

Project Charter Group 4

Project Title

Project Management Technologies

Project Description

This project will look at and study four project management tools. We will provide a general description, discuss their advantages and disadvantages, explain how they can be used, and point out their strengths and weaknesses. We will research each tool in detail and compare their features to see which ones are best for different project management situations. We will show our findings in a clear PowerPoint presentation, along with a detailed script, and share it as a video. The analysis will include real-world examples, best practices, and how these tools are used in the industry to give a complete view of what each tool can do.

Project Management Methodology

Kanban will be applied across all four sub-projects. This methodology was selected since it is an Agile framework that facilitates many concurrent tasks, allowing the group to work as efficiently as possible. Additionally, this methodology encourages leadership at all levels, which is a key value of the team as we intend to work as equals to complete the project. Kanban boards can also be very helpful in visualizing the workflow and ensuring any task bottlenecks are quickly identified and mitigated.

Sub-Projects and Assigned Managers

Sub-Projects	Assigned Manager
Trello	Edrina Adjei-Manu
JIRA	Maryam Bashir
Asana	Abigail Bofo
Microsoft Project	Rachel Morgan

Project Scope

Research and present the features, benefits, and drawbacks of JIRA, Asana, Microsoft Project, and Trello project management technologies.

Deliverables

- Powerpoint slides for presentation
- Exported video of entire presentation
- Presentation Script

Inclusion:

- 4 technologies selected by team members, including an overview, affordances, constraints, applications, strengths, and weaknesses for each
- Research will apply to up-to-date versions of selected technologies
Use of up-to-date versions of selected project management tools.
- Comparative analysis of functionalities, integrations, and usability.

Exclusion

- Any other project management technology
- In depth description of version history of each technology
- Technologies without trial versions

Project Purpose

To deepen our understanding of project management technologies for planning, scheduling, and workflow. Working in a group of four (4), we will outline the affordances and constraints of a set of pre-determined technologies to the class by creating a video presentation.

Stakeholders and Team Members

- Edrina Adjei-Manu
- Abigail Bofo
- Maryam Muhammad Bashir
- Rachel Morgan

Roles and Responsibilities

- Each team member is responsible for the sub-project assigned to them
 - Edrina Adjei-Manu: Trello overview, challenges, usability

- Maryam Bashir: JIRA overview, challenges, usability
- Abigail Bofo: Asana overview, challenges, usability
- Rachel Morgan: Microsoft Project overview, challenges, usability
- Each team member managing a project will delegate different aspects of research required for each technology to the other team members.
- Team will work together on visually appealing and informative presentation slides and video presentation

Risks

- Inaccurate data
- Inconsistent input data from trial versions
- Limited functionality
- Inadequate training
- Not experiencing the full capabilities of the software due to paywalls or other roadblocks

Constraints

- Time constraints - project must be completed by 3/2/25 at 11:59 p.m.
- Limited access to full version of the chosen technologies
- Inadequate input data

Assumptions

- Individual management plans are well-detailed to be used in any of the chosen technologies
- Each team member has reliable internet access for research and tool exploration.

Success Criteria

- Well-detailed workflow is generated using either Trello, JIRA, Asana, or Microsoft Project
- Video is between 7-10 minutes in length.

- Well-detailed presentation outlining overview, affordances and constraints, applications, and strength and weaknesses of Trello, JIRA, Asana, and Microsoft Project.
- All team members conducted in-depth research on their selected technologies
- Classmates reviewing the video feel they could describe each technology to a classmate who may not have experience using them.