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IT PROJECT MANAGEMENT REVIEW TOOL.

Abstract

Every contemporary business, public, and non-profit organization (NGOS)'s management depends on project management. It is feasible to complete a variety of tasks within the specified time limits and quality, without going over budget, and even with better outcomes than anticipated. Project management, according to the Project Management Institute (2004), is the application of knowledge, skills, tools and techniques to project activities to meet project requirements. Currently, projects are growing bigger, more complicated, and faster every day, necessitating management to appropriately adapt to these developments. The necessity for collaborative tools, more commonly referred to as groupware, arises from the fact that some projects require teams of people who may be geographically scattered. It is prerequisite to use project management software tools when making decisions including planning, monitoring, coordinating, and carrying out their daily tasks. In this paper, we table down an overview of project management tools.

1. Introduction

Nowadays, every project to be executed requires a team to finish the majority of the work. A team of people working on a project is almost always advantageous, from writing proposals to consulting to development. This section gives a brief description of our topic of reviewing project management tools. Collaboration and communication go hand in hand when it comes to effective project management because it depends on timely communication. Use of visual project management solutions that enable all teammates to see the work before, during, and after as it appears in a workflow to improve communication among the project team (Trustradius, 2022).

Being able to observe the work at every step is beneficial for personal productivity since it aids team members in planning, organizing, and prioritizing their work: Project managers benefit from being able to monitor the job hence achieving the following: Managing stakeholder expectations and questions, keeping the group moving to the same rhythm as the drum, harmonizing dependency and emergencies. In order to expedite the workflow, the project manager is given input to prevent bottlenecks therefore various team members often take on different areas of the project (Planview, 2022). A project manager may find out which particular tool will be the most helpful to the situation by taking the time to read software evaluations, regardless of whether it's a whole project management suite, a collaboration tool, web conferencing software, or a cloud storage platform. No matter where they are located, your employees will be able to work hand in hand if you provide them with the proper tools and procedures. . Employees can't perform as expected of them when the management doesn't provide them with enough information regarding changes in workplace strategy, and this happens when teams or departments fail to effectively communicate their knowledge, goals, and priorities.

2. Project Management Tools

A project management tool is a collection of software meant to assist project teams or individuals in planning, tracking, and managing projects in order to meet project deadlines. These tools are used to plan or schedule project work, identify important pathways, track progress, and do all other activities required for a successful project cycle. They also assist team members with efficient collaboration, task reminders, risk minimization, and project documentation. Asana, Trello, Gantt chart, Kanban, Wrike, Teamwork, Work Breakdown Structure, Bitrix24, Zoho, Zenkit, Jira, Kissflow, Airtable, Clarizen, Proofhub, Meistertasks, Paymo, Notion, Canopy, Exo are a few examples.

2.1. ASANA

Asana is a web-based task management solution that unifies all activities and gets rid of email chaos. Asana is a tool that teams can use to manage all of their work, communicate with one another, share relevant files, and more. Asana may be used by individuals or organizations to divide complicated work into manageable tasks. It is a thorough work management application that enables you to share files, comments, and notes, as well as keep track of deadlines. It is a contemporary approach to collaborating (Simplilearn, 2022).

Asana includes a variety of capabilities, including communication tools that make it easy to keep track of all your messages and the tasks they are related to.

Advantages of Asana

Because of its straightforward layout and user-friendly design, Asana's user interface ultimately provides a far better user experience. If a program is challenging to use, then a more powerful tool will be preferred. Asana can be integrated with other project management tools like Microsoft Teams, Google Drive because it offers organized and effective task management with a comprehensive overview of all tasks hence prioritizing tasks.

Challenges of Asana

Asana is an excellent project management tool, but it also has some flaws. Some of the major issues while using Asana are as follows:

The task-related features are many making even the simple activities complicated.

There is no method to measure time. Most project management software solutions include a time tracking feature however for Asana, it is the greatest flaw.

2.2. TRELLO

Trello is a well-liked and easy to use collaboration platform that lets you organize group projects and everything associated with them into boards and the information included is what's being worked on? Who is engaged in what? How far along the project is to take?

Trello is unique because of a variety of characteristics which include, Butler's built-in automation, which decreases the number of repetitive chores by utilizing the power of automation, allows tasks to be distributed among various members so they will be informed of any card changes. An activity record keeps everyone informed, and adding attachments makes it possible to organize resources effectively(Arun, 2022).

Advantages of Trello

Trello is platform independent. It can be accessed on a computer, a tablet, or a phone, and reformatting is done according to the screen size of the device unlike in other project management tools.

Trello's price structure is less complex and it includes the useful functions of instant notification, which ensures that you never miss a task because you receive alerts right away whenever a task is changed, commented on, or deleted. And you would receive this by email.

Challenges of Trello

When there is no internet connection or if there is limited data access and this is a hindrance to managing projects, especially huge projects because without internet access there cannot progress.

Trello should not be a choice of the board when you have to manage a huge project with multiple teams spread across the globe. It is more suitable for simple team projects.

2.3.ZOHO Projects

Zoho Projects is a contemporary and adaptable project management system that can handle both highly planned and freeform projects, as well as formal and informal approaches. It also allows project members to interact quickly, exchange ideas, and keep current. It aids in the tracking and administration of tasks. The integrated issue tracker tool assists you in resolving issues while meeting deadlines. Zoho Projects includes a variety of features, such as the ability to create a single task or combine related jobs into a task list, and it may identify problems if a feature does not function properly. Zoho projects may use the blueprint to develop and automate any process workflow in your project. It can also track your project's budget and generate invoices using the expandable budget module (Zoho, 2022).

Advantages of Zoho Projects

Zoho Tasks has several features that have assisted innumerable businesses with their undertakings. Pricing is reasonable and practical, suggesting that the plans have different offerings and that the products given are valuable. For automation, project management teams employ online tools, and

downtime should be kept to a minimum. Zoho Projects customers have relatively minimal downtime, allowing them to perform their activities more quickly.

Furthermore, the software's features are continually updated by the authors to ensure that it stays user-friendly. Both billing and time monitoring are excellent features. The time-tracking tool is popular among Zoho Projects customers. It enables them to record their hours for each day and customer, promoting openness. Task and project tracking is effective. Users may easily monitor the status of their activities and projects. Furthermore, they may simply interact with their members about any modifications or updates to the projects by employing the software's communication features.

Challenges of Zoho Projects

The procedure of finding tasks may be enhanced. Zoho Projects' task search capability may be enhanced. Users may only browse for tasks within their projects when they go into them. Zoho Projects may enhance this by including a search option that allows users to broaden their search to include all tasks and presents the results on a single page, regardless of which page they are on. The reporting of bugs could be enhanced. Bugs in websites and applications are unavoidable throughout program development, but there should be a defined bug tracking and reporting system in place.

Many Zoho Projects users have noticed that when reporting problems, they must submit a screenshot, which sometimes loads properly and sometimes does not. There is no dashboard functionality. Some clients have complained that Zoho Projects does not allow them to quickly input client contact information or alphabetically sort client names. Because they are just listed in the order they were received, it is difficult to find specific names. Only the internal client ID number, user name, name, email address, role, and invoice are exported.

2.4.WRIKE

Wrike is a digital work management solution that allows users to monitor and organize activities while still providing enough detail for power users. It is an effective tool for tracking progress, communicating, and keeping behind-the-scenes activities running smoothly so that your project deadlines are fulfilled on time. "We will work with you on all communication and marketing tasks

using Wrike." Wrike makes projects visible and collaborative, and it looks to be enjoying its greatest year to date by several measures; it has begun to focus on use cases outside of traditional product teams (Finnegan, 2019).

Wrike has important features like the Approval process with the ability to pinpoint your comment directly on the art, assign tasks to individuals or teams, and communicate direction and changes directly in the task and the user education features. This is Very helpful to get all our users to speak the same language.

Advantages of Wrike

Task management made simple. Wrike allows project managers to effortlessly allocate work to others and bring in external partners. A powerful proofreading tool. The project management platform is an excellent central workspace for teams who need to communicate and comment on task parts such as PDF files, Word documents, videos, and other digital assets. Project templates that are adaptable. Teams can save time by using templates that can be tailored to work on similar projects without having to start from scratch. Enhanced visibility. Wrike has powerful reporting tools that allow team leaders to see the workloads of team members as well as the project's status at a glance.

Challenges of Wrike

It is too costly for single users or small groups. Although there is a free plan available, it only includes the most basic functions. The most useful features are offered in higher premium plans, which may be prohibitively expensive for an individual or small business. There is no option to chat. Within the framework of the job, Wrike supports task comments. Consumers may also have to rely on third-party integration. Some connections, such as Outlook, result in notifications that are more than an hour delayed. Users must keep Wrike open and continually check their inboxes or risk missing a crucial project dialogue. There is no tool for taking notes. Users wish there was a tool that allowed them to simply create notes and access them whenever they needed them.

2.5.GANTT CHART

A Gantt chart is a popular project management tool that indicates what has to be done and when. Gantt charts are useful for project deadline management because they demonstrate the

interdependence of activities or when one action requires the completion of another. Gantt charts may also be used to show progress, resources, constraints, and other scheduling information. Gantt charts demonstrate how work on a job may begin only after a related task has been completed. Such data assists managers in identifying project roadblocks and making key choices regarding the best strategy to take a project forward. A Gantt chart is a project management tool that helps with the planning and scheduling of many different sorts of projects, but they are especially beneficial for simplifying complex processes. (apm, 2022).

Advantages of Gantt Chart

A Gantt chart provides managers and employees with a high-level overview of the project activities that must be completed, as well as an anticipated completion date. The chart depicts how tasks are linked to one another, allowing you to track the development of the project. It increases efficiency and aids in resource management. It may be used by project managers to create realistic timetables and distribute resources based on those plans, such as allocating the right personnel to the proper duties. It can also assist project members in devising solutions to probable difficulties before to the start of the project. Project managers and stakeholders can use a Gantt chart to track activities, milestones, and the overall process. The chart can highlight potential constraints or issues, allowing project leaders and members to make appropriate changes.

Challenges of Gantt Chart

Gantt charts are not without flaws. It may take some time to get everything set up. While working on large projects, the number of tasks and their idiosyncrasies may complicate and make the chart more difficult to understand. One of the most difficult aspects of utilizing Gantt charts in large projects is their complexity. The charts may also fail to portray the intricacies of certain jobs, as well as the time it will take your team to finish them. A Gantt chart for a large project with many tasks and subtasks might be difficult to understand. Changes to the timetable or the addition of new tasks have an impact on the entire chart. If your firm does not employ tools to assist it, reworking the Gantt chart on a regular basis may be challenging.

2.6.ZENIKT

Zenkit is an entirely customizable project management tool. The program may be accessed through a desktop computer or a smartphone or tablet app. It is a powerful collaboration

platform that helps you to manage clients, documents, bills, bugs, features, leads, resources, projects, events, and tickets all in one place. The platform has gained praise for its wide range of compatibility with categories such as startups, institutions, and creatives (Thompson, 2022). The Kanban board, views and dashboards, resource planning, file sharing, alerts, collaboration, activity tracking, repeating tasks, roles and permissions, calendar syncing, and integrations are the major features of Zenkit.

Advantages of Zenkit

The split of Zenkit's tools and capabilities into several packages is extremely beneficial for users who just require one of its platforms, such as projects, charts, or forms. Zenkit offers various advantages for collaboration, including zenchat for conversation and good feature tagging and note. There is also a great tool for building an internal team wiki for enhanced collaboration and information sharing, to which you can add files, videos, and social networking content. It allows users to undertake agile project management with great Kanbans as well as more traditional project management with Gantt charts that is more predictive and plan-based.

Challenges of Zenkit

Zenkit does not have many tools or features for network monitoring. No one, however, claimed that it could replace a CRM. There are few options for developing your own automated procedures to achieve a range of goals. Zenkit workflows are ideal for repetitive tasks. Zenkit doesn't offer many time tracking, timesheet, or invoicing options, but it does have good integrations with time tracking applications like Clockify.

2.7.KANBAN

Kanban project management is an agile project management strategy that helps with work visualization, work-in-progress minimization, and productivity maximization (or flow). It can help agile and development teams build order in their daily work. It requires real-time capacity communication as well as complete activity transparency. Work items are graphically displayed on a Kanban board, allowing team members to keep track of all work progress at any one moment (REHKOPF, 2022).

Advantages of Kanban

Kanban is a straightforward and easy-to-implement strategy that may be utilized effectively by corporate management. Working with the Kanban method does not require you to be an expert. It promotes maximum versatility, which is appropriate for larger projects that require frequent adjustments. Kanban promotes collaboration and requires the entire team to work together to achieve the best outcomes.

Challenges of Kanban

Kanban is not a stand-alone approach, but it may be used with other forms and frameworks of a company, such as JIT, make-to-order, scrum, and so on, to make these frameworks more apparent. Most development processes are iterative, which is not required for Kanban at the ticket level. Iteration may be developed on top of Kanban, although it often becomes its own process.

2.8.JIRA

Jira is a tool that may be used with any agile methodology, including Scrum, Kanban, or your own custom blend. All of your agile software development projects can be planned, monitored, and managed from a single platform that includes agile boards, backlogs, roadmaps, reports, integrations, and add-ons. Choose a framework to learn how Jira Software may help your team release higher-quality software more rapidly. (atlassian, 2022).

Advantages of JIRA

Jira Software is a workflow engine that enables users to track problems, bugs, tasks, and other project documents using predefined workflows that may be adjusted to match their specific needs. Software teams use Jira to organize and interact with stakeholders while defining feature needs and other specifications. Jira software allows teams to define plans and roadmaps for the whole software development lifecycle, as well as track and fix issues as they emerge throughout development and after deployment. Jira provides convenient Scrum and Kanban boards to agile technique teams. These boards include tasks that are tied to certain procedures. Because of time monitoring and real-time reporting, agile teams are able to track their success over time.

Challenges of JIRA

Jira might be challenging to set up. For first-time users, the learning curve may be steep. The extensive configuration options may be perplexing for small projects and teams looking for something that "just works" right out of the box. Building a broad portfolio of solutions may

be difficult and costly for certain people. Jira software, Jira Work Management for business teams, Jira Service Management for customer service, Opsgenie, Statuspage, Confluence, and Bitbucket are just a few examples. The myriad options offered may be intimidating.

2.9. OVERVIEW OF DISCUSSED TOOLS FOR PROJECT MANAGEMENT

NO	TOOLS	USAGE	ADVANTAGES	LIMITATION
1	JIRA	Bug tracking (software and Mobile apps), issue tracking, and project management.	Integration is available in this Jira Jira is appropriate for a wide range of users, including programmers, program managers, and non-technical workers.	Limited file size upload. No built-in timeline to track your project progress. Confusing User-Interface
2	ASANA	a web-based task management, used to manage all of their work to be done, share relevant files and easy communication	Stress-free (Its usage is easier) Broader Interoperability Collaboration Focused	There aren't any time-tracking options. Some prior experience is required.
3	TRELLO	Let you organize group projects, How far along the project is to take, and Butler's built-in automation of work.	Less complex pricing structure Instant notifications Mobile friendly	Difficult to handle big projects Storage limit

		suitable for simple team projects		
4	ZOHO PROJECT	Can handle both highly planned and freeform projects. It aids in the tracking and administration of tasks	Pricing is fair and practical. The tracking of tasks is effective. Client service.	The process of search might be improved. Poor dashboard functionality.
5	WRIKE	Allows users to monitor and organize activities Wrike makes projects visible and collaborative	Task Manager made simple. A strong proofreading utility. Designs are adaptable.	It is too costly for single users or small groups. There is no chatting function
6	TEAMWORK	handle ALL of your client work from an one platform	A complex project can be divided to smaller jobs Assist you in keeping track of your team.	Planning issues can arise when working
7	KISSFLOW	Provide a cloud-based forms automation technology that automates corporate operations and tracks success.	Inter-process integrations All your workflows on single platform Performance Management	High pricing

8	GANTT-CHART	Help businesses for resource allocation effectively and arrange work to deadlines.	It offers a high-level description.	It does not assign priority
9	KANBAN	An all-in-one suite to manage people, projects, and everything in between.	Ease of use Reduces costs and wastage	Cannot be used independent
10	ZENKIT	Zenkit is an award-winning software package for productivity and collaboration.	All Zenkit services are available for free. provides several benefits for cooperation, like Zenchat allowing interaction	Zenkit doesn't offer enough tools or functionality for monitoring your system.
11	AIRTABLE	Make complex data models, views, and automation.	It streamlines your workflow Collaborate with your team It keeps track of your projects	Its formulas aren't as intuitive as those in products like Microsoft Excel
12	CLARIZEN	Clarizen allows you to collaborate on goals and plans, modules, task views, reports, and dashboards	User-pleasant-interfaces Mobile compatibility Project management control center.	Expensive monthly cost Lack Of Relevant Integrations

13	PROOFHUB	assists teams in keeping track of everything through a centralized platform	<p>The supervisor has ultimate control.</p> <p>Unrestricted number of users</p> <p>Quick and simple interactions</p>	<p>There is no budgetary feature.</p> <p>There is no option for repeated activities.</p>
14	MEISTERTASK	ranges from personal project management to a full-fledged project management solution for a huge organization	<p>Designed for project collaboration and management</p> <p>Every team member can see where they are</p> <p>Integration with other apps</p>	<p>Costly for large businesses</p> <p>Basic features on the free plan</p>
15	PAYMO	From the same platform, you can manage assignments, set team schedules, track hours, and charge clients.	<p>Time trucking for mobile and desktop application</p> <p>Sharing of data</p> <p>Assistance for free</p>	<p>Users can only create up to three invoices on the free plan.</p>

3. Conclusion

The requirement for more virtual project teams is transforming the landscape of the global business world. The limitations of distance and time have been eliminated for team members through the use of new technologies made possible by recent technological advancements. Project management has proven to be an effective discipline for problem-solving, adapting, and developing solutions in business, industrial, and commercial settings. Special emphasis has been given to the management and collaborative tools, applicable to the preliminary stages of strategic studies, feasibility studies, and business attractiveness analysis, as well as in the construction and deployment of engineering solutions or improving processes, such as financial or information technology.

Numerous project management tools have been developed in an effort to increase the likelihood that a project will be completed, implemented in the quickest time interval, with the best quality, and at the lowest cost possible as well as to get rid of any other potential risks. Therefore in a nutshell, a project manager will select a project management collaborative tool based on the needs of the project because some tools are cloud-based, others are online and others are offline and have different features.

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