

TIGER TIPS

RESOURCES FOR AUBURN RESEARCHERS

Tools for Project Management

It is a new year and that means time to start working on that next proposal! There has recently been a lot of focus on team-based science which promotes collaborative (and often cross-disciplinary) approaches to addressing research questions. However, it is (usually) easier to manage yourself when developing a proposal than to add team members with responsibilities for additional tasks, deadlines, etc.

The following information reflects a list of online resources that you can utilize in the development of a team proposal in order to assist with project management. It is our hope that one (or several) of these resources provide you with the assistance you need in streamlining proposal development (while also taking some of the stress out of the process!).

As always, if we can help, do not hesitate to contact the [Office of Sponsored Programs](#).

[SamePage](#) allows teams of unlimited users up to 10GB for project management and collaboration. Create your own dashboard for projects. Add a task list, a calendar, files and photos, a comment section, etc. Allow new members to review history and quickly get acclimated. All information is on one page and you may create additional pages for more detail.

[Teambox](#) assists in planning and coordinating tasks for up to five users. It has an Outlook email plugin. A calendar shows Gantt chart view for milestones and workloads. You can share documents and integrate with [Dropbox](#), [Box](#), and [Google Drive](#). Communicate with people in and outside your organization in real time. Configure your email address (or your support team's email address) so it forwards email to Teambox and saves you the time of reentering an issue or task into Teambox. It can export tasks to CSV or XLSX file as well.

[Trello](#) is another task or project management tool. If you are familiar with the Kanban method, this works well as an electronic version of that. Set up various columns representing the workflow stages (e.g., To Do, Doing, Done) and move cards (representing tasks) through a workflow. Assign the tasks and easily move them from one column to another. Everyone on the team sees at a glance who's working on what and in what stage or status it is.

[Producteev](#) helps with project or task coordination and meeting deadlines. Gives team visibility to everyone's tasks and their status. Get all of your to-do's out of your head with access anywhere, anytime. Share files. No limit on users.

[Wiggio](#) can send mass text messages and voicemails to teammates for big news or last minute changes. Shared calendar, file storage, conference calls and online meetings. Poll the group to

confirm members' availability for a meeting, vote on next actions, or decide on favorite locations to meet.

[Siasto](#) is a great resource for collaborations involving teams of up to three members for up to 10 projects and 1 GB of space. Connect with your team, know the status of different tasks and view what everybody else is doing. A shared calendar exports to Google Calendar. Share documents.

[Docs9](#) shares any type of document (Word, Excel, pdf, PowerPoint, etc.). Invite others to view files and provide feedback. No configuration. If you want to share documents from another tool such as Visio or Microsoft Project, your collaborators need not have these systems to view it in Docs9.

[LiveMinutes](#) has partnered with [Evernote](#) to offer videoconferencing and collaboration. Allows up to 5 workspaces. Use videoconferencing to share progress or troubleshoot obstacles. Everyone is notified when a workspace changes so you are not wasting time emailing everyone. Edit notes in real-time and save everything to Evernote for future reference.