



Resource Guide 05

Project Collaboration & Communication



5 PROJECT COLLABORATION & COMMUNICATION

Basecamp



Basecamp is one of the most popular online project management suite, helping teams stay on the same page. A great way to manage your team and communicate with relevant stakeholders of the project.

How to use it

Excellent for working remotely as you can stay connected and communicate with your team at all times. Have a questions? There's a chatroom within the board for you to discuss with the internal members of the project.

Organize and pin your departments or projects at the top

How not to use it

Avoid being bombarded by emails. Don't subscribe to every board there is unless you want your inbox flooded with irrelevant updates. Only enable notification for projects that are related to you to keep your workspace clean and focused.

Best way to get value from it

Have something to clarify? Start a discussion.

Have a question or just a morning update to the team? Type away in the chatroom dedicated to the project.

Want to make sure something gets done? Assign it to a member and give it a deadline.

Minimizes the need of emails and communicate with the team efficiently.

Useful links

- <https://www.wired.com/2015/11/basecamp-3-will-change-the-way-you-think-about-workagain/>

Trello

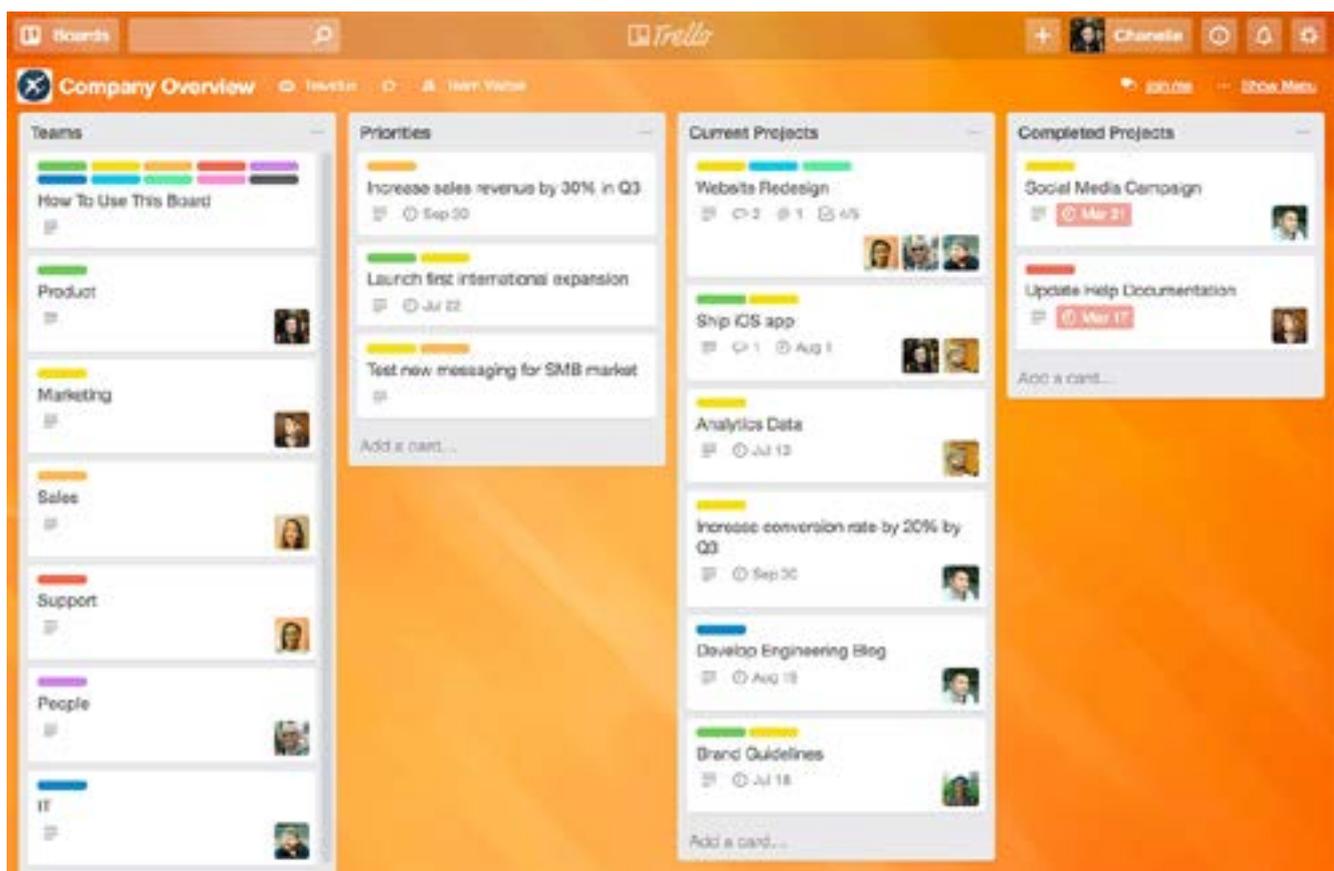


Photo credit: trello.com

Trello has become a go-to tool for organizing our team's regular task and managing our projects and process. As each project cards progress through different stages, and we proudly say that it's been a good run when we drop it into the "Completion" stage.

How to use it

Create your project card as soon as the project commences. Add your team members in so that everyone is kept updated with the latest progression of the project. Add in checklists to plan and keep track of each task for the project.

How not to use it

The biggest mistake with listings is letting your tasks pile up. Do not let your boards become a graveyard of dead cards. Keep things fresh by moving or archiving the cards when completed.

Best way to get value from it

Before making any cards, think about the workflow for your board. Use it to organize your cards by topics or stages. Try to keep the workflow progressing from left to right. Moving a card left should represent the task is taking a step backwards and moving right means progress.

This helps to visualize the board in a timeline perspective and you can easily see what's happening when.

Useful links

- <https://trello.com/guide/board-basics.html>
- <https://blog.hubstaff.com/trello-project-management/>
- <https://medium.com/tradecraft-traction/10-ways-to-use-trello-for-product-management-db520b95dd9d>

Asana

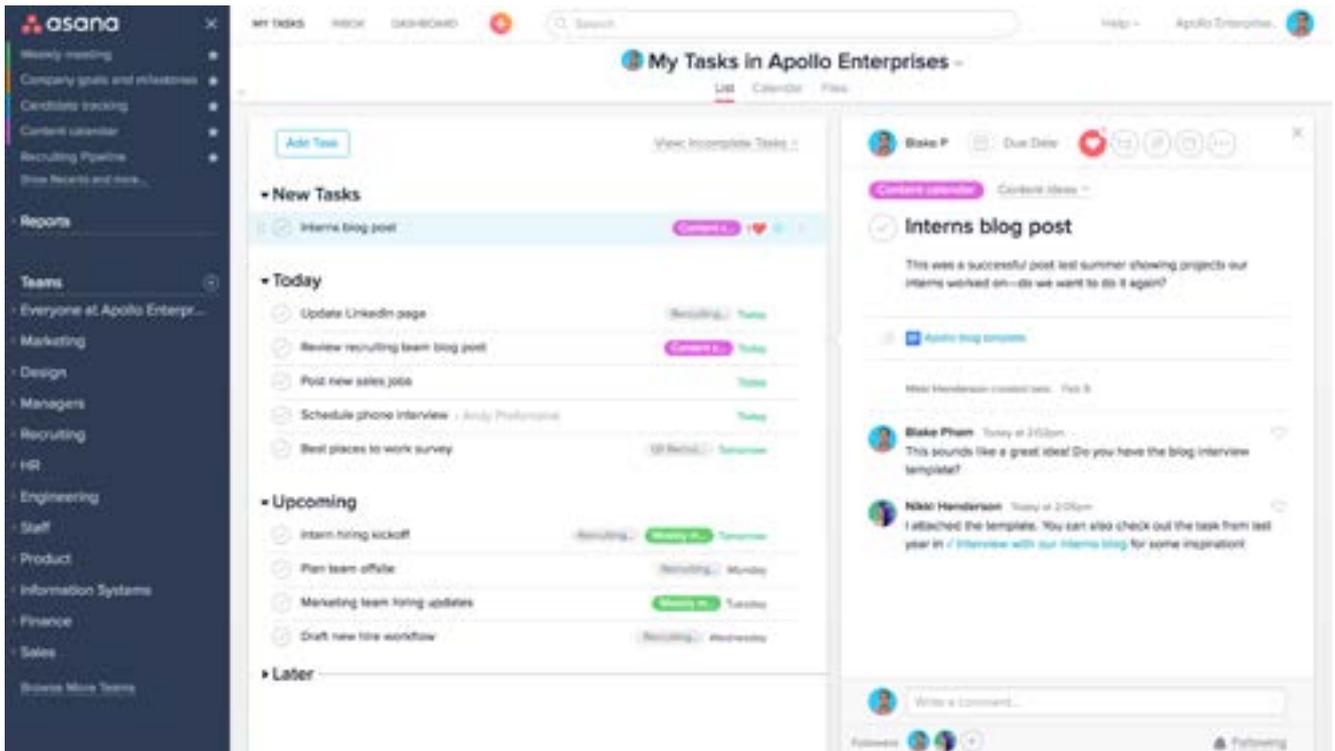


Photo credit: asana.com

A similar concept to both Basecamp and Trello, Asana is a simple yet powerful enough tool to literally run your entire business. From start to finish, teams can track their work, manage projects, converse and get notifications easily.

How to use it

The traditional way of assigning tasks or projects to your team through emails should be phased out. Emails often lead to miscommunication and confusion with its incoherent record and difficulty tracking.

Manage this better by tagging and assigning to members using Asana. Keep track of what is being done by whom and by when.

Tagging a task makes everything streamlined and focused. Designers can simply open the tag “Design” to view across all projects requiring their help.

How not to use it

Similar to other project management tools, keep your Asana as clean and forward-moving as possible. Do not leave boards unattended.

Best way to get value from it

Asana works with a variety of work tools, like Dropbox, Google Drive, Zapier, Slack, and mailchimp. You can easily plug it in and get to work without too much hassle of manually importing information from one space to another.

Useful links

- <https://www.brainstormforce.com/organizing-our-workflow-with-asana/>
- <https://asana.com/guide/get-started/begin/quick-start>

Slack

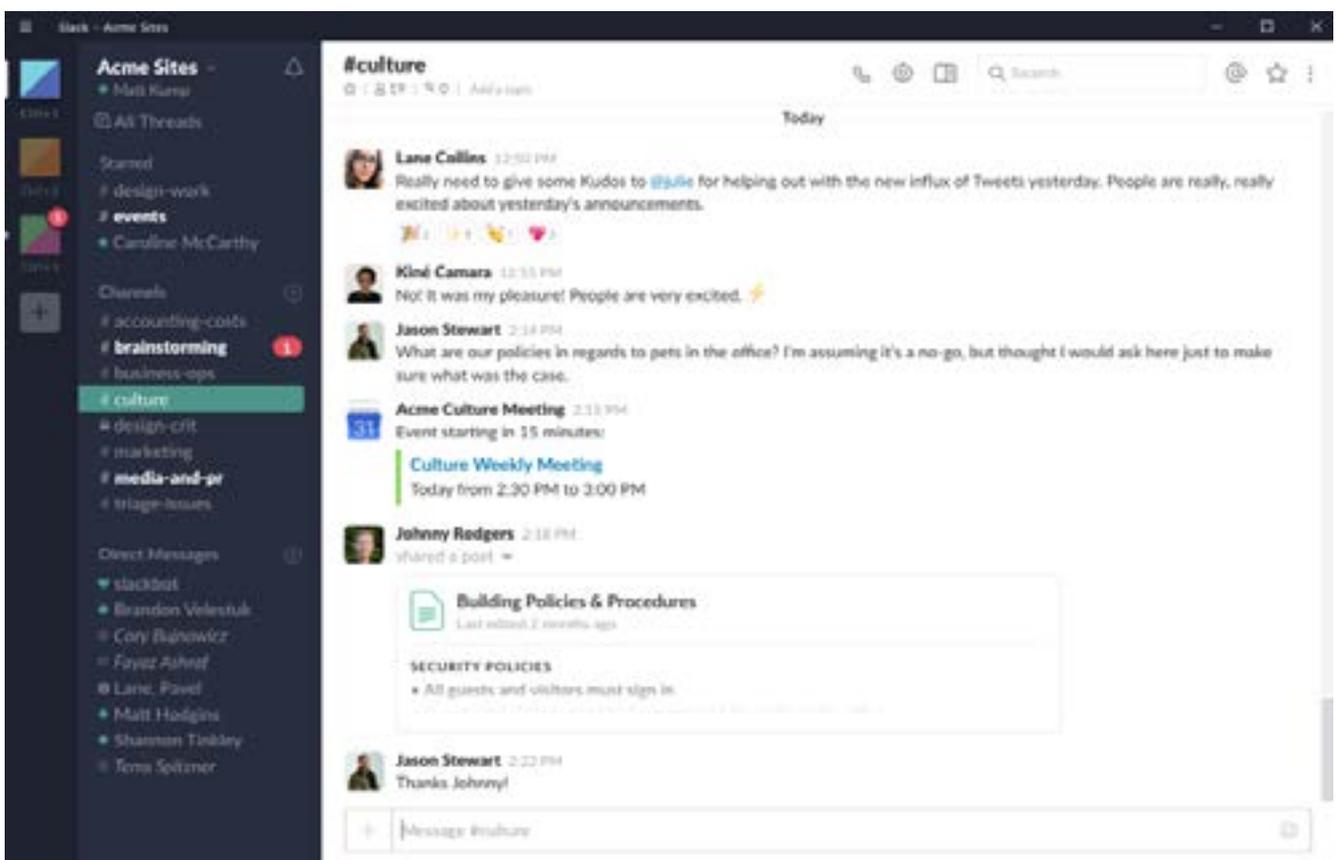


Photo credit: slack.com

Slack is a great tool to work with: it's easy, fun to use and gets the job done. It is like the new email, instant messenger, chat-room, intranet and social network all rolled into one. Personally, my team and I relies heavily on it, making the best use of individual chat-rooms for communicating and managing different projects.

How to use it

Create channels for different projects and keep related conversations within the dedicated channel. Add in your team working on that project so everyone is on the same page with the discussions.

This focuses the channel on the project and all its resources and links can be found within.

How not to use it

Do not use it as a sole communication method for you and your team. Slack is beneficial to discuss items that are relevant now, like quick updates or checking on immediate tasks. Big picture discussions should not be carried out on Slack. It is hard to sustain full and deeper conversations that require breathing room and follow ups.

Best way to get value from it

Mention members directly when they need to be aware of something. This ensures that messages notified to the specific person do not get lost in the shuffle.

Slack also has a “Remind Me” feature to notify you to follow-up, anywhere from now to next week, so that you can clear your immediate to-do list first before taking action for the message.

Useful links

- <https://blog.hubstaff.com/slack-tricks/>



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