

THE NELSON MANDELA AFRICAN INSTITUTE OF SCIENCE AND TECHNOLOGY



SYSTEM DEVELOPMENT METHODOLOGY

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PROJECT MANAGEMENT TOOLS



INTRODUCTION



Project management tools refer to a collection of software developed to assist project teams or individuals in planning, tracking, and managing projects in order to meet project goals on time.

INTRODUCTION CONT'



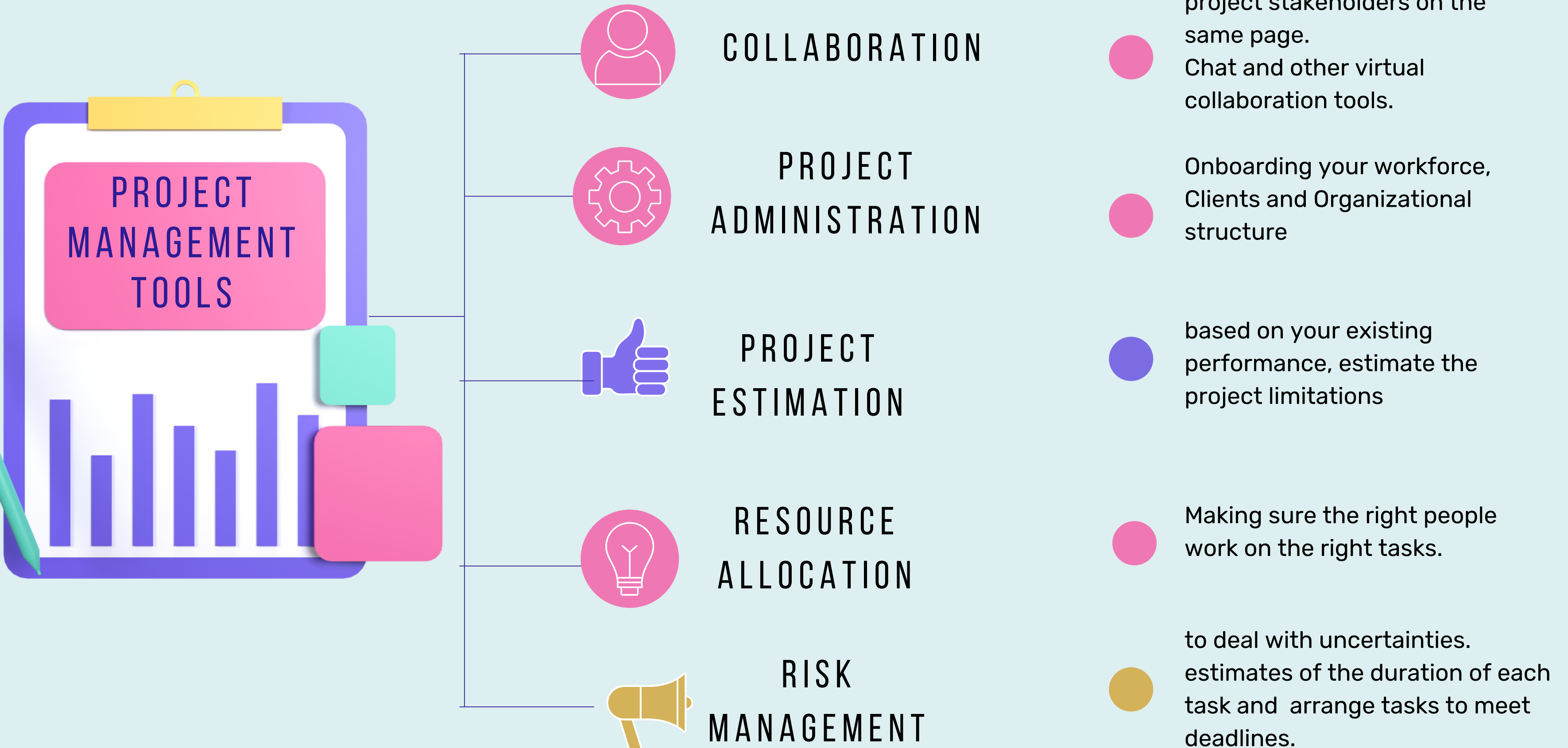
Those tools are used to plan or schedule project tasks, identify the critical paths, monitor the progress and all other important tasks that are needed for a seamless project cycle

INTRODUCTION CONT'



They also assist team members for efficient collaboration, reminders on work to be done, reducing risks, and they also provide great documentation of the project.

WHY PROJECT MANAGEMENT TOOLS



PROJECT MANAGEMENT TOOLS

Some of the project management tools we can site, there is: Asana, Trello, Gantt chart, Kanban, Wrike, Teamwork, Work Breakdown Structure, Bitrix24, Zoho, Zenkit, Jira, Kissflow, Airtable, Clarizen, Proofhub, Meistertasks, Paymo, Notion, Canopy, Exo, to mention few.

1. ASANA



1. allows teams to organize, collaborate, plan, and execute tasks
2. break down large work into manageable tasks
3. allows you to track project, progress, share files, and keep track of deadlines
4. helps its users to prioritize tasks and track them to meet their goals on time.

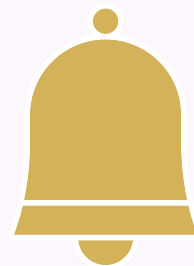
ASANA FEATURES

EASY COMMUNICATION



Inbox to help you track all your messages and their associated tasks

EASY APPS INTEGRATION



Microsoft Team
Zoom
Outlook
Gmail
OneDrive
Office365
Dropbox

MANAGEMENT TOOL

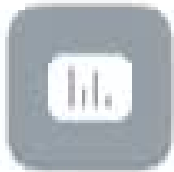


Team Manager can keep project updates and send reminders to team members when needed
Tasks prioritization and team tracking

REPORTING TOOL



As the Manager can track the progress, and send reminders, team members can also share their progress and reports to the manager.



Team Objectives

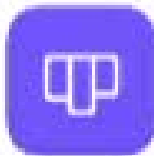
Add Project

Status

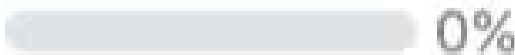
Progress

Dates

Priority



Website redesign

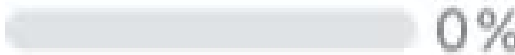


Jan 1 – Jul 31

High



Brand ad campaign



Apr 1 – Jun 30

Medium



New product launch



Feb 1 – Apr 26

High



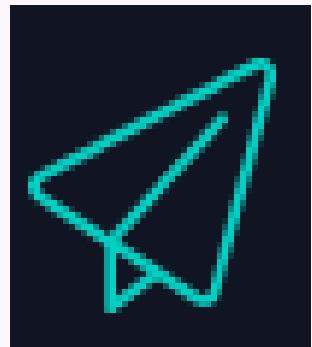
2. TRELLO



1. Task management tool
2. It uses cards as a way of representing tasks
3. Each task or card is assigned to a team member
4. deadlines are set
5. notifications keep coming to remind the member about the deadline

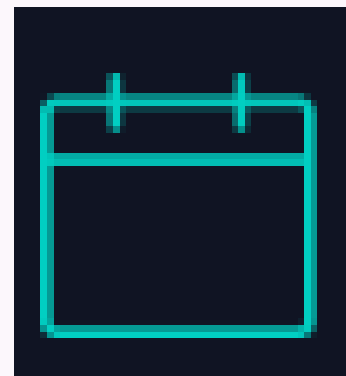
TRELLO FEATURES

CARD SEARCH



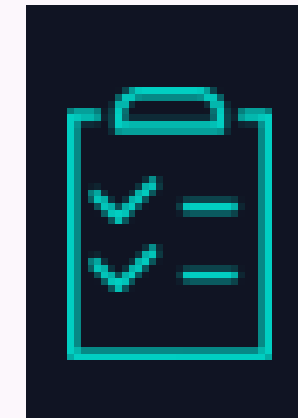
Easy way to search cards based on their names, users, or labels

AUTOMATION FUNCTIONS



Simplified processes of your project including creating regularly executed tasks, archiving old cards, sorting and prioritizing tasks

TASK CARD CHECKLIST



Easy to create checklists within your task, and also checklist completion tracking

CARD COVER PHOTOS



helps to breakup tasks and make them more identifiable rather than creating lists of texts

To Do 4 cards

⊕

- #170 Fix bug in my code
- #171 Take out the trash
- #172 Buy flowers
- #173 profit

Add a card...

Doing 1 card

⊕

- #174 Take screenshots
- Add a card...

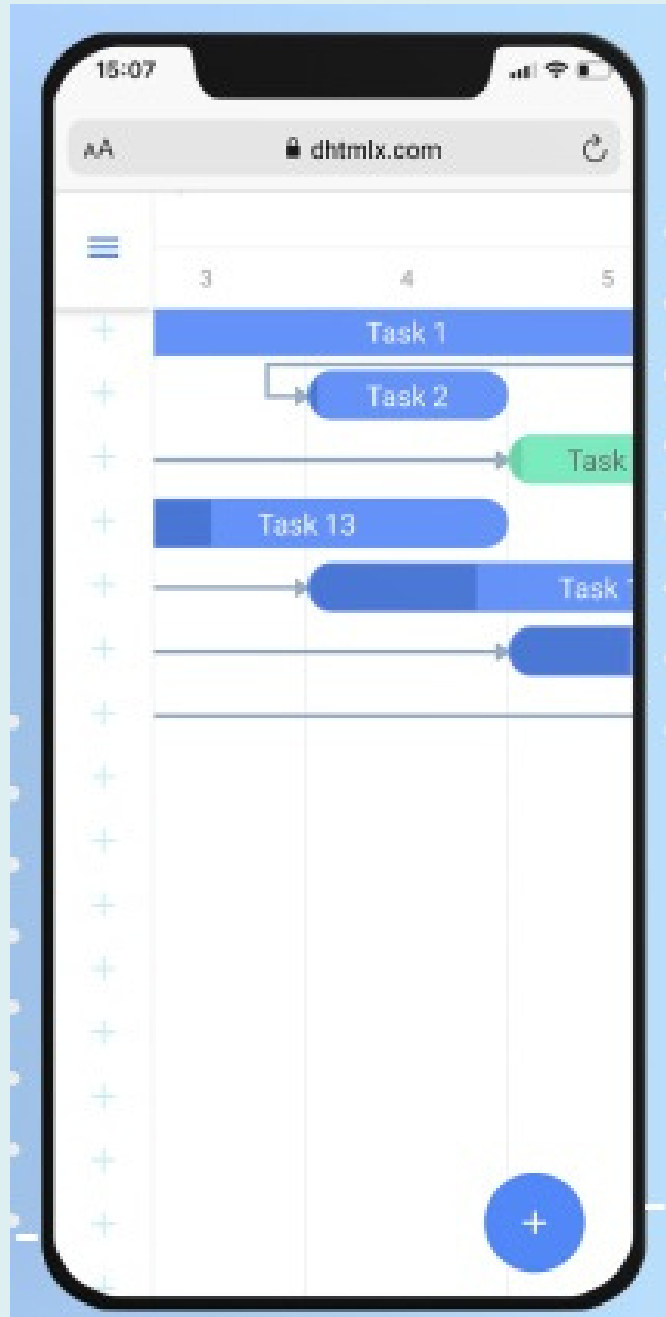
Done 3 cards

⊕

- #175 Add features
- #176 Nap
- #177 Make bed
- Add a card...

Add a list...

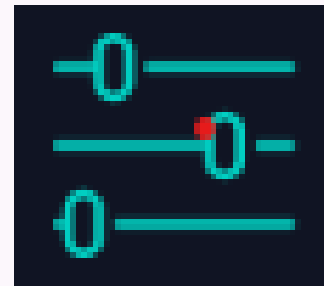
3. GANTT CHART



1. Create a Gantt Chart in Seconds
(Simply add tasks)
2. Plan, schedule and assign work
3. Import, export and share projects
4. Collaborate on tasks to get more
done

GANTT CHART FEATURES

PLAN



Add tasks and due dates

the Gantt chart generator makes a project timeline

TRACK



Assign tasks to your team

watch as their tasks progress to completion.

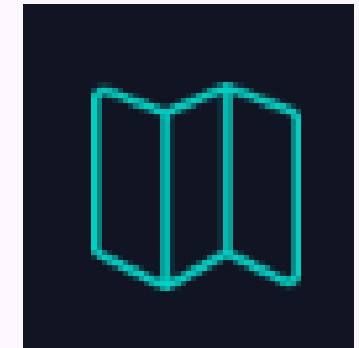
REPORTS



View progress on the real-time dashboards

create one-click reports to share.

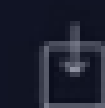
IMPORT & EXPORT



Import and export Microsoft Project Plans, Excel files and CSV files.



123



ALL

TASK NAME

MAR, 20 '22

W T F S S

MAR, 27 '22

M T W T F S S

APR, 3 '22

M T W T F S S

APR, 10 '22

M T W T F S S

APR, 17 '22

M T W T F S S

1

Contracts

2

Proposals

3

Documents Review

4

Bid Date

5

Award Date

6

Design

7

Feasibility Study

8

Apply for Permits

9

Start Design Work

10

Complete Design W...

11

Procurement

12

Order Equipment

13

Order Materials

14

Hire Crew

15

Construction

Contracts 100%

Proposals 100% Mike Cranston

Documents Review 100% Mike Cranston

Bid Date 100% Mike Cranston

3/29/2022

Design 80%

Feasibility Study 100% Jennifer Lennon

Apply for Permits 100% Jennifer Lennon

Start Design Work

4/18/2022

Procurement

Order Equipment

Order Materials

Hire Crew 25% Sam S

ADVANTAGES OF USING PM TOOLS

1. **Improved Customer Service**
2. **Increase revenues**
3. **Timely Project Completion**
4. **Goals effectiveness**
5. **Seamless Communication**
6. **Risk management**
7. **One Platform for Project Documents**



LIMITATIONS OF USING PM TOOLS

1. **Complexity in Usability**
2. **High cost of acquisition**
3. **Security**
4. **Require training**
5. **Require connectivity**
6. **Integration with existing systems**
7. **Maintenance and upgrades costs**



THANK YOU!

