

Our team decides to use Trello as our project management board.

Our board is clear in listing what to do next. A developer in our group can work on the task assigned to him under the “Ready” or the “In Progress” column. The bottom-right corner of each card shows whom the task is assigned to. Those members who are not listed on the card shouldn’t work on the task so that duplicate work is avoided. We use labels to show the priorities of each task. For example, the label “SSS” means the highest priority. But the exact priority rules are still to be determined.

Any decision or feedback about one specific task is shown in the activity area of that card. Developers can check the comment about that specific task and be informed of any decision made towards that task.

We have plenty of columns on our board. The “Reference” column lists the things we should know before working on tasks. It serves as a dictionary and includes some definitions so that members should feel free to check before work. The “Not Ready” column lists the tasks that are not ready because they are blocked on other work or they need further definitions. The “Ready” column lists the tasks that are ready to work on. The “In Progress” column lists the tasks that are now in progress. The “Waiting for client feedback” column lists the tasks that are almost done and are waiting for client feedback. And the “Done” column lists the tasks that are finished and deployed.

Members that correspond to a specific task will be specified at the “Members” area of each card. Thus, we can see clearly one task is done by whom.

Last but not least, deadlines and schedules are important in project management. Each task has its corresponding due date specified on the card. If it’s close to the deadline, the due date on the card will turn yellow and members will realize that card is due soon. If it’s already over the deadline, the due date on the card will turn red, implying that the specific task is behind the schedule. To determine if the whole project is behind schedule, we can compare the number of tasks from left to right on the

board. If there are significantly more tasks on the left than on the right, this means we have a lot to do and probably are behind schedule.