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**Project Management | Assignment 6 | 30-Oct-2023**

1. Explain below features of Zoho app.
   * **Task Management:** Manage both simple and complex projects by breaking them down into milestones, tasklists, tasks, and subtasks. Visualize project plans and track progress efficiently with the help of Gantt charts and Kanban boards and set up dependencies between related tasks to make sure you always stay on schedule
   * **Task automation:** When you work with complex projects that involve multiple teams and hundreds of tasks, there's bound to be innumerable workflows and processes in place. This calls for a tool that is highly flexible and can help you do your work effortlessly. With features that support the automation of projects, tasks, and issues, automation cannot get better than Zoho Projects.
   * **Blueprints:** Task processes can be quite complex. They may involve multiple teams, require approval at different stages from specific people, and may need notifications to be sent out. Doing all this manually can be quite tiresome, and that's why we built Blueprints. Just sit back and let Zoho Projects take over the tedious work.
   * **Time tracking:** In its literal sense, time tracking is the tracking of activities carried out by the employees, minute by minute. The software tool should be able to record what the employee is working on and for how long, usually on a timesheet and bill clients accordingly.
   * **Charts and reporting:** Make every project a success. Use multiple types of charts to easily plan your projects and manage your team, track your project progress accurately with detailed reports, and get deep insights into how work is moving forward.
   * **Issue tracking:** Record issues or bugs in your project so you can track and fix them immediately. Create custom views for issues based on your needs

and get detailed reports into their progress. Moreover, automate mundane issue status updates and send out alerts to the right people at the right time.

* + **SLA:** Draw up a contract with your clients about the level of service you provide by defining some rules for issues—when an issue should be escalated and to whom and goals for how quickly an issue should be resolved. Keep your customers well aware of what's happening with issues and make sure your guarantees are never broken by setting up escalations that notify everyone well in advance.
  + **Team collaboration:** Work together with your team from your desk or across the globe with our online collaboration tool. We've reimagined project management, drawing from the most useful features of social media. Post comments, @mention users or teams, and hold discussions around various elements such as milestones, tasks, or events.

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

# Zoho:

* + - **Strengths:**
      * Easy to use and configure
      * Highly customizable for development teams
      * Many third-party integrations for collaboration
      * Built-in bug tracking and issue tracking

# Weakness:

* + - * Reported usability issues for Gantt Charts and Kanban boards
      * Reporting features could use some updates

# Jira:

* + - **Strengths:**
      * Agile features built-in
      * Drag-and drop automations
      * Burnup and Burndown charts
      * Plenty of customizations and integrations to enhance functionality

# Weakness

* + - * Collaboration requires enhancement via plugins
      * Migration to other tools can be limited
      * Cannot assign multiple team members to a single task

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

Ans: Education project management software is a tool that helps users plan, track and collaborate on all their academic projects. It brings the teachers, students, administrators and parents to one single platform so that they can effortlessly collaborate, and collectively learn and make decisions.

Here are some uses of Zoho’s Education Management Tool:

* + Task management to keep track of projects and assignments
  + Reminders to manage deadlines
  + Shared calendars for scheduling classes
  + Collaborative features to solve and assess work together
  + Timesheets to keep track of attendance
  + Virtual meetings to facilitate online classes

Now, let's discuss how Zoho Education Project Management Software differs from software development project management software:

**Purpose:** Zoho Education Project Management Software is designed specifically for managing educational projects, while software development project management software (e.g., Jira, Trello, Asana) is tailored for managing software development projects. The latter focuses on tasks like coding, testing, bug tracking, and release management.

**Audience:** Zoho Education Project Management Software targets educational institutions, administrators, faculty, and students. In contrast, software development project management software is primarily used by software developers, product managers, quality assurance teams, and other stakeholders in the software development process.

**Features:** The features of each type of software are geared toward their respective domains. Zoho Education Software includes features like curriculum planning, student engagement, and faculty collaboration. Software development project management software focuses on issues, user stories, sprints, code repositories, and integrations with developer tools.

**Workflow:** Educational project management often involves academic processes, teaching methodologies, and student-related activities. Software development project management focuses on agile or other software development

methodologies, including tasks like sprint planning, code reviews, and continuous integration.

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

