

Introduction to Trello

Setting Up Trello for Project Management

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Objective

- ▶ Introduce Trello as a project management tool.
- ▶ Guide students on setting up Trello on their computers.
- ▶ Discuss the features and benefits of using Trello for managing projects.

What is Trello?

Trello is a web-based, kanban-style, list-making application developed by Trello Enterprise, a subsidiary of Atlassian. It provides an intuitive interface where projects are represented by boards, which contain lists (like stages of a project). Each list contains cards that represent tasks.

- ▶ Created in 2011 by Fog Creek Software.
- ▶ Became a separate company in New York City in 2014.
- ▶ Acquired by Atlassian in January 2017.

Why Use Trello?

- ▶ **Visual Organization:** Kanban-style boards, lists, and cards allow you to organize projects in a flexible and visual way.
- ▶ **Collaboration:** Easy collaboration with team members.
- ▶ **Web-Based:** Accessible from any web browser and also has mobile applications.
- ▶ **Integration:** Can be integrated with many other tools and platforms.
- ▶ **Free Basic Version:** Provides a powerful free version with essential features.

Setting Up Trello

1. Visit <https://trello.com/> and sign up for a free account.
2. After signing up, log in to your account.
3. Create a new board for your project.
4. Start by adding lists to represent different stages of your project.
5. Add cards to represent tasks and assign members, due dates, and labels.

Features of Trello

- ▶ **Boards:** Represent different projects.
- ▶ **Lists:** Represent stages or categories of tasks.
- ▶ **Cards:** Represent individual tasks.
- ▶ **Labels:** Helps in categorizing tasks.
- ▶ **Checklists:** Break down tasks into sub-tasks.
- ▶ **Due Dates:** Set deadlines for tasks.
- ▶ **Attachments:** Attach files and images to cards.
- ▶ **Integration:** Integrate with other apps and platforms.