

# Project Management and Grant Writing

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## Lesson 8.

# Online Tools and Project Management Softwares

**Project management softwares** help to manage the team, the tasks, the budget, the schedule, the communication, the documentation and the scope. Planning, collaboration and execution are easier, if you are using these tools.

One basic PM software is Microsoft Project. You can learn more about it here:

- Microsoft Project - Full Tutorial for Beginners [+Overview] - 13 MINS  
[https://www.youtube.com/watch?v=iUqbhkJWt\\_4](https://www.youtube.com/watch?v=iUqbhkJWt_4)

To get familiar with a few relevant PM software, please watch the following video:

- Top 17 Project Management Software in 2020  
<https://www.youtube.com/watch?v=eoI-QasXBvI>

### >> Short Task <<

Go to <https://trello.com/> and check how it works.

Another tool for making quickly a simple Gantt chart can be found at the following webpage:  
<https://online.officetimeline.com/>.

Managing remote teams occurs in international projects more frequently, however, a several case can make necessary to use **online communication tools**. There are several tools out there, like WhatsApp, Viber, Facebook Messenger, Line, Mailbird, Slack, Discord, etc. Skype is a widely-known tool for online communication. Although, Skype business or Microsoft Teams can be a better option for a working situation.

### The History of Online Communication

Click on the link, if you are interested:

<https://www.youtube.com/watch?v=97NcG8hj9WE>

A widely used, free software is Teamviewer, which is a *screen sharing* tool primarily. Another useful function of it is *remote controlling*. You can connect to any PC or server and you can remote control your partner's PC as if you were sitting right in front of it. If you are interested to know more about Teamviewer, you can find a lot of information on their website:  
<https://www.teamviewer.com/>.

You can find more online communication tools on this website: <https://blog.in.co/blog/15-excellent-apps-for-internal-communication-55/>, and this one: <https://www.tomsguide.com/us/pictures-story/654-best-messaging-apps.html>.

**Working remotely** is much more different (and sometimes difficult) than working in an office. Managing from distance can be even more difficult. The following videos shows communication strategies to work and talk online:

- 7 Strategies for Virtual Teams and Remote Workers  
<https://www.youtube.com/watch?v=AcxeMU0I1b4>
- Stop Managing Your Remote Workers As If They Work Onsite  
<https://www.youtube.com/watch?v=gDFdHnkohLg>
- The 21 Rules for Managing Remote Teams  
<https://www.youtube.com/watch?v=KLDSokWCbFY>

# Assignment

## Practice Quiz

- You can find the quiz here: <https://forms.gle/CdBJW2svNe6veVCx7>

## Assignments – **Please upload the completed documents to CooSpace!**

- Write a short essay (min. 500, max. 2000 characters) about a communication tool which you usually use. Present how it works and argue why is it good for online communication. Write about its positive and negative attributions and show why do you like it.