T.Y. CSE AY 2024-25 Project Management and Ethics

**Assignment No 1\_LA2**

Name: Siya Pondkule

PRN: 23520008

1. **Explain below features of Zoho app.**
   1. **Task Management**

Task management in Zoho allows users to create, assign, and manage tasks effectively. Users can:

* Break down complex projects into smaller, manageable tasks.
* Set deadlines, priorities, and task dependencies.
* Assign tasks to team members and track their progress.
* Visualize tasks through lists, Kanban boards, or Gantt charts.
  1. **Task automation**

Zoho's task automation helps users streamline repetitive processes by:

* Creating workflows that automatically assign tasks, send reminders, or update statuses.
* Using custom rules to trigger specific actions when certain conditions are met.
* Reducing manual work by automating recurring tasks, follow-ups, and approvals.
  1. **Blueprints**

Blueprints in Zoho allow businesses to define and automate structured workflows:

* You can map out every stage of a business process and assign rules or triggers for each step.
* Ensures that tasks or deals move in a predefined path, helping ensure consistency.
* It allows for the automation of transitions, approval processes, and task routing.
  1. **Time tracking**

Time tracking is a feature that allows users to monitor how much time is spent on each task or project:

* Users can log hours manually or use timers.
* Managers can track billable and non-billable hours.
* Useful for generating accurate invoices and measuring productivity.
  1. **Charts and reporting**

Zoho provides a variety of reporting tools to visualize data and track performance through:

* Predefined and customizable reports with data from tasks, projects, or sales.
* Charts like bar graphs, pie charts, Gantt charts, and line graphs.
* Dashboards that provide a high-level overview of project progress, resource allocation, and timelines.
  1. **Issue tracking and SLA**

Zoho allows teams to manage and track issues, bugs, or service requests:

* Users can report issues and prioritize them based on impact or urgency.
* SLAs (Service Level Agreements) can be defined to ensure timely resolution.
* Tracks the progress of issues, assigns ownership, and provides detailed reports for accountability.
  1. **Team collaboration**

Zoho supports team collaboration through various tools and features:

* Real-time communication via chat, comments, and feeds.
* Collaborative document editing and sharing.
* Centralized file storage and version control.
* Calendar integrations to schedule meetings, set reminders, and share important dates.

1. **Differentiate in between Zoho and Jira as a project management tool.**

**1. Target Audience and Use Cases**

* **Zoho Projects**:
  + Primarily targeted at small to medium-sized businesses (SMBs) and teams across various industries.
  + Best suited for traditional project management tasks like task scheduling, time tracking, team collaboration, and project reporting.
  + It integrates well with Zoho's broader suite of business tools, making it a comprehensive option for companies already using Zoho's ecosystem.
* **Jira**:
  + A favorite among software development teams, especially those following Agile methodologies (Scrum, Kanban).
  + Designed for issue tracking, bug tracking, and software development project management.
  + Used by larger organizations and engineering teams for managing complex projects with iterative releases.

**2. Project Management Methodologies**

* **Zoho Projects**:
  + Offers flexibility in managing both traditional project management (waterfall) and Agile-style projects.
  + Includes Gantt charts, task dependencies, and resource management.
  + Supports Kanban boards but isn’t as robust for Agile as Jira is.
* **Jira**:
  + Primarily designed for Agile project management, with deep support for Scrum and Kanban boards.
  + Offers features like sprint planning, backlog management, and burndown charts.
  + Comprehensive support for Agile frameworks makes it ideal for iterative development.

**3. Task and Issue Tracking**

* **Zoho Projects**:
  + Task management is intuitive with options for milestones, task lists, sub-tasks, and recurring tasks.
  + Basic issue tracking is available, but it’s more focused on project and task organization rather than extensive issue tracking.
* **Jira**:
  + Highly advanced issue tracking, making it ideal for software bugs, feature requests, and tasks.
  + You can customize issue types, workflows, and states, making it very adaptable to development needs.
  + Extensive support for custom issue types, fields, and automation rules.

**4. Collaboration and Communication**

* **Zoho Projects**:
  + Strong in-built collaboration features like project forums, real-time chat, comments, and file sharing.
  + Includes Zoho Cliq (team chat app) and Zoho Docs for file management and collaboration.
* **Jira**:
  + Collaboration is more structured around issues and tasks, with comments, @mentions, and notifications.
  + Integrates with Confluence (for documentation and collaboration) and other Atlassian tools like Bitbucket for developer-centric workflows.

**5. Time Tracking and Reporting**

* **Zoho Projects**:
  + Includes built-in time tracking and timesheets.
  + Reports are easy to generate, offering insight into project progress, task completion, and team performance.
  + Charts such as Gantt charts, resource utilization, and time-tracking reports are available.
* **Jira**:
  + Time tracking is available but not as fully featured out of the box. You may need add-ons or integrations for more advanced time-tracking needs.
  + Reporting is very focused on Agile metrics (velocity charts, burndown charts, etc.), making it great for development projects.
  + Extensive integration with third-party apps for advanced reporting and analytics.

**6. Customizations and Integrations**

* **Zoho Projects**:
  + Offers customizable fields, workflows, and automation, though it’s more limited compared to Jira.
  + Strong integrations within the Zoho ecosystem (Zoho CRM, Zoho Desk, etc.) and third-party tools like Google Drive, Slack, and Microsoft Teams.
* **Jira**:
  + Highly customizable in terms of workflows, issue types, fields, and permissions.
  + Extensive marketplace for plugins and integrations, especially with development tools like GitHub, Jenkins, and CI/CD pipelines.
  + Seamless integration with other Atlassian products like Confluence, Bitbucket, and Bamboo for a cohesive development workflow.

**7. Pricing**

* **Zoho Projects**:
  + Offers a more affordable pricing structure, especially for SMBs.
  + Free tier available with limited features, and paid plans are generally lower-cost compared to Jira.
* **Jira**:
  + Jira’s pricing can be higher, especially for larger teams, and many advanced features (like automation, advanced reporting) may require additional paid plugins.
  + Offers a free tier but with limitations in terms of team size and features.

**8. User Interface and Ease of Use**

* **Zoho Projects**:
  + User-friendly interface, especially for non-technical teams.
  + The design is simpler and more intuitive, suitable for users across various business roles.
* **Jira**:
  + The interface is more complex, especially for non-technical users.
  + It’s designed with development teams in mind, which can make it harder for non-Agile users or beginners to navigate.

**9. Mobile App and Accessibility**

* **Zoho Projects**:
  + Strong mobile app for task management, time tracking, and collaboration on the go.
* **Jira**:
  + Has a mobile app, but it’s more focused on issue tracking and Agile project management, making it more useful for technical teams.

1. **Explain use of Zoho Education Project Management Software. How it is different from Software development Project Management Software.**

Zoho Education Project Management Software is tailored to meet the unique needs of educational institutions, providing tools to manage various types of academic projects, events, or administrative tasks. Its use cases differ from traditional software development project management due to the nature of tasks and stakeholders in the education sector. Here's an explanation of how Zoho Education Project Management Software is used and how it contrasts with software development project management:

### ****1. Key Features of Zoho Education Project Management Software****

* **Task Management for Academic Projects**:  
  Educational institutions often handle projects like curriculum development, event planning, or research initiatives. Zoho’s project management software helps break these projects into tasks, assign them to faculty or students, set deadlines, and track progress.
* **Course Management and Collaboration**:  
  The software can be used to manage academic course creation, lesson planning, and resource allocation. It facilitates collaboration among teachers, administrators, and students, making it easy to share files, resources, and updates.
* **Class Scheduling and Resource Allocation**:  
  Zoho allows educational institutions to schedule classes, allocate resources like classrooms, and manage events such as seminars, workshops, or exams. It also tracks who is responsible for different aspects of academic administration.
* **Student and Faculty Collaboration**:  
  The platform enhances communication between students and faculty. Teams can collaborate on academic projects (like group research or presentations) using chat, discussion forums, and file-sharing features.
* **Event and Conference Management**:  
  Educational institutions often need to manage events, from student orientations to conferences. Zoho’s tools help with event planning, scheduling, and task management for large educational events.
* **Budget Management**:  
  Zoho can help manage project budgets for research grants, student activities, or department projects. Educational institutions can track expenses, resources, and funding for various academic projects.
* **Reporting and Progress Tracking**:  
  It allows administrators to generate reports on course progress, research outputs, or event management. Time tracking can be used for measuring faculty productivity or progress on institutional projects.

### ****2. How Zoho Education Project Management Software is Different from Software Development Project Management Software****

#### ****a. Project Goals and Nature of Tasks****

* **Education Project Management**:  
  Focuses on tasks related to academic activities such as curriculum development, event planning, course creation, and resource management. The tasks are often non-technical and involve administrative staff, faculty, and students.
* **Software Development Project Management**:  
  Focuses on delivering software products, managing sprints, and tracking bugs and features. Tasks typically involve coding, testing, deployment, and managing the Agile or Scrum framework. Teams consist primarily of developers, testers, and product managers.

#### ****b. Stakeholders****

* **Education**:  
  Stakeholders include students, teachers, administrators, and possibly parents. The goals are centered on improving academic efficiency, managing student projects, and administrative workflows.
* **Software Development**:  
  Stakeholders include developers, project managers, testers, product owners, and sometimes clients. The focus is on delivering high-quality software products within deadlines.

#### ****c. Task Complexity and Workflow****

* **Education**:  
  Workflows are simpler and typically follow linear project models (like Waterfall), where tasks such as creating lessons, scheduling classes, or managing events have well-defined start and end points.
* **Software Development**:  
  Workflows are more iterative and complex, often following Agile or Scrum methodologies. Development teams work in sprints, and tasks can involve intricate dependencies, bug fixes, feature requests, and continuous integration.

#### ****d. Time Management and Tracking****

* **Education**:  
  Time management revolves around class schedules, deadlines for assignments or academic projects, and managing term calendars. Time tracking might be used to measure the effectiveness of faculty or the progress of student projects.
* **Software Development**:  
  Time tracking is focused on sprint planning, coding hours, testing phases, and bug resolution times. Time tracking tools are used to measure team velocity and ensure that development cycles stay on schedule.

#### ****e. Reporting****

* **Education**:  
  Reports in education focus on academic outcomes, progress in curriculum development, event success, and student participation. Metrics such as student or teacher performance, resource allocation, and budget tracking for events or research are key.
* **Software Development**:  
  Reporting is centered on development metrics such as bug resolution, sprint velocity, release schedules, code quality, and feature completion rates. Agile-based reports like burndown charts and velocity charts are frequently used.

#### ****f. Resource Management****

* **Education**:  
  Resource management involves allocating classrooms, textbooks, faculty time, and budgeting for events or academic programs. Non-technical resources are managed to ensure smooth academic operations.
* **Software Development**:  
  Resource management includes the allocation of technical resources such as servers, developer time, tools (e.g., development environments, version control systems), and budgets for software projects.

#### ****g. Integration with Other Tools****

* **Education**:  
  Zoho integrates with learning management systems (LMS), email systems, calendars, and other tools required for educational workflows (e.g., Zoho CRM for student management, Zoho Desk for help desk services).
* **Software Development**:  
  Integrates with tools like GitHub, Bitbucket, Jenkins, Confluence, and other DevOps tools. It facilitates version control, CI/CD (continuous integration/continuous deployment), and issue tracking for software development projects.

1. **Create free account on Zoho and add any 3 members into it as a project team.**

















