TASK MANAGEMENT

A Guide to the Benefits of Task Management Software

Task management software can help either an individual achieve goals, or groups of individuals collaborate and share knowledge for the accomplishment of collective goals.

asana

Price: $21 per month, paid annually

Project planning and scheduling ✓

Team collaboration ✓

Time tracking ✓

Reporting ✓

Project budgeting

Billing & quotes

Overview of Asana Features. Activity feed. Add assignees, attachments, and hearts to tasks. Automatic updates to email/inbox. Create custom calendars and views. Email bridge. My Tasks list and Focus Mode. Track tasks and add followers. Get notifications and reminders.

Product Demonstration

Trello

Price: $5 per month or $45 per year

Project planning and scheduling ✓

Team collaboration ✓

Time tracking

Reporting

Project budgeting

Billing & quotes

Trello utilizes the concept of boards and within boards, there are cards. The cards contain lists which can be used to track the progress of a project or to simply categorize things. Trello enables members to be added to boards and cards to discuss a project or a task in real-time.

Product Demonstration

teamwork.com

Price: $9 per month, paid annually

Project planning and scheduling ✓

Team collaboration ✓

Time tracking ✓

Reporting ✓

Project budgeting ✓

Billing & quotes ✓

This feature-packed module enables you to stay on track of your projects and deliver them on time. Utilize it to develop smart workflows and improve communication within your team. Key features include instant high-level reports, Gantt charts, milestones, time tracking, task management and more.

Product Demonstration

Basecamp

Price: $99 per month, all-inclusive

Project planning and scheduling ✓

Team collaboration ✓

Time tracking ✓

Reporting ✓

Project budgeting ✓

Billing & quotes ✓

Instead of having stuff scattered all over the place — strewn across separate products, lost in inboxes, or scrawled on stickies or notepads — Basecamp brings everything together under one roof. Organized, centralized, and clear so everyone knows what to do, everyone knows where things stand, and everyone can get what they need without having to ask around all the time.

Product Demonstration