

*Make it Happen:
Using Project Management
Software to facilitate
teamwork, collaboration,
and learning for staff and
students*

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GOOD
DAY?



Haiii!

WHAT IS PROJECT MANAGEMENT SOFTWARE?

- *Main purpose is to facilitate the planning and tracking of project components, stakeholders and resources*
- Project Planning
- Task Management
- Document Sharing and Collaboration
- Calendar and Contact Sharing
- Time Tracking



HOW IS IT BEING USED?



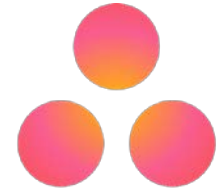
- Use of commercially available PM software increases performance and satisfaction
- Two-thirds of companies are communicating with clients using project management software
- Project Management Certification



Basecamp



slack



asana



Project



smartsheet



OmniFocus



Nozbe



todoist

Trello



Podio

HOW DO WE USE IT?

#getitdone

- Projects
- Calendar
- Updates
- Team Members and Guests
- Copying Projects and Templates

ASANA INTERGRATIONS

- Google
 - Google Forms
 - Google Sheets
 - Google Calendar
 - Chrome Extensions
- Communication
 - Slack
 - Hipchat
- Microsoft
 - OneDrive
 - Office 365
 - Teams
- Zapier
- Taco
- Evernote
- Campaign Monitor
- Wufoo
- Harvest
- Trello
- Dropbox

Make It Work
ACTION!

RESOURCES

- [Asana HQ](#)
- [Asana.com](#)
- [*Do Better with Asana*](#)
 - Bastien Siebman, Jeremy Roberts, and Mike Vardy



Group Conversation

- Do you currently utilize any project management software? If so, what?
- What current projects in your office do you think could benefit from these resources?
- What other tools do you use to stay organized?



QUESTIONS?

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*We Make
It Happen*

