

NAME: _____

Trello

LOGO: _____



HOW TO READ THIS DOCUMENT:

On the right side of this page, you will see a list of topics covering this software from multiple angles. These aspects are common to all the apps we have studied and described in detail in the following pages.

You will need a basic knowledge of the software to understand some of the points made in this document.

We have analysed five more online software whose reports are available on our website: www.trendss.eu

USEFUL LINKS:

WEBSITE:

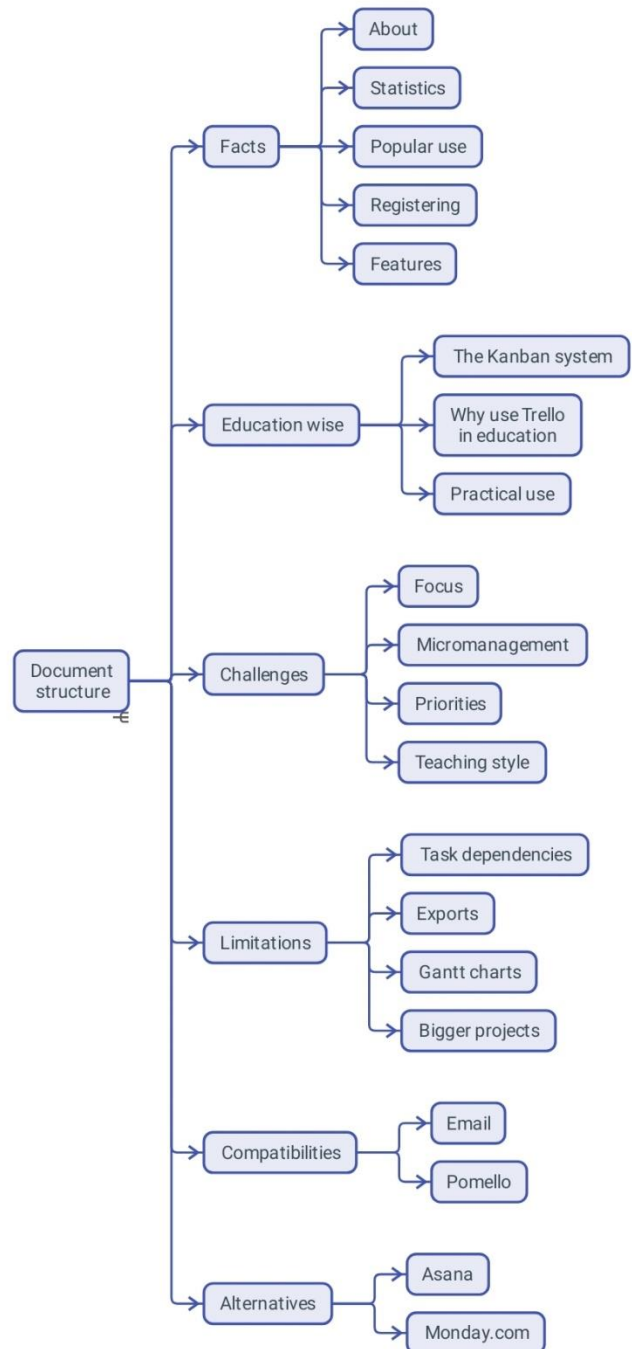
<https://trello.com/>

PLAY STORE:

<https://play.google.com/store/apps/details?id=com.trello>

WIKIPEDIA:

<https://en.wikipedia.org/wiki/Trello>



FACTS

ABOUT

Trello is a web-based service in the shape of a collaborative tool you can use to organize and manage your projects. Paired with the app, Trello enables you to access these projects anywhere.

STATISTICS

- Founded in 2011
- Forbes considered it among the *10 Hot Startups in NYC* in 2016
- Atlassian acquired Trello for \$425 million in 2017
- Trello had 50 million users, with 1 million active teams, in 2019 and grew at an average of 150,000 new users weekly.

POPULAR USE

Trello could be used for personal and business purposes, including real estate management, software project management, accounting, web design, gaming, and law office case management. It has also been used to manage school bulletin boards and plan lessons before and after the pandemic, mindful of the impact of 'social distancing'.

REGISTERING

The Trello website invites you to sign up for free with your email address. You can start using the software after successfully verifying your email.

FEATURES

WORKSPACE

A group of boards on a given user-defined topic. A workspace has a name that can be easily edited and may contain several boards.

BOARD

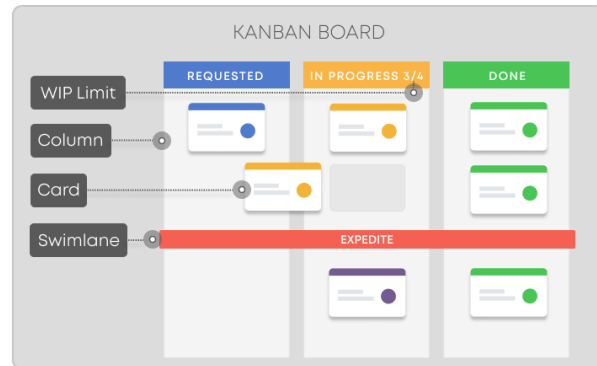
What we call a Project is, practically, a group of lists. These lists are organized in different ways.

LISTS & TASKS

After opening a workspace, you will see a couple of lists created already. Look out for the *Add List* button. Lists are ways of stacking tasks one above the other. Lists can play a fluid role in a workflow. In some workflows, a list can signify the state of its stacked tasks. For example, a list named 'To Do' may convey the status of the enumerated tasks that are not yet finished.

EDUCATION WISE

THE KANBAN SYSTEM



Kanban is a workflow management system for defining, managing and improving services that deliver knowledge. It aims to help you visualize your work, maximize efficiency, and improve continuously.

Initially, it arose as a scheduling system for lean manufacturing, originating from the Toyota Production System (TPS) in the late 1940s. Much later, at the onset of the 21st century, some key players in the software industry quickly realized how the Kanban system could positively change the way products and services are delivered.

The Japanese word *kanban* means visual board or sign.

WHY USE TRELLO IN EDUCATION

The simple Kanban-like system of Trello can help you manage a complex workflow, keeping all of your ideas and tasks in the same place. When we talk about workflow, we think of order, control and process.

This way of organizing information allows you to dive into the details while, at the same time, keeping an eye on the bigger picture.

Depending on how you choose to use Trello, you have a couple of options:

- internally - for yourself and keeping track of things you have to do as an educator.
- externally - to mediate a relationship between you and your students.

PRACTICAL USE

It is a step by step process. You create a workspace, a board and some cards, and start detailing every card. For instance, the workspace could be a year; the board might be groups of tasks to be done, or classes or type of students you work with; tiles could be individual tasks you have to complete or individual students. Every card can hold data about that particular task or student.

CHALLENGES

1. FOCUS

Despite the ease of generating ideas and tasks, the Kanban system can be a challenge when it comes to setting dates for things. Plumbing through the nitty-gritty of general tasks that you have set up might seem like tumbling down a rabbit hole. There is a saying: "*Done not perfect*", which you could keep in mind. It is better to finish the task you started before moving on to the next one.

2. MICROMANAGEMENT

It can be hard not to try to control everything when working with teams or even giving yourself things to do. Every project has a level of detail beyond which everything moves slower or even breaks down. For some projects, you don't have to track everything and will not need all the features of Trello.

3. PRIORITIES

At times, when a lack of focus arises, prioritization could help keep things in check. Prioritizing in Trello can be as easy as moving a tile up a stack. One can also prioritize tasks by criteria, but they may differ from educator to educator.

4. TEACHING STYLE

You can adapt Trello to your teaching style and even improve the latter. The inherent challenge is that you might notice some things that don't work and require further tweaking. Changing something you did for years might be scary at first, but change is inevitable.

LIMITATIONS

1. TASK DEPENDENCIES

Trello does not provide a method for tracking task dependencies.

2. EXPORTS

You need data when using other software for tracking projects. In this case, you cannot export a project from Trello and use it in other programs like MS Project.

3. NO GANTT

The Kanban system is different from the Gantt charts. Many people are used to Gantts and will miss them in Trello.

4. MATRIOSKA

The most apparent thing in Trello and the one that gives it its unique approach is maybe the one that poses the most restrictions. You won't be able to create a tile outside a board or a board outside a workspace; this may become a problem in larger projects.

COMPATIBILITIES

Name	Description
Email	You can send emails to Trello boards by finding and copying the email address of the board. You can then paste it into your email sender box. After sending it, you will find the content of your email on the Trello board. Also, you can reply directly in your email to messages in Trello.
Pomello	A Chrome extension that resolves Trello's lack of time tracking features by displaying the remaining time you have left for completing a task.

ALTERNATIVES

Name	Description
ASANA	A web and mobile work management platform designed to help teams organize, track, and manage their work.
Monday.com	A cloud-based platform that allows users to create their own applications and work management software.