Introduction to Trello

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Trello is a user-friendly project management software that helps individuals and teams organize tasks and workflows through a visual and flexible system. It is based on the Kanban methodology, using boards, lists and cards to represent projects, stages and tasks respectively. Each card can include checklists, due dates, attachments, labels and comments, making collaboration and task tracking seamless. Trello is widely used for managing personal to-do lists, team projects, software development and even classroom planning due to its simplicity and adaptability. Its drag-and-drop interface and integration with tools like Slack, Google Drive and Jira enhance productivity and real-time communication. Whether for small tasks or complex workflows, Trello offers a structured yet highly customizable platform to boost efficiency and teamwork.

Suppose a university software team is developing a **Library Management System** to manage books, track student borrowing and calculate fines. The project has modules like Book Registration, Student Information and Fine Calculation. If a team wants to implement the modules, then they will follow some steps sequentially. The steps are given below:

1. Make a project proposal.
2. Identify the users and activities.
3. Draw a Use Case diagram.
4. Make the user story cards from the use case diagram.
5. After completing the user story cards, they will make a board using a project management tool like Trello and place the user story cards in the right place. The board reflects that which user wants which features exactly.

Then the team will get a clear idea about features of this project and the target users as well. Also, they will prepare an SRS report based on the user's need. The user story board provides them the clear idea (what the system must do) about the system's features, user's needs. A user story is an informal, general explanation of a software feature written from the perspective of the end user.

User story board in Trello :
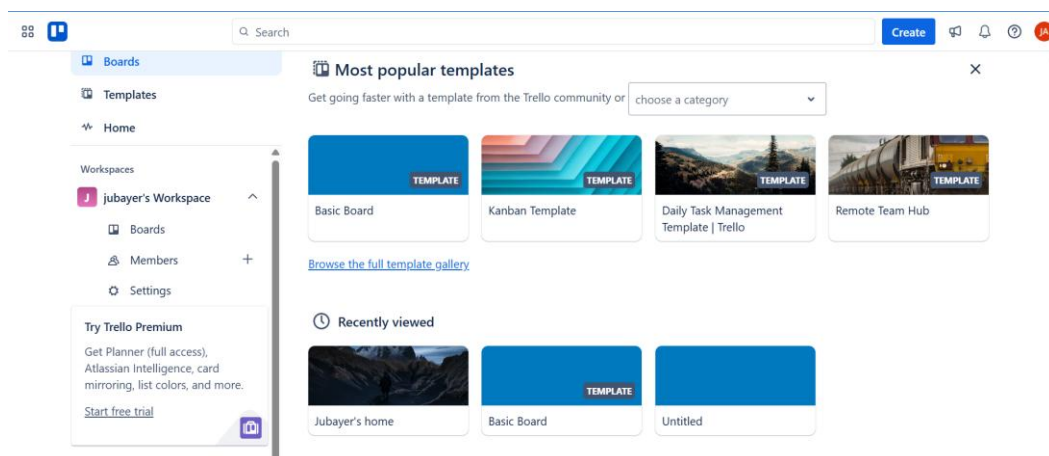
Trello link: https://trello.com/

Figure 1: Trello

After login into Trello, you need to create a board and save the board using a proper name. Then add the necessary lists. Inside the list, you need to add the story cards.
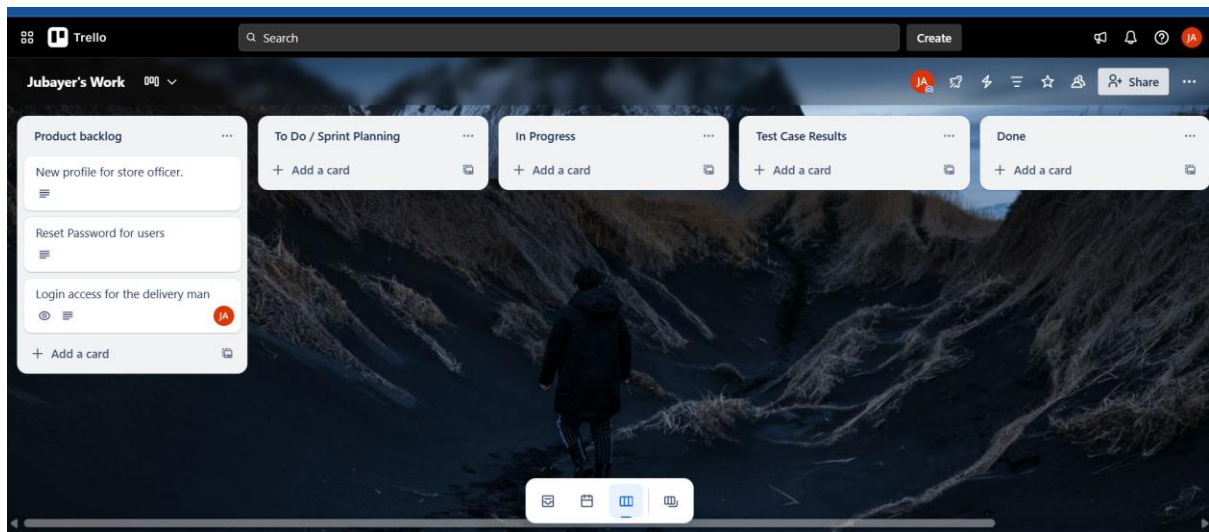

Figure 2: User story board where the user story cards are available

Workflow: Backlog ➡ To do ➡ In Progress ➡ Test case Results ➡ Done

1. Backlog : A list of tasks or user stories that are planned but not yet started.

2. To do : Collect the set of user stories from the backlog that decision makers want to perform the current sprint.

3. In Progress: Tasks or user stories that are actively being worked on by team members.

4. Test Case Results: The Test Case Results refer to the outcomes of testing activities performed to verify whether a user story (feature or requirement) works as expected.

5. Done / Completed: This list represents the final stage of a user story.

This workflow shows what the team is currently developing or testing.

Example: The developer is coding the password reset functionality.

The User Story is Fully Finished, when the :

1. Development is complete — all code or functionality has been implemented.
2. Test cases have passed — verified through UAT (User Acceptance Testing).
3. Acceptance criteria are met — as defined in the user story.
4. Approved by stakeholders / product owner.
5. Ready for release.

Important:

We will prepare three types of lists in mid-term (Product Backlog, To do and In progress). After mid-term, we will add two more lists those are "Test Case Results" and "Done".