

# Cheap & Easy Project Management

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**Asana** - [www.asana.com](http://www.asana.com) - Easy to use site for tracking projects. One of the nicest features is that it has priority headings and tags to allow you to group tasks together in different ways. Another nice feature is a full complement of keyboard shortcuts. You can assign tasks to team members, and see what tasks are coming due as a list. The site has created short videos along with a full Help Center to help get you started quickly and easily. Free.

**Lifetick** - [www.lifetick.com](http://www.lifetick.com) - A goal management application that separates your life into CoreValues. It is a bit clunky since you enter your goal, verify that the goal is S.M.A.R.T. (Specific, Measurable, Achievable, Relevant & Time Specific), then enter in its individual tasks. This is designed for a individual use; you cannot assign items to collaborators. Free, but to get many features it's \$20/year.

**Project2Manage** - [www.project2manage.com](http://www.project2manage.com) - Clunky sign-in - you have to go to your specific sub-domain in order to get connected. You can create a project, then add milestones which can have specific to-do lists. These to-do lists have individual items which can be assigned to different individuals. Free.

**Remember the Milk** - [www.rememberthemilk.com](http://www.rememberthemilk.com) - Easy to use site that allows you to add & prioritize tasks. Task priority & due date is conspicuous in the task list. A list of all tasks is available so you can get a big-picture view of all the projects you are working on. The biggest downside is the inability to upload documents. There is also no way to really assign tasks to individuals, unless you tag the task with the team-member's name. Has iPhone & Android apps. Free.

**Skylight** - [www.skylightit.com](http://www.skylightit.com) - A rather full-bodied site with many ways to track projects. Seems to have been developed as a tool to use to track billable hours. You can setup project templates and create custom fields. A very nice calendar and project overview. There are lots of video tutorials and other support. Accounts range from free to \$125/month depending on how many projects you're working on and how much storage space you need.

**Solve '360** - [www.norada.com](http://www.norada.com) - Breaks things into three categories: Contacts, Report & Update Activities & Project Blogs. This site is not intuitive & required me to actually dig through the help documentation to learn how to create projects/tasks. It looks like this application is more for organizations who do a lot of bulk mailings/emailings. Free 14-day trial, then \$39-169/month based on number of users, contacts, projects & storage needs.

**Teamspinner** - [www.teamspinner.com](http://www.teamspinner.com) - A site that allows you to customize the structure for each project you're working on. In other words, it is unstructured and the user is required to create their own framework. You can add documents, but is more like a wiki than a project management application. It currently in beta testing. Free - €20 (\$26).

**Toodledo** - [www.toodledo.com](http://www.toodledo.com) - A robust project management tool that gives your team multiple ways to examine and track tasks. Folders, contexts, priorities, sharing, calendar-view and many mobile applications available. Jonya is using this one for personal tasks. Free unless you want sub-tasks, then \$14.99 a year.

**Toodoodle** - [www.toodoodle.com](http://www.toodoodle.com) - An easy-to-use site that allows you to keep lists of things you need to do. Lists can be shared with collaborators and they can be reordered by dragging and dropping list items. There are no other frills; no priorities, no due dates, no way to assign tasks. Free.

**Trello** - [www.trello.com](http://www.trello.com) - Organize projects using cards and lists. Each item or task you are working on is put on a card which can also have attachments, videos, user assignments, checklists and more. Each card can very easily be dragged from one list to another so you can stay on top of what is done, what is being worked on and what still needs to be done. Each project is on its own board so everything stays together, and these boards can be shared with other workers or made public if you'd like. There is no easy way to have dependencies. This is the application chosen to organize the SELCO Knowledge Center. It has an app for iPhone/iPads but not Android. Free.

**Wunderkit** - [www.wunderkit.com](http://www.wunderkit.com) - Basic project management application. It's easy to add tasks to your workspaces & these tasks can have due dates, tags & be assigned to people who have access to your project. You can use your Facebook or Twitter logins to create a Wunderkit login. Multiple lists can be created for individual workspaces and there is also a separate area for notes for the workspace. One of the most unique things about Wunderkit is that you can choose to make your workspace public. Free.

**Zoho** - [www.zoho.com](http://www.zoho.com) - A site that provides a wide variety of applications - from project management to web conferencing to a wiki and more. You can add your items as a Task, Milestone or Meeting. It has a nice monthly calendar view which allows you to see what is coming due. Another way to see how your progressing in your project is a "Task Progress" gauge which looks like a gas tank gauge and tells you how many and what percentage of your tasks are completed. You can add items, documents, statuses and forums via email and it also has an RSS feed for each project. It is free for personal use, and they have an unpublished discount for non-profit organizations.

	Cost	Dependencies	Real Time Collaboration	Assign Tasks	Document Management	Fun to Use	Ease of Use
Asana	Free	Yes	Yes	Yes	Yes	**	**
Lifetick	Free-\$20/yr	Yes	No	No	No	**	**
Project 2 Manage	Free	Yes	Yes	Yes	No	*	**
Remember the Milk	Free	No	Yes	No	No	***	***
Skylight	Free-\$125/mo	Yes	Yes	Yes	Yes	*	*
Solve 360 (norada.com)	Free trial \$39-149/mo	Yes	Yes	Yes	Yes	*	*
Teamspinner	Free -\$26/mo	No	Yes	Yes	Yes	*	**
Trello	Free	No	Yes	Yes	Yes	***	***
Toodledo	Free	No	Yes	No	No	**	***
Wunderkit	Free	No	Yes	Yes	No	***	***
Zoho	Free - \$80/mo	Yes	Yes	Yes	Yes	*	***

1 - 3 stars possible, 3  
being the highest

