

# **IT414**

# **Software Project Management**

**Lab 3**  
**Group 26**

## **Zoho:**

Zoho Office Suite is an Indian web-based online office suite containing word processing, spreadsheets, presentations, databases, note-taking, wikis, web conferencing, customer relationship management (CRM), project management, invoicing and other applications. It is developed by Zoho Corporation.

It was launched in 2005 with a web-based word processor. Additional products such as spreadsheets and presentations were incorporated later into Zoho.

Zoho uses an open application programming interface for its Writer, Sheet, Show, Creator, Meeting, and Planner products. It also has plugins into Microsoft Word and Excel, an OpenOffice.org plugin, and a plugin for Firefox.

Zoho Sites is an online, drag and drop website builder. It provides web hosting, unlimited storage, bandwidth and web pages. Features also include an array of website templates and mobile websites.

Zoho CRM is a customer relationship management application with features like procurement, inventory, and some accounting functions from the realm of ERP. The free version is limited to 10 users.

In October 2009, Zoho integrated some of their applications with the Google Apps online suite. This enabled users to sign into both suites under one login. Zoho and Google still remain separate, competing companies.

## **Features:**

### **Zoho Mail**

- Huge Attachments upto 1 GB

- Archival and eDiscovery

- Email backup and restoration

- White labeling

- S-MIME

- Resource booking (Calendar)

### **Zoho Meeting**

Video conferencing and screen share up to 100 participants

Cloud storage for up to 10 recordings

#### Zoho Connect

Unlimited groups

Forums

Task and knowledge management

Unlimited custom applications

External users access

#### Zoho ShowTime

Remote Session up to 10 attendees

Face-to-face session (unlimited attendees)

Instant polls

Detailed engagement analytics

#### Zoho Office Suite

Fully featured office suite with Zoho Writer (for documents), Zoho Sheet (for spreadsheets) and Zoho Show (for presentations)

Unlimited Writer, Sheet, and Show files

Up to 50 collaborators in a document

#### **Price:**

##### Workplace Standard

₹ 99 /User /Month billed annually

##### Workplace Professional

₹ 399 /User /Month billed annually

##### Mail only Plan

₹ 58.33 /User /Month billed annually

## **Todoist:**

Todoist is a project management application for personal and professional productivity. It allows users to manage their tasks from a smartphone, tablet or computer. The app is free, though additional features to enable collaboration are available in a paid version.

Todoist was created in 2007 by startup Doist. As of June 2014, it has 2 million users.

In Todoist, tasks are either aligned to projects or sit loosely in an inbox. Projects may contain other sub-projects, and tasks may contain sub-tasks. Tasks can be filtered by label, date or priority. Completion of tasks results in "karma" points being awarded to the user, introducing an element of gamification.

Launched in January, 2007 by Amir Salihefendic, Todoist was soon thereafter named the "startup of the week" by ReadWriteWeb, having called it "astonishing".

In January, 2011, Todoist received USD \$40,000 of equity-free funding from Start-Up Chile. As of then, Todoist maintained an office in Santiago, Chile until 2013 when the headquarters moved to Porto, Portugal.

### **Price:**

#### **Free**

- For starters ,US-\$0
- 5 active projects
- 5 collaborators per project
- 5 MB file uploads
- 3 filters
- 1-week activity history

#### **Pro**

- For power users, US-\$3 per month, billed annually
- 300 active projects
- 25 collaborators per project
- 100 MB file uploads
- 150 filters
- Unlimited activity history
- Unlimited reminders

Themes & auto backups

## Business

For teams, US-\$5 per user per month, billed annually

Everything in Pro

500 active projects per member

50 people per project

Team inbox

Team billing

Admin & member roles

Priority support

## Features:

- Quick Add: lets you capture and organize tasks in seconds.
- Recurring due dates: help you remember deadlines and build habits.
- Sections & subtasks: ensure that your projects stay neatly organized.
- Priority levels: highlight the day's most important tasks.
- Favorites: keep key projects, labels, or filters top of mind.
- Reminders(PRO PLAN): alert you about your most time-sensitive tasks.
- Delegate tasks: to other people and free up your mental space.
- Notifications: let you know when people post comments, complete tasks, and more.
- Boards: help you see the big picture with Kanban-style cards.
- Labels: help you find the right group of tasks in seconds.
- Filters: give you custom task views based on due dates, project, assignee, and more.
- Themes(PRO PLAN): match your style, mood, and personality with 10+ colors.
- Add tasks via email: by forwarding emails into Todoist as tasks or comments.
- Productivity visualizations: By week and month help you stay on track to achieve your goals.
- Todoist Karma: awards you points for completing tasks and using advanced features.

## **Evernote:**

Evernote is an app that has been developed by the Evernote Corporation, Redwood city California. This app is designed specifically for taking notes, organizing/managing tasks, and many more such things.

This app not only allows the user to take notes in the traditional notepad manner, but rather it allows the user to create notes in multiple formats such as text, audio, video , links and many more. The notes that are created in Evernote's notebooks can easily be edited, searched, and exported which makes managing our work a lot easier.

### **Pricing:**

Evernote comes in three different Categories:

- a. Free: In this category we can use some basic features of Evernote with some limit on the size of notes we can upload per month. This limit is 60 MB for the total size of notes and 25 MB for a single note.
- b. Personal: This allows the user to use some additional features like searching, using custom made templates and many more. This costs Rs. 249 per month and the size restriction that it offers is 10 GB for total size of notes and 200 MB for a single note.
- c. Professional : This feature costs Rs. 319 per month but allows us to use each and every feature of Evernote to its full extent . This category offers a massive size restriction of 20 Gb per month and there is no particular limit to the amount of size that we can upload for a single note.

### **Features:**

There are a lot of features that are provided by Evernote some of them are mentioned below:

- 1. Scannable: This feature allows the user to capture any piece of paper or document very fast and easily. Once Evernote's scannable captures the document it

instantaneously converts that image into a high quality scanned document which can be made available to the user in pdf and many more formats. We can then save this document into our devices so that we can use it later. Not only does it allow us to save this document to our device but it also provides us with a feature of sharing in which we can easily export this document to some email – id or any other shareable links that it provides which makes the life of the user very easy and fast .

2. Skitch: Skitch is a feature that allows us to take screenshots. Once we get the screenshot, we can edit that screenshot in various manner like we can change the shape or size of that screenshot , we can add text to that screenshot which will allow us to mark the importance of that screenshot or helps us in taking notes via a screenshot which will help us in remembering stuff in a much more convenient manner. We can also save and share this screenshot to our devices, email or some other way that evernote allows us . This feature not only supports windows but it works fine for IOS and android as well.
3. Web Clipper: As the name suggests web clipper allows the user to clip or trim text from web pages or any other document that we are visiting. It allows us to get the specific part of an article , pdf or any other web page easily without any distractions that might be there if we had captured the whole page. This sorts our work in a very efficient manner and allows us to make notes and manage our work without any time lapse or delay.
4. Templates: Evernote provides us with some default templates which we can use as it is without having to do any kind of labour in making our workspace.
5. Tasks : It allows the user to combine their to-do lists and notes together so that one does not require to switch between the two .

## **Dropbox Paper:**

Dropbox Paper also known as paper was originally originated from Hackpad and later on acquired by Dropbox and it was launched in January 2017. Dropbox paper is basically a collaborative document – editing service that enables the user to create a document, work on it and share it. But, this is not the limit of what Dropbox is capable of, but rather Dropbox paper also offers a collaboration of different users in a more multimedia manner such as live chatting, sharing of photos, videos, presentation and many more.

### **Pricing:**

Dropbox paper offers basically two types of offers: Personal and Business.

1. Personal : Under this section there are two more sections which are as follows:
  - a. Plus: This offers very limited features and a size limit of 2Gb per transfer and upto 3 documents for e – signature. This subscription costs around \$9.99 per month and allows only one user to work on it.
  - b. Family : Unlike the plus which was designed for personal use it is designed for family use which allows upto 6 members. This costs around \$16.99 per month.
2. Business: Under this section there are 3 more subsections which are as follows:
  - a. Professional : This is for single users but offers a lot more features than the plus subscription of the personal section . This costs around \$16.58 per month.
  - b. Standard : This is designed for small teams. This allows around 3 members to work together and costs about \$12.50 per user per month.
  - c. Advanced : This is for larger teams as it allows more than 3 users to work together. It costs \$20 per user per month.

Under the Business section all subscriptions can be accessed for free but for a limited time only. This serves as a trial version for people so that they can decide whether they want to buy the subscription or not.



## **Features:**

1. **Assigning Tasks:** In Dropbox paper we can assign specific tasks to specific collaborators. It also allows the user to even set deadlines for the completion of projects that have been assigned to different collaborators.
2. **Sharing :** In Dropbox paper, users can easily send files via photos, videos, pdf or can even share links. The best part about this is that we can even share files to those people who do not even have an account on dropbox paper.
3. **File Size:** There is no limit to what size we can share a file. A user can share a file as large as the space that he has in his cloud storage.
4. **Backup:** No matter what type of file we want to store , be it photo, video, pdf or even presentation, we can store all these files safely in the cloud storage solution provided by Dropbox.
5. **Syncing:** Dropbox paper offers an easy syncing of files across different devices. If we update or make changes to a file in one device it will automatically update the changes in all devices which saves a lot of time that we would have wasted on sending the newest version of our file to different devices via mail or some other way.
6. **HelloSign:** This is a very nice feature that is provided by the Dropbox paper as using this one can send any document or paper via this platform that requires the signature of someone. Using HelloSign one can sign any document from any device and the other person can also track the progress of this workflow. This solution has definitely eliminated a large amount of paperwork and also made everything quite fast and easily accessible.
7. **Security:** Security is something that Dropbox paper has taken very seriously that is why they have made sure that the document that we save on Dropbox paper is highly secured.

## **Notion:**

Notion is an application that provides components such as notes, databases, kanban boards, wikis, calendars and reminders. Users can connect these components to create their own systems for knowledge management, note taking, data management, project management, among others. These components and systems can be used individually, or in collaboration with others.

Notion Labs Inc, a startup based in San Francisco, was founded in 2013. The founders declined to meet venture capitalists or discuss acquiring a higher valuation. Ivan Zhao founded Notion. The app launched in March 2016 for web browsers and OS X, May 2017 for Microsoft Windows, and June 2017 for iOS. In September 2019, the company announced it had reached 1 million users.

The company claims it is an all-in-one workspace for note-taking, knowledge and data management, and project and task management. It is described as a file management tool offering a unified workspace, allowing users to comment on ongoing projects, participate in discussions, and receive feedback.

In addition to cross-platform apps, it can be accessed via most web browsers. It includes a tool for "clipping" content from webpages. It helps users schedule tasks, manage files, save documents, set reminders, keep agendas, organize their work. Notion allows writing & pasting equations in the form of blocks or inline, as it supports LaTeX. Users can also embed online content in their Notion pages using Embed.ly.

## **Pricing:**

Notion has a four-tiered subscription model: free, personal(\$4/mo), team(\$8/mo), and enterprise(\$20/mo for each member). It offers an account credit system where users can earn credit via referrals. Users are not charged if they have a remaining balance in their accounts.[citation needed. An academic email address allows a free personal plan. As of May 2020, the company upgraded the Personal Plan to allow unlimited blocks, a change from the previous cap in the Personal Plan. This allows all new users the benefit of having unlimited storage.

## Features:

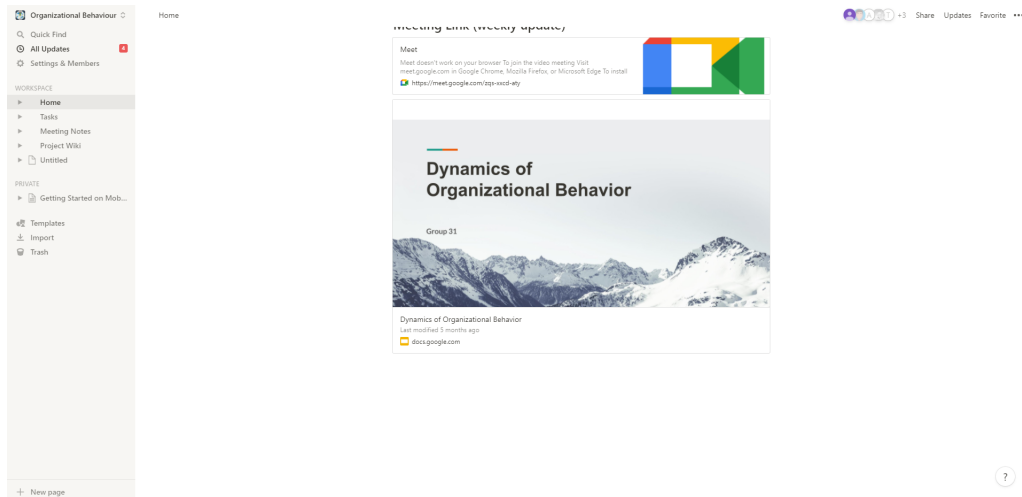
- a. Take notes: Capture notes quickly and organize them however you want, no matter where you are. Notion remembers it all so you don't have to. Whether it's to-do's, a reminder, or your next big idea, Notion makes it easy to add and find later.
- b. Get organized: Your budget, recipes, articles to read — instead of using multiple apps to corral this info, keep it all in one place. In Notion, you can create a home base for the many things going on in your life, and build it to match the way your brain works.
- c. Track tasks: Managing any project — from work requests to a list of chores — is a juggling act. In Notion, you can get a full view of what needs to get done so no balls get dropped. Make simple checklists or detailed project boards to turn tasks into action.
- d. Start writing: Just start typing in Notion and everything else fades away. We've designed it to help you focus on the task at hand. Notion's writing experience is as simple or sophisticated as you need it to be — it's a home for distraction-free thinking where you can organize your thoughts with drag-and-drop ease.
- e. Get Better: No matter how you want to improve, Notion is flexible enough to help you achieve your goals. Meal planners, reading lists, and habit trackers all live side-by-side — no more switching between apps to stay on target.
- f. Build websites: Reach the entire world by making any Notion page a publicly-accessible website with a single click. A resume, portfolio, or personal website — publishing pages with Notion lets you express yourself and be discovered by everyone, anywhere.
- g. Misc: Grab anything, move and organize it, however works best for you. Images, videos, headings, app embeds — add anything right into Notion pages. Nest pages inside of pages and view them all at a glance in your sidebar. Comments and mentions help you get more done with other people, wherever you are. Get going on web or desktop. Templates to get you started.

## Comparison Table:

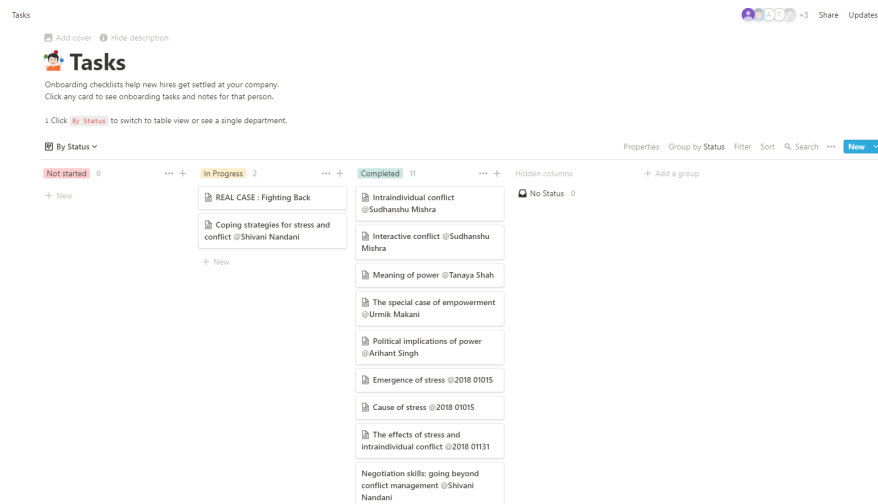
Feature/Tool	Notion	Evernote	Todoist	Zoho	DropBox Paper
Free/Paid	Both	Both	Both	Paid	Paid
Collaborate	Yes	Yes	Yes	Yes	Yes
Opensource	No	Yes	No	Yes	No
Web-App	Yes	Yes	Yes	Yes	Yes
Desktop	Yes	Yes	Yes	No	Yes
Mobile	Yes	Yes	Yes	No	Yes
Chat	No	Yes	Yes	Yes	Yes
Version control	Yes	No	No	No	No
Embed	Yes	Yes	Yes	Yes	Yes
Autocomplete	Yes	No	No	Yes	No
Grammar	Yes	Yes	Yes	Yes	Yes
Languages	Multi	Multi	Multi	Multi	Multi
Exporting	Yes	Yes	Yes	Yes	Yes
UI	Medium	Easy	Easy	Medium	Medium
Programmable	Yes	No	No	No	No
Reminders	Yes	Yes	Yes	Yes	Yes
Email support	Yes	Yes	Yes	Yes	Yes
Templates	Yes	Yes	Yes	No	Yes
Charting	Yes	No	Yes	Yes	Yes
Scheduling	Yes	Yes	Yes	Yes	Yes
Cloud	Yes	Yes	Yes	Yes	Yes
Tech Support	Yes	Yes	Yes	Yes	Yes
API	Yes	Yes	Yes	Yes	Yes

## Demo: Notion

1. Open the URL, <https://www.notion.so/> and you will land at the home page. You can login using your google account. The screenshot below shows the navigation bar of the workflow of my existing project on the left and the collaboration team on top right.

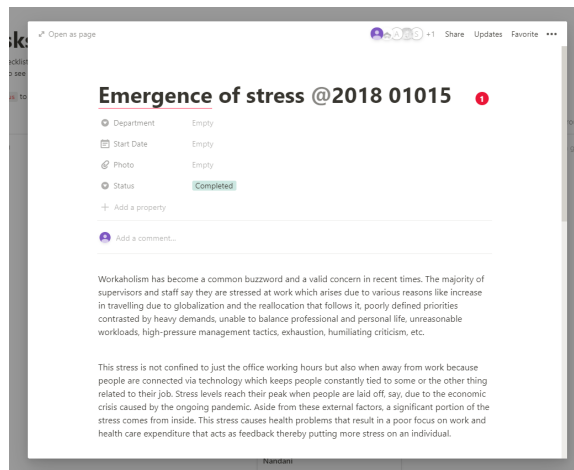


2. In the tasks tab, we will find various tasks assigned to different members and their progress. The progress can be changed by simple drag and drop.

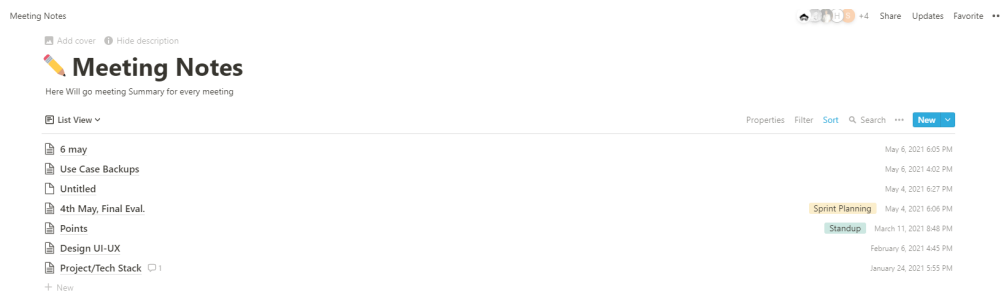


3. Clicking on a task will open its corresponding document wherein we can write content, embed images, code, websites, etc. It also shows other relevant information that might be required by the manager. It has various

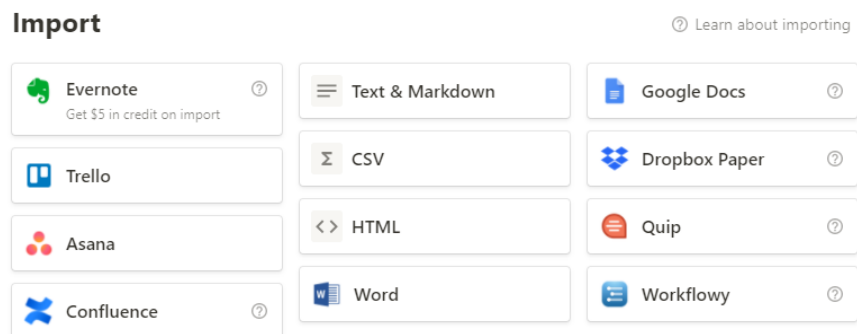
features mentioned earlier that enable us to make and manage a document.



4. Various templates are available to us or we can start from scratch. The relevant docs can be arranged in a list-like format. The doc will open on clicking on it in a pop up. This tabular format can be sorted and filtered.

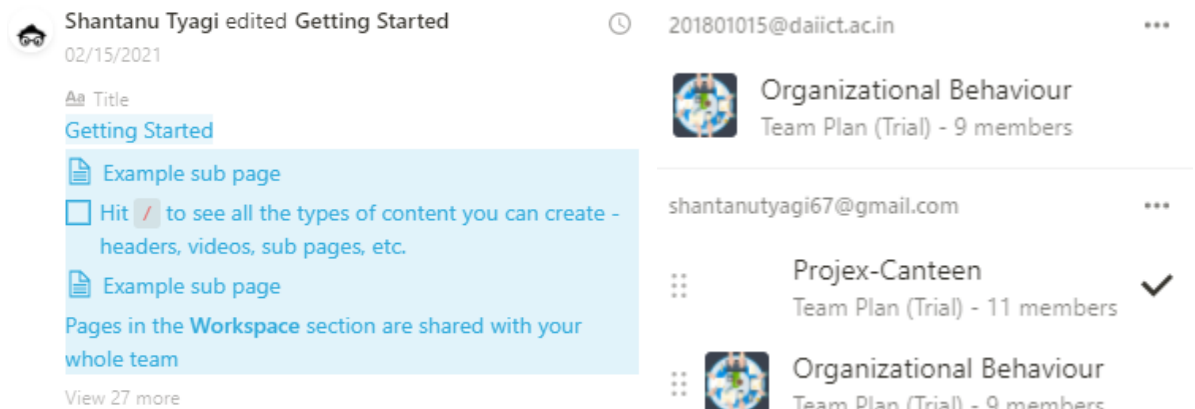


5. We can import from in various formats as shown below:

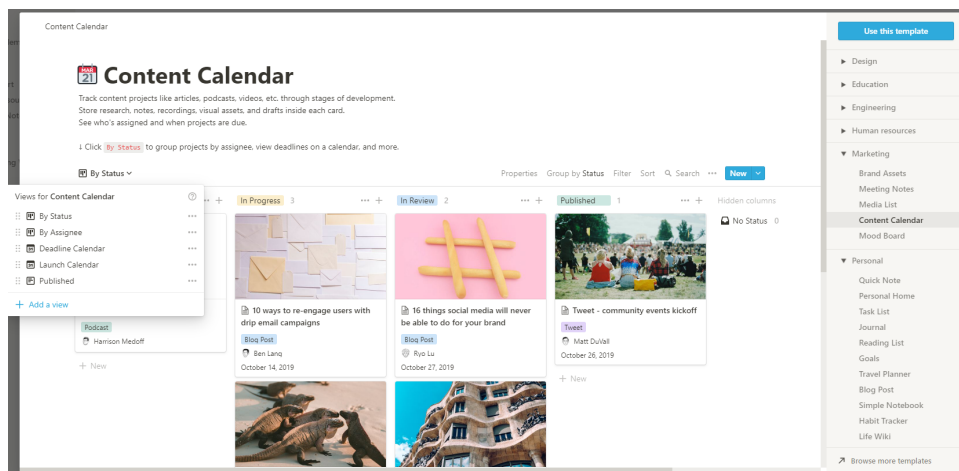


6. History of changes can be seen from the top right icon called updates. Exporting and other formatting features can be found in the 3 dot icon

besides updates. Share icon allows us to invite collaborators in our project. The navigation bar allows us to access multiple projects smoothly.



7. The use cases are extensive, ranging from mood boards, net worth trackers, and personal life dashboards. Pages are more than just collections of words and headers. They can include all types of embeds, dividers, files, pictures, to-do lists. You can also drag-and-drop any block to move them around or create columns. Data can be viewed in various formats and styles.



Notion really aces UX design, using white space to provide a clean and fresh look. The emojis used on each page are aesthetically pleasing and functional for identifying categories of information. For instance, my school webpage has a school emoji and my personal journal page has a journal emoji, making it easier to find within all of the subpages created on the platform. Although it can take time to master, the effort of learning Notion pays off.