Using Trello as a collaborative group management tool

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What is Trello?

Trello is a free web-based project management application made by Fog Creek Software. Trello uses a paradigm for managing projects known as kanban (become popular by Toyota’s use in the 1980s). In Trello projects are represented by boards, which contain lists (corresponding to task lists). Lists contain cards (corresponding to tasks). Cards are supposed to progress from one list to the next (via drag-and-drop), mirroring the flow of a feature from idea to implementation. Users can be assigned to cards. Users and boards can be grouped into functional organisational units.

How we use Trello at Hub Central?

Covering extended service hours 8am to 10pm weekdays and 10am to 5pm on weekends has provided lots of communication challenges for the Hub Crew. Utilising Trello workflow and communication of new information is broken down into "cards", which can be assigned to shifts, type of activity or individual team members. To-do lists or checklists are generated for each casual shift. All Hub Crew (staff) can see the entire board, keeping an eye on who is working on what, and what the progress of specific task is. This allows the next shift to complete any unfinished tasks. It also provides the ability for staff to pick up specific project tasks on less busy shifts.

Trello Basics – Easy to use!

Trello really is as easy as using a whiteboard and Post-It notes. It’s great for visualizing tasks. It provides users with boards, lists and cards.

Each list holds to-do items, suggestions, features or any other category you’d like to track. Cards also track individual crew action (who does what) and staff can post questions or suggestions, etc.

Click on a card, and you can assign it to Hub Crew members, give it a due date, assign labels and leave comments. Cards also allow you to add checklists.

Using Trello as an Educational Tool

Trello is only one of many online collaboration tools that provide users with the ability to work together synchronously (at the same time, in different locations) or asynchronously (at different times, in different locations).

You can use these tools to create documents, spreadsheets, and presentations, organize and run meetings, share resources, manage workload assess individual contributions, and complete projects.

The Hub Crew (many who are students) like these tools because they allow them to communicate with others to plan, get feedback, or organize projects with others, or just feel part of the ‘team’ when working nights or weekend on their own.

You can also use Trello as a private tool and assign who can view your board such as the personal journals shared by casual staff and coordinators at Hub Central.

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