**WHAT IS PROJECT MANAGEMENT SOFTWARE?**

Project management software helps the project manager and the people associated with it to collaborate and achieve their goals effectively and efficiently.

The functions may include various factors such as division of work, time tracking, optimal utilization of resources, team collaboration, and more.

In today's time, managing the projects has become very complex and challenging, especially information technology projects, which further leads to not meeting the time framework, over – budget, and lower return on investment than what is being predicted.

The project management software helps the managers and teams to complete their client requirements and manage time, budget, and scope restrictions.

**Features of Project Management Software:**

* Planning is a significant part of project management as it helps choose the right skilled workforce and allocate resources wisely so that goals can be achieved effectively and efficiently.
* This software helps in forecasting by taking into account the time and resources needed to complete a particular task.
* Team collaboration allows the team not only to communicate but also hold work-related discussions and is also used to send private messages to the team members.
* The software should offer enough and appropriate materials to the team members and other users as well to hit the ground running by providing these materials in the forms of articles, videos, webinars, and many more.
* The most important feature of a project management system is offering its users the choice of customizations that attracts more people and is most helpful to those engaged in sales and marketing.
* You can also use the chosen PM software on your smartphones as well because teams don’t always sit behind the desks all the time. For their convenience, this feature is implemented.

**How to complete a task or project using project management software?**

1. Firstly, you need to plan the project appropriately, i.e., deciding on what needs to be done, who's working on what and how the team is going to communicate, etc.
2. Well – planned project guidelines can help you achieve your goals effectively and efficiently, so this part is essential for a team.
3. Make a list of all the tasks that are needed to be completed so that proper attention can be given to each task.
4. Before starting the project, take feedbacks about the application from your team members, like asking software engineers about technical aspects, etc.
5. The next step is distributing the work, roles, and duties to the team members. It is who would do what so that there is smooth functioning of the goals without any disturbances.

**Conclusion:**

The demand for tools like project management software is increasing at a very rapid rate, and many companies are accepting the application for their business. Earlier, many companies had difficulty using the same because of its complexity, and still today, some company's employees have a little problem in adopting it. But overall, the software is handy in utilizing abundant resources and the completion of tasks effectively and efficiently.