

Dev
13-02-2022

A Few Examples of Task Management Softwares:

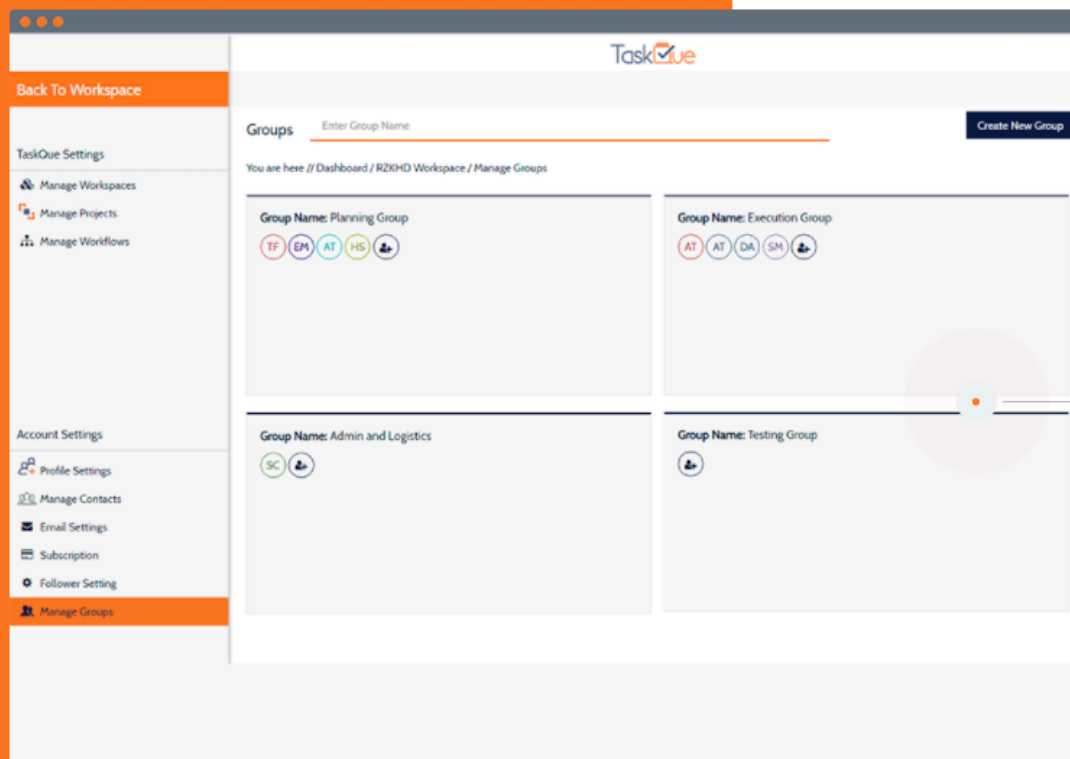
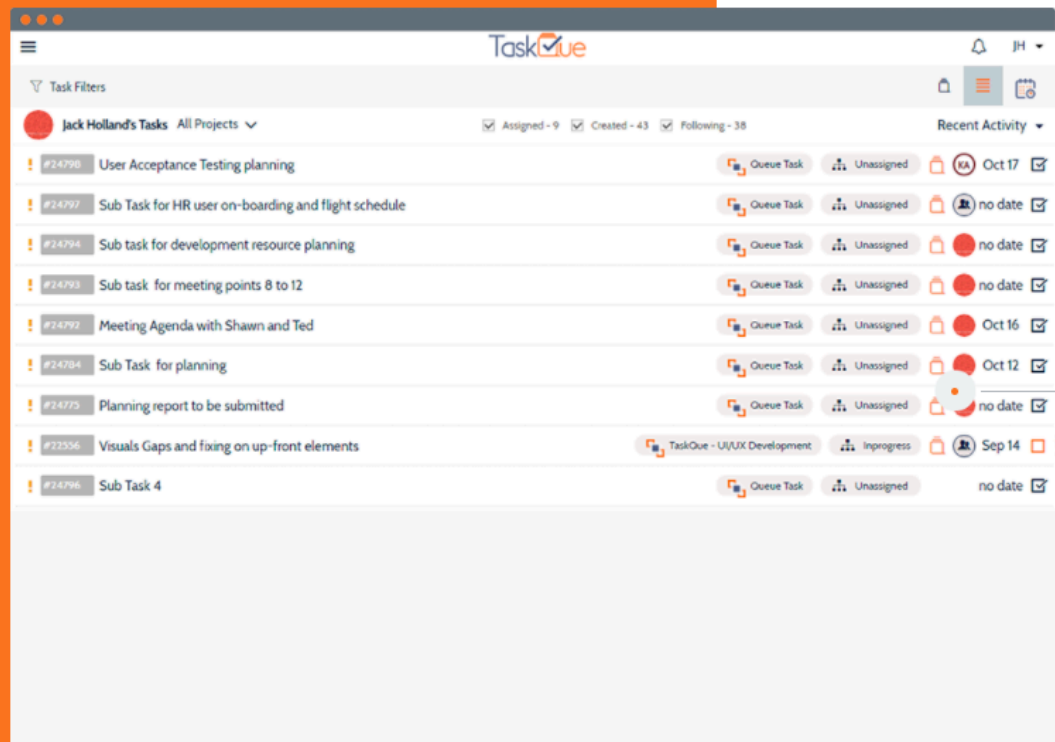
1. Hubspot Task Management: <https://www.hubspot.com/products/task-management>
2. TaskQue: <https://taskque.com/features>
3. Flow: <https://www.getflow.com/features>
4. SmartSheet: <https://www.smartsheet.com/task-management>
5. ProcessBliss: https://processbliss.com/lp-taskmanagement/?utm_source=sth&utm_medium=fmf&utm_campaign=taskmanagement
6. Meister Task: <https://www.meistertask.com>
7. Nifty : <https://niftypm.com/tasks>
8. Quire: <https://quire.io/>
9. TaskoPad: <https://www.taskopad.com/features/>
10. Asana: <https://asana.com/uses/task-management>
11. Zoho: <https://www.zoho.com/projects/task-management-software.html>
12. Monday: <https://monday.com/s/task-management-software>
13. Project Manager: <https://www.projectmanager.com/software/task-management>
14. TimeCamp: <https://www.timecamp.com/>
15. nTask: <https://www.ntaskmanager.com/>
16. Rock: <https://rock.so/tasks>
17. SmartTask: <https://www.smarttask.io/>

Analysis of Most Relevant Tools:

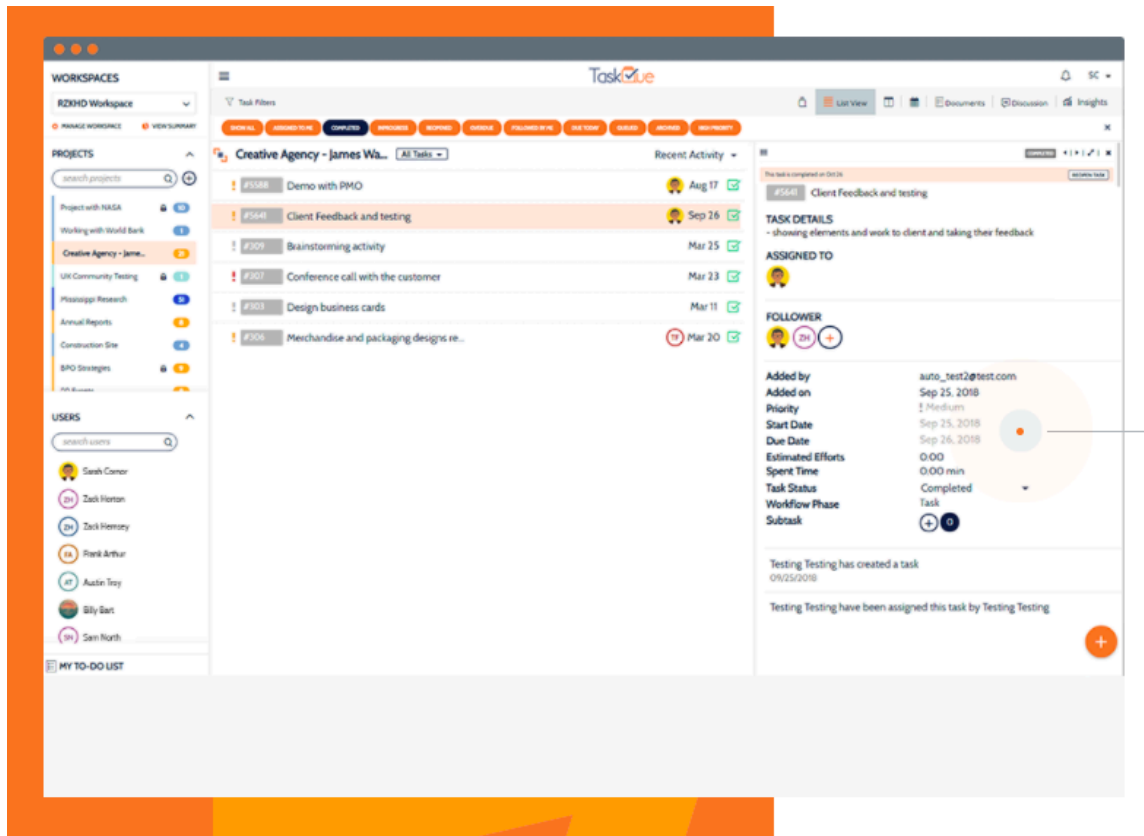
1) TaskQue

They have features called **Que** and **Group** where task assignment is highly efficient . It automatically assigns resources as soon as they get free.

Also tasks can be assigned to a group, and whoever in the group gets free can be allocated the individual sub tasks.



Another feature they have is an individual can **Reopen** a task if he/she is not satisfied with the quality of work. The tasks get reassigned



They also have several great features related to generation of a report. This includes a report on Minutes of Discussion, Summary, Insights, Filters, etc. (These can be checked in detail in the link)

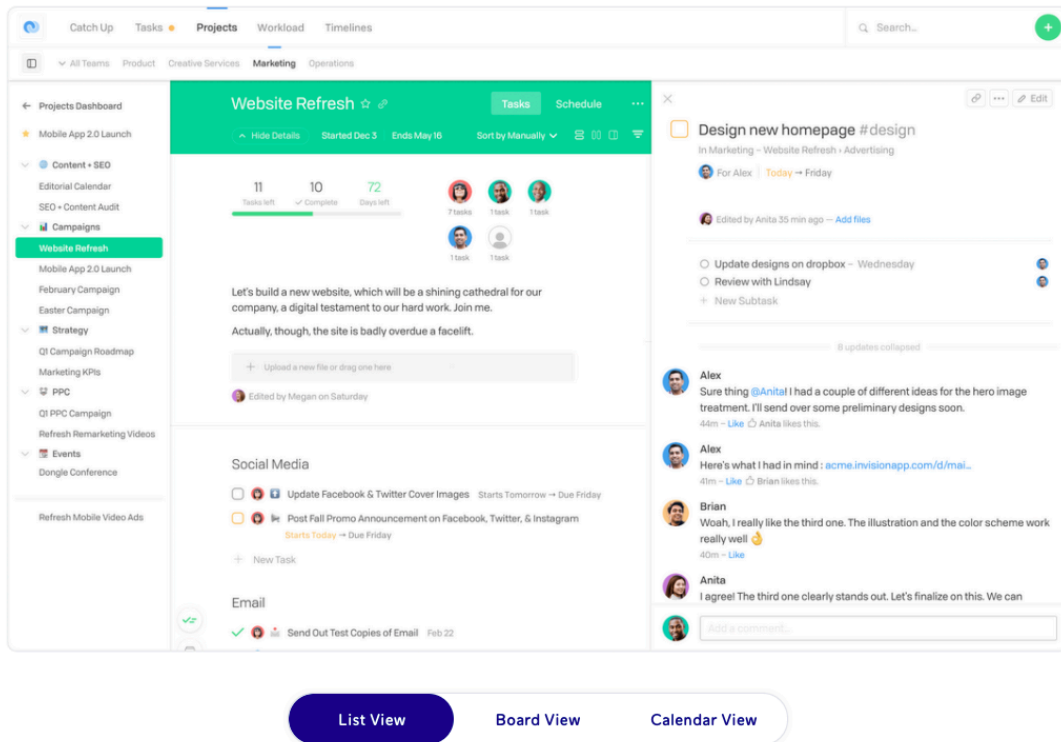
2) Quire

I found Quire a very appropriate tool for our vision (social cause) which is free. We should once check out: <https://quire.io/> where they have explained their features on **List, Sublists, Kanban Board and Timeline**

They have even given a **detailed tutorial** of their software here: <https://quire.io/tutorial>

3) Flow

Flow offers 3 different layouts from which the user can switch among different views.



Also A few good features found in flow are:

Sorting and Filtering, Task Comments, Recurring Tasks and It also allows to create a task by e-Mail.



Sorting & Filtering

Find exactly what you're looking for with powerful sorting and filtering of task lists and project boards.



Task Comments

Share updates and files, ask questions, mention teammates, and react with an emoji.



Recurring Tasks

Make any task recurring, choose how often it repeats, and we'll take care of the rest.



Repeating Tasks

Make any task, including subtasks, repeat on a set cadence.



Create Tasks by Email

Create a task in seconds by emailing tasks@getflow.com.



Tags & Bookmarks

Filter your tasks by one or more tags. Bookmark tasks to save them.

4) SmartSheet

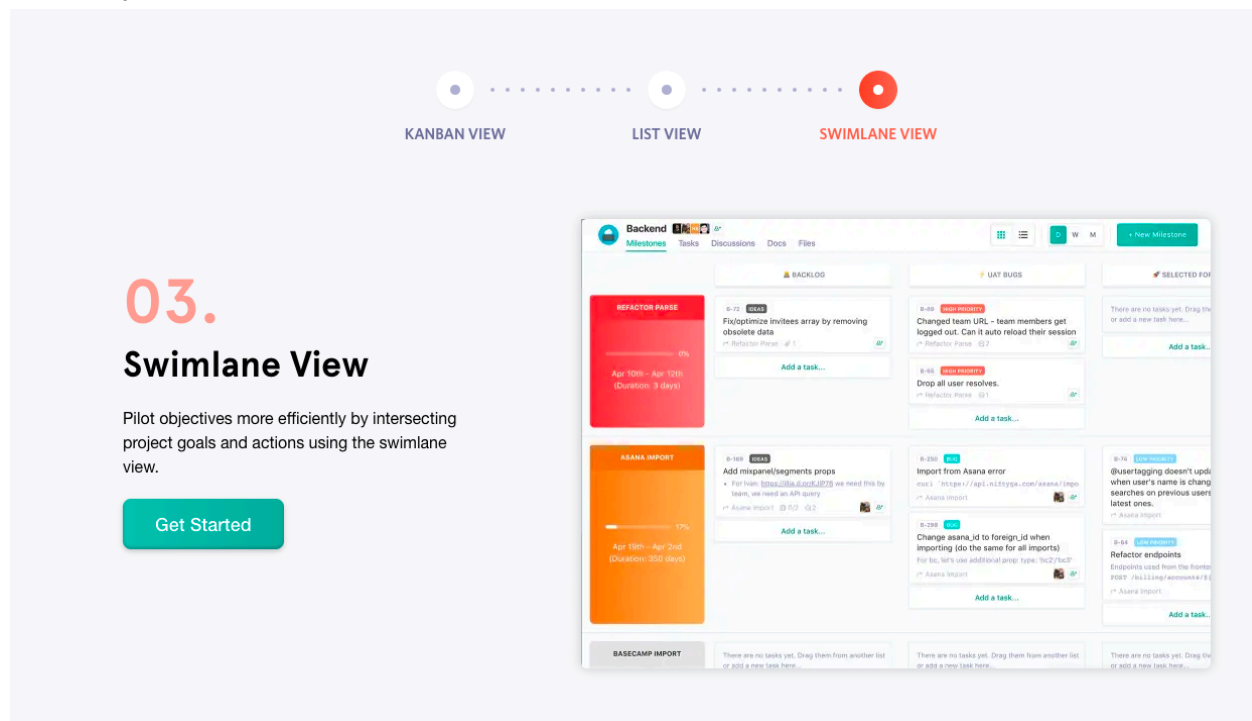
They have different types of views for different fuctions.

Tasks can be viewed in a list form;
Use Grid to organize tasks;
Gantt to create timelines;
Calendar to visualize due dates
Card to create online Kanban task boards.

A list of all their features can be viewed at: <https://www.smartsheet.com/platform> (A lot of them are repeated)

5) Nifty

Even they have 3 different views form the user to choose from

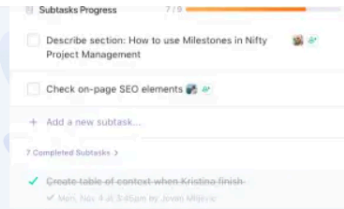


They have features of **Subtask** where a major task is divided into objectives. (Here tasklists can also be converted into a milestone)

They even have a **time tracker** feature to track time spent by an individual to complete a subtask.

Subtasks

Use subtasks as a smaller task objectives and never miss a beat with progress status.



Detailed tracked log	
THU 21 OCT	TOTAL: 09:10:42
Milestones article SEO improvement	00:55:18
Tips & Tricks for successful Creative project planning	04:07:42
Change CTA & copy in remarketing banners	04:07:41

Make Every Action Accountable

With Nifty's Time Tracker you will always be aware of how much time you spent to complete your work.

6) Process Bliss

Here the workflow of their task management tools is good can be viewed.

Customer On-boarding: Wayne Enterprises

3 steps remaining, including 2 essential steps

Due: 12 Jan 2022

You may have done a great job of securing the deal, but that's only the start of the story. Now it's time to deliver on those promises.

No.	Step	Assigned to	Due	Additional info
✓ 1	Capture and document key information The following information is required when completing this step: Key contac... Completed by Steve Video on 1 Dec 2021 at 12:20	Billy Davies	8 Dec 2021	⚙️ Essential
✓ 2	Send personal welcome email to client Use attached template email when communicating with the client. IMPORTA... Completed by Steve Video on 1 Dec 2021 at 12:20	Steve Video	1 Dec 2021	⚙️ Essential
3	Send communication to the team about the client win	Steve Video	2 Dec 2021	⚙️
4	Send follow-up client email containing key info Introduce key members of your team Point them to useful information they m...	Steve Video	3 Dec 2021	⚙️ Essential
5	Does this need technical review <div><input type="radio"/> Yes <input type="radio"/> No</div>	Sam Mocha		⚙️
5	Does this need technical review > Yes			
6	Technical team please validate OK?	Jan Jones	3 Dec 2021	⚙️
5	Does this need technical review > No			

Comments

☐ Hide resolved Comments

@Billy Davies can you check client go-live date?

Mark as resolved

Steve Video - 14:16 13 Dec 2021