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| --- | --- | --- |
| Positives | Minuses | Interesting |
| Trello  -Free  -Most functions available for free  -Online so data automatically backed up  -Unlimited cards and boards  -Unlimited space to place cards and boards  Taiga.io  -Free  -Intuitive UI  -All features free  -300mb of free storage included  -Scrum and Kanban mixed  Gantt Chart (Excel)  -Free as uses excel  -Unlimited storage and space  -Also used as a time management tool  -Easily see what needs doing  Physical Board (Kanban)  -Easily accessible  -Wouldn’t require switching tabs  -Looks pleasing  -Can have as much customization as you want | Trello  -Pay to get access to full features  -Online so can only be accessed if you have internet  -Required constant tab switching if only running on one monitor  -Only has Kanban  Taiga.io  -Costs if wanting to use for more than one person  -Online so requires internet  -Constant tab switching  Gantt Chart (Excel)  -Takes time to set up  -Requires Excel  -Would require extra to implement Scrumban  Physical Board (Kanban)  -Requires moving around  -Could get damaged  -Isn’t backed up  -Takes up large amounts of space | Trello  -Online  -Easily customizable  Taiga.io  -Gives free version for 1 person but if more than 1 person it costs to use  Gantt Chart (Excel)  -Wouldn’t require an internet connection, but would still require a computer  Physical Board (Kanban)  -Could be set up as a whiteboard, or as a piece of paper that is taken around with you |

2.1 Task Management Tools

Time Management Tools

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| Positives | Minuses | Interesting |
| Calendar on Phone  -Easily accessible  -Easy to use  -Built in reminders  -iCloud auto backup for calendar  Harvest  -Heavily customizable  -Clear reminders  -Free  -Intuitive UI  -Easy to see what is happening  Trello  -Used for Task management  -Only one app for both  -Easy to monitor with reminders set  -Free  -Good visual representation | Calendar on Phone  -Not much customization  -Not great for large amounts of time management  -Can easily get ‘busy’ with lots of events  Harvest  -Costs to upgrade  -Only online  -Separate from Task Management  Trello  -Doesn’t include Scrum so would need to document separately | Calendar on Phone  -Very little effort to create  -iCloud would make calendar sync to laptop and watch as well  Harvest  -Can be used to track other things about the project  Trello  -Could be combined with scrum |

2.2: I will be using Trello for task management, and Calendar on my phone for time management. I will be using Trello because it is something that I am used to, and because it contains everything that I need it to. I am using the calendar on my phone for time management because it is something that I always have on me and syncs to both my laptop and watch.