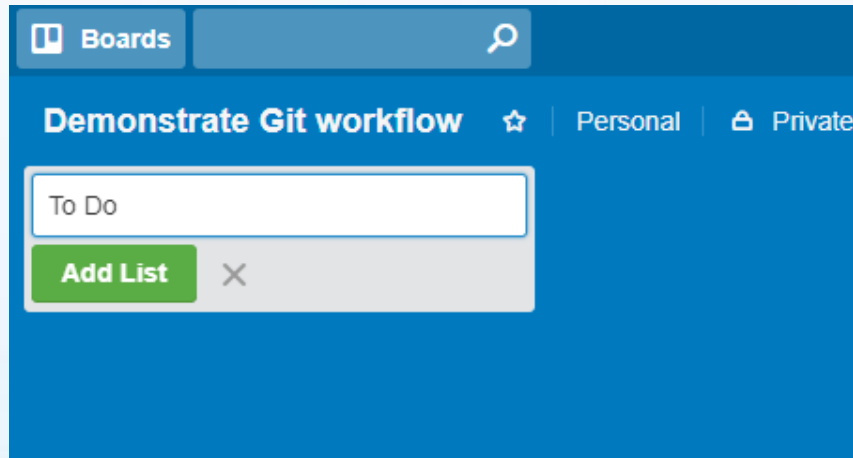
## Create a Board:

- From the **Boards** tab. Choose **New Board**.
- In **Title**, type project name e.g. Moving office. This becomes the Board name.
- Click **create**.



# Creating Lists

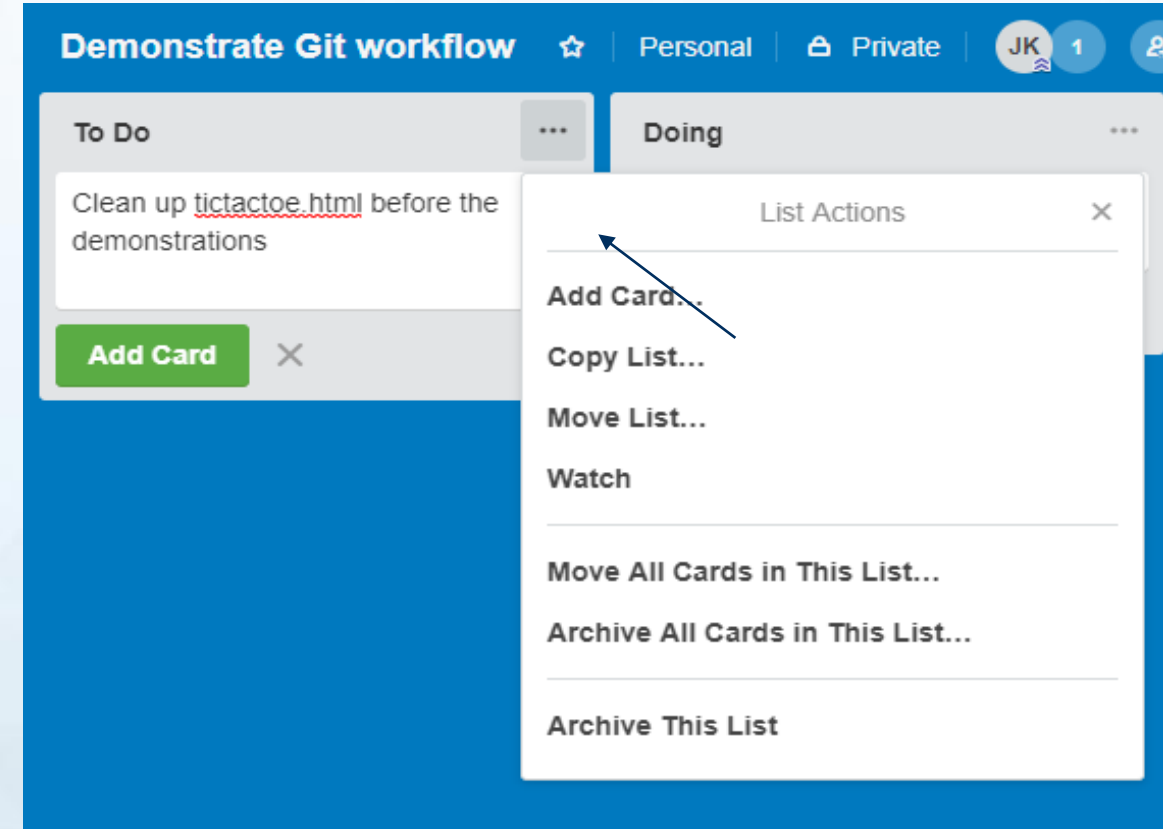
- From the **List** tab, Add a title eg: **To Do** and click **Add List** button.
- Similarly add other list eg: **Doing, Done**



- There is a **To Do, Doing & Done**. You can delete any of these and/or add new lists.

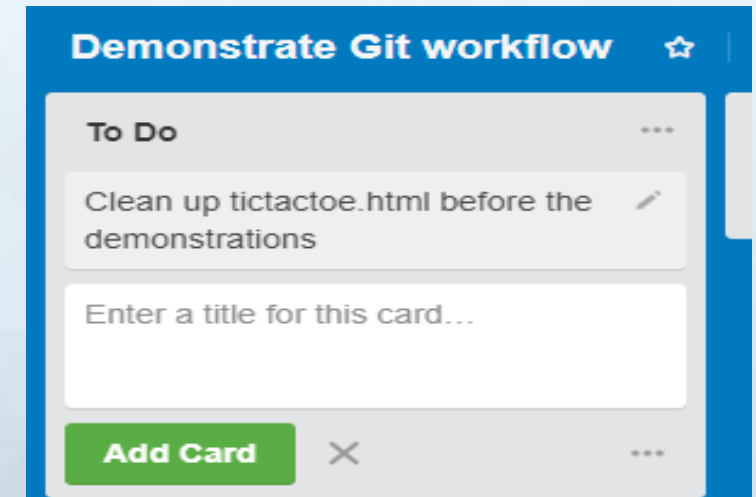
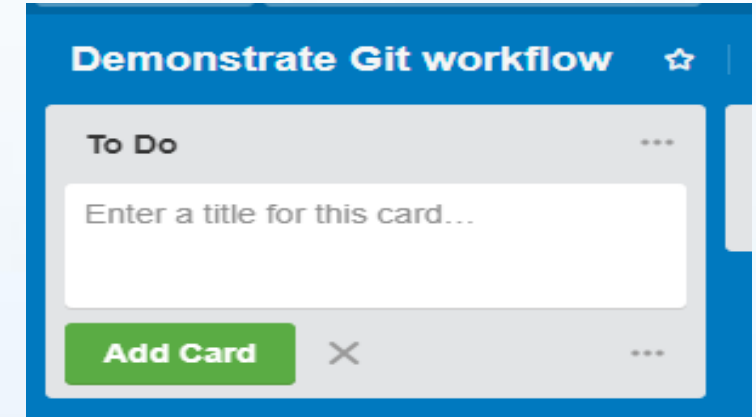
# List Actions

- Click on the arrow to the right of your list name and view several different ways of managing your lists.
- **List Actions :**
  - Add Card
    - Adding new card in right.
  - Copy List
    - Copy a list with its cards (if desired) to somewhere else on the board or a different board entirely
  - Move List
    - Move a list wherever you want and bring the cards with you
  - Move All Cards in This List...
  - Archive All Cards in This List...
  - Archive This List



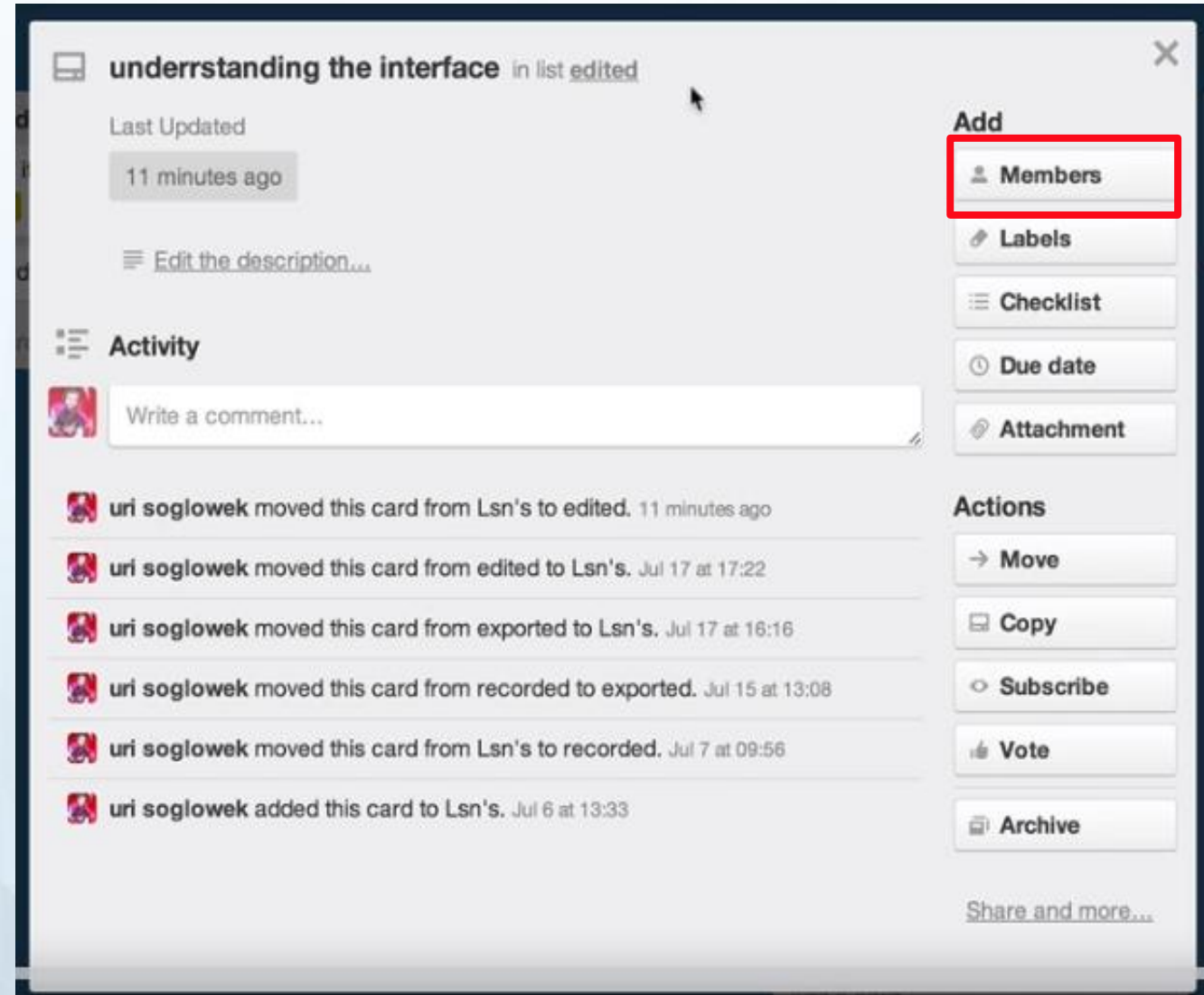
# Adding Cards in List

- In the To Do list, click the **Add a Card** link.
- Type a task. E.g. Clean up file
- Click **Add** to create the card.
- A name box appears to add another Card
- Type a task. E.g. Delete file
- Click **Add** to create the card.
- When you have finished, click away from the list.



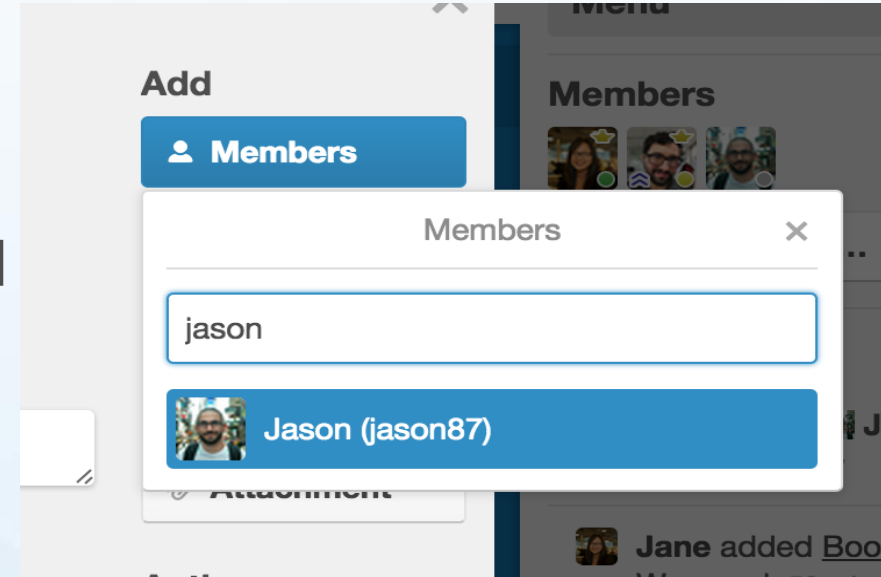
# Card Actions – Assign members

- To add an individual to a card, click the card to open it, then choose "Members" from the right side of the card.



# Card Actions – Assign members (cont..)

- Type the member's name or click on their avatar.
- You can also add a member to a card by opening the card's quick edit menu (hover mouse over card and click the pencil icon) and selecting "Change Members " from the drop down.



## Drag and Drop Members to Cards

- While viewing the "Members" area in the menu on the right side of a Trello board, you can drag and drop a user's avatar directly onto a card.
- Or you can drag and drop a member's avatar on to a card from the board's menu.

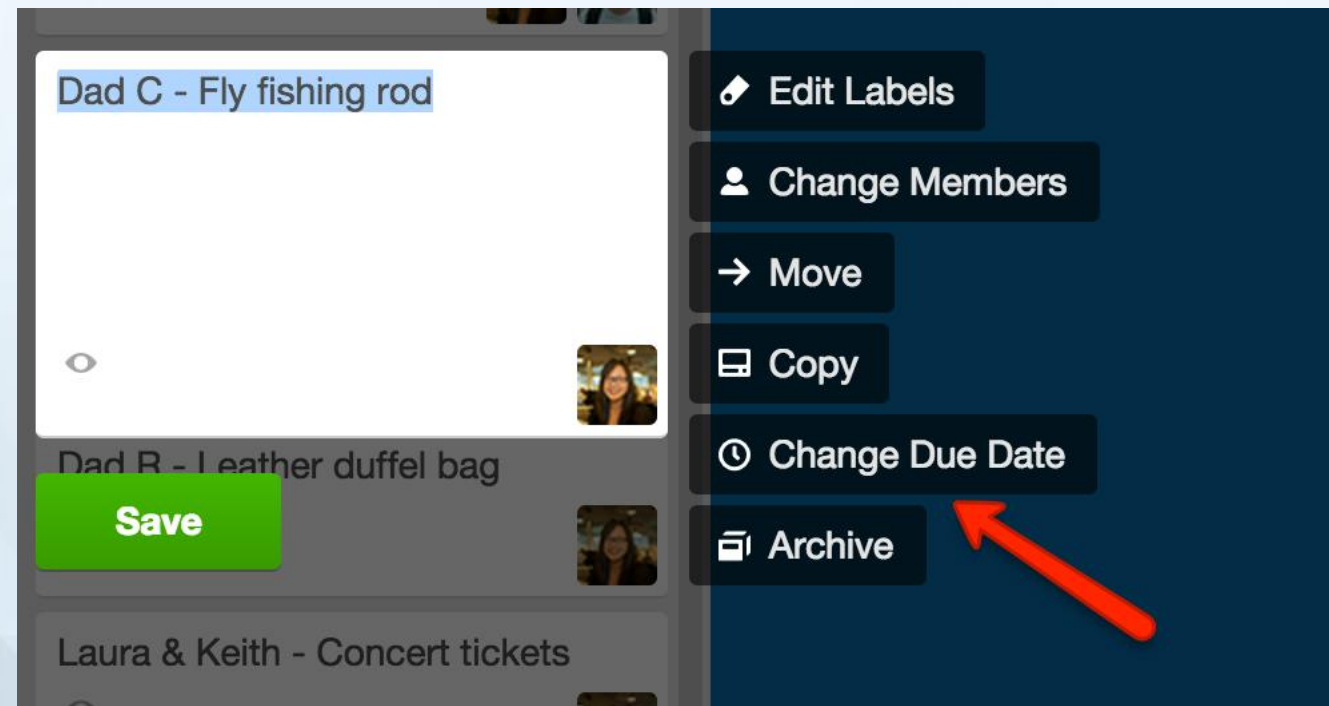
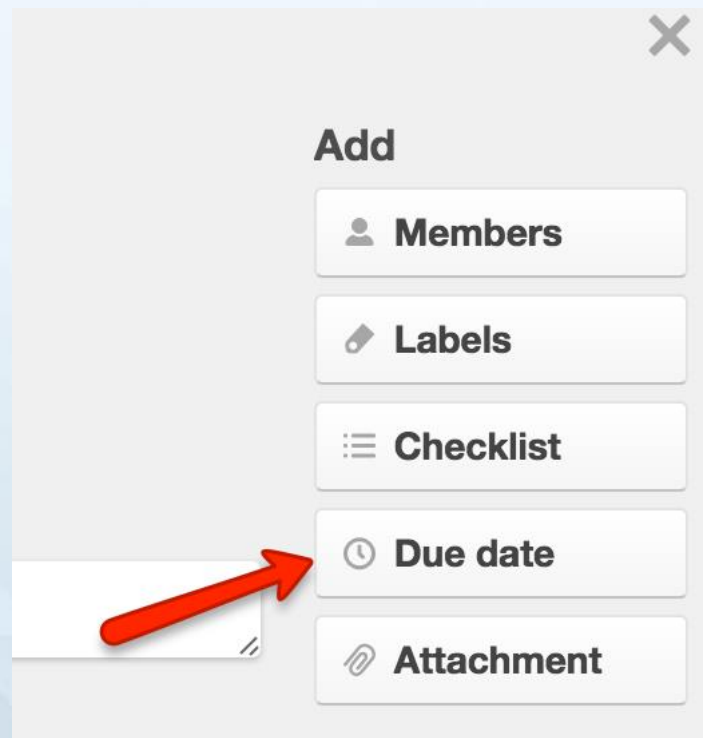
# Card Actions – Adding due dates

- A badge with the due date will appear on the card.
- A light grey badge means the card is due more than 24 hours in the future
- Yellow badge means it's within 24 hours of being due
- Red badge means the card is due and it will remain red for 24 hours
- Light pink badge means it's past due,
- And green badge means it's complete.



# Card Actions – Adding due dates (Cont..)

- Add a due date via the card back under "Add" in the card's sidebar.
- Also add dates via the card menu on the front of the card or by hovering your mouse over a card





# Card Actions – Adding due dates (Cont..)

- **Editing**
  - Edit a due date by clicking the due date on the card back and selecting a new date or time.

Due Date

**Dec 18 at 12:00 PM (due soon)**

Change Due Date ×

**Date** **Time**

12/18/2014 12:00 PM

Prev December 2014 Next

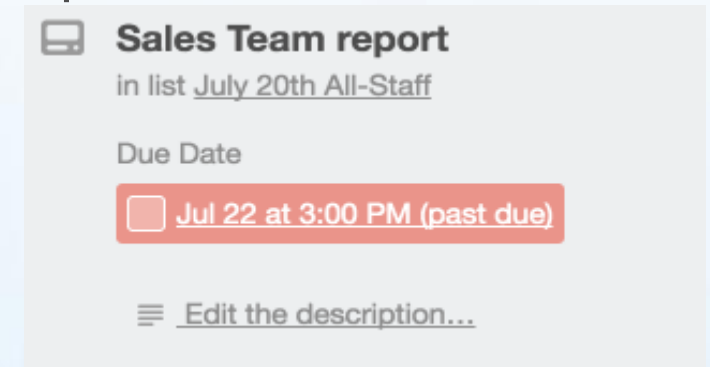
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	<b>18</b>	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Save** **Remove**

# Card Actions – Adding due dates (Cont..)

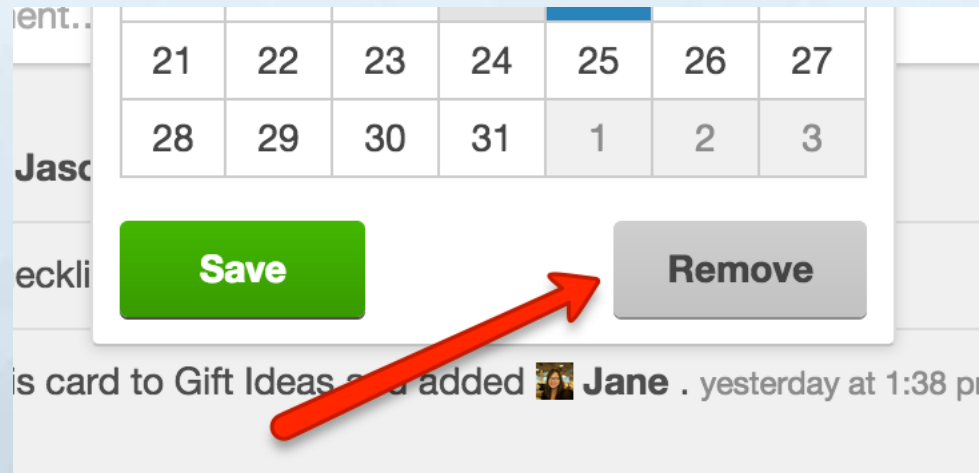
- **Marking a due date as complete**

- Click the checkbox next to the due date to mark it as complete,
- And turn the due date green.
- This will also add a strikethrough on the card on the Calendar View.



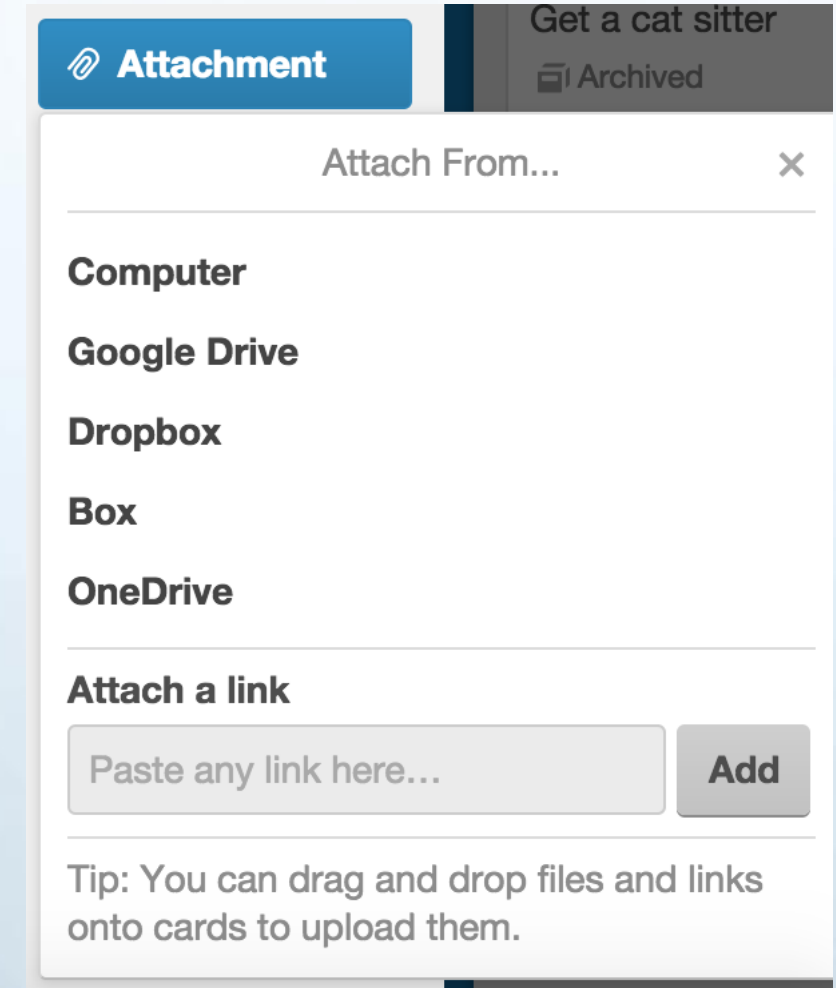
- **Removing:**

Remove a due date by clicking the due date on the card back and selecting "Remove" from the lower right corner.



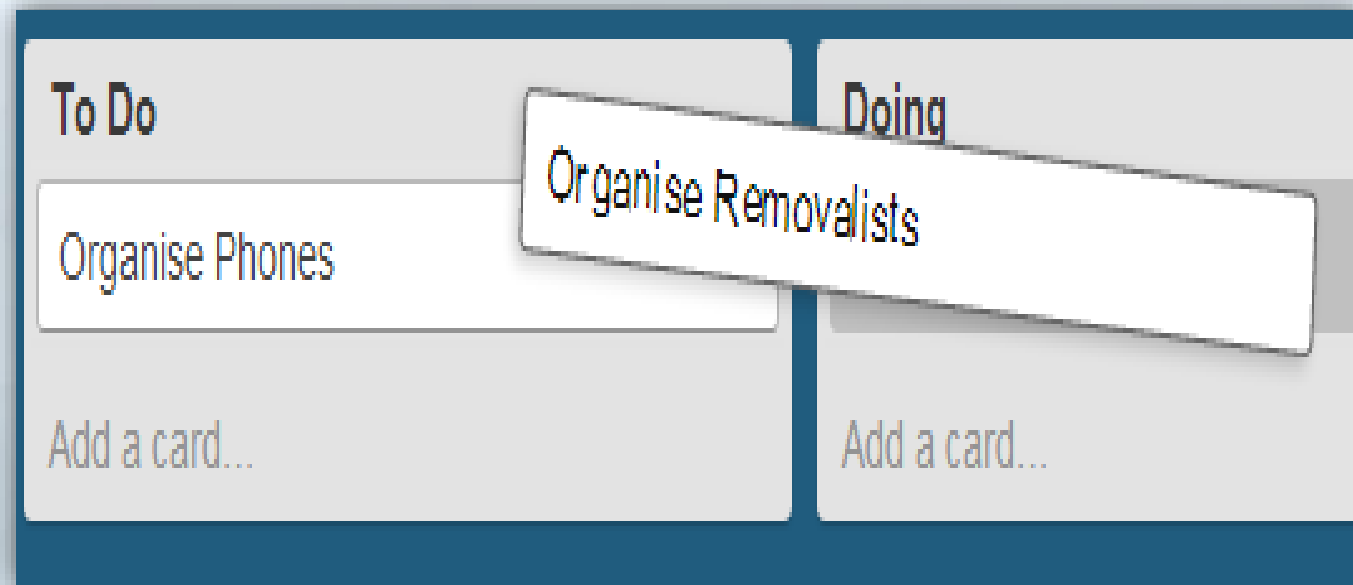
# Adding Attachment to Cards

- Card attachments are files uploaded to cards.
- Attachments appear in the "Attachments" section of the card detail.
- Click the front of the card to open it.
- Click the "Attach File" button on the right side of the card to upload.



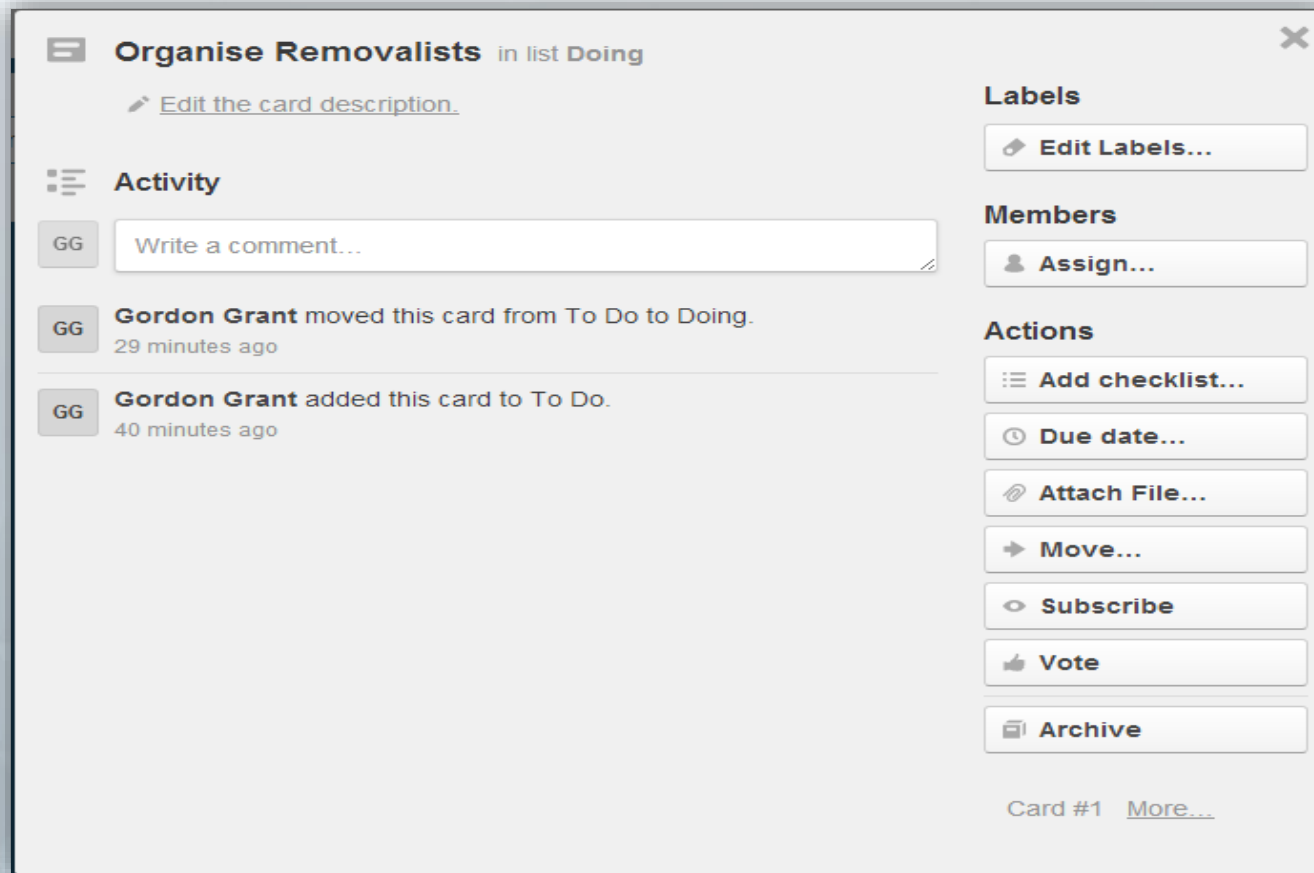
# Move Cards

- As the Project progresses you can move the cards to **Doing** and when finished move it to **Done**. To move the card
- Click and Hold the card.
- Drag it to the next list. It will drop in place.



# Modify Cards

- To see and adjust actions of each card by using the “back” of the card.
  - Click on the card.





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*Thank you*

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