



A Beginner's Guide to
PRODUCTIVITY APPS
for Emerging Museum Professionals

MSTD 6014: Managing People and Projects
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**Museum Studies Program
Corcoran School of the Arts and Design**

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Introduction

Projects are the building blocks for getting things done. When they're small, they can be easily completed without much attention but when they get big, involving many people and large budgets, the complexity and risk of failure increases, especially when time and money is limited. In "Managing People and Projects" (MSTD 6104), graduate students at George Washington University, American University, and George Mason University developed skills and used tools to manage these more challenging situations in a wide variety of museum-related projects, such as exhibitions, events, symposia, publications, school programs, and building construction. As a part of the course, students assessed some of the latest software for project management, rendering reviews to inform each other as well as others who are beginning their professional careers.

Through courses such as "Managing People and Projects," the Corcoran School of the Arts and Design seeks to promote diversity of thought and experience, address critical social issues, and educate the next generation of creative cultural leaders.

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Museum Studies Program • Corcoran School of the Arts and Design

Established in 1976, the GW Museum Studies Program combines traditional academic training with practical experience to give the strongest possible foundation for a successful museum career. Ranked among the top museum training programs in the United States, the Program's reputation for excellence is based on its exceptional faculty, a demanding academic curriculum, and a strong internship program. For more information about this course or the Museum Studies Program, contact cmst@gwu.edu or visit corcoran.gwu.edu/museum-studies.

Shortcuts

Reviewed by Jennifer Cashin

Rating: Good, recommended with reservations.

Developer: Apple, apple.com

Compatibility: iOS only

Cost: Free for one user (this application is for only one user)

The Shortcut app is a useful application for providing users with a simple way to access different apps on their iPhone. This app is considered to be an “automation” app, as it helps combine the most used apps on the iPhone into one, coherent location. Using the gallery section, the user can pick and choose what type of shortcut they would like, ranging from reminders for upcoming meetings to sending text messages, even providing updates to their departure and arrival times to their home. Gallery categories include over 300 types of shortcuts. Once a selection of the shortcut is made, it will be saved onto your “library,” where you can easily access your saved; The different apps that Shortcuts can combine with range from Music, to Calendar and Maps. Most of the apps that can be used with Shortcuts are the Apple apps. However, OmniFocus and Evernote, as well as some social media apps (Twitter for example) can also be synced with Shortcuts, allowing the user to use this one app versus having to open five different apps at a time. The app can also be easily installed on the “widget” screen of the iPhone, allowing the use of the app without opening the app itself. The shortcuts themselves can also be saved on the homescreen, which allows one to go to a playlist or a reminder right from the homescreen, without even opening the app.

The main feature of this app is its ability to create “shortcuts” to other apps, or organizing information, whether personal or work. These shortcuts are categorized by their “theme” or what purpose they serve (i.e. Essentials, Morning Routine, Quick Shortcuts, Featured, Explore Apple Music, etc.). For general purpose, these shortcuts are extremely useful, although with over 300 types to choose from, it is a little overwhelming at first. Some shortcuts are as simple as setting a reminder to brush your teeth, to setting reminders and notes about upcoming meetings. One downfall to all of these options however is the fact that there is no way to really organize your shortcuts in your library. Once a shortcut is selected, it appears in your library at the top of your list. You are able to arrange the shortcuts in an order that is appropriate (the ones you use the most, you can set at the beginning) but being able to place them in a combined folder cannot be done. In the end, you make

have 20 great shortcuts, but you have to scroll through 18 of them to get to the one you are looking for.

One other aspect to note is the amount of space the app takes up on your phone. With only 10 shortcuts, the app takes 142 MB of storage. For someone who has a lot of apps, or has little storage capacity, this app may take up too much space. Another feature, which is new to the iOS 12 update, is the introduction of Siri to the app. Using Siri commands, the user can create even more shortcuts to organize one's life. For example, the app now lets the user, using voice command, to take a picture, or to estimate how long it will take to get home. Although this feature does allow the app to organize more information, it does clutter up the library with all the other shortcuts. The feature itself does work well, although it does complicate some actions. For example, the “say cheese” shortcut allows you to take a picture without opening your camera app, but yet it does not tell you when the picture is being taken. Nor does Siri actually say anything. In the day and age of “hands-free” technology, it might be easier to tell Siri yourself to take the picture, instead of opening the app. One additional feature that was mentioned earlier was the app's ability to connect to other apps on your phone. These apps are the Apple apps (e.g., Calendar, Notes, Music, Safari) and other apps that now have a user agreement with Shortcuts (e.g., Twitter, OmniFocus, Instapaper). Being able to connect to other apps is a definite plus, as it allows you to both set reminders and events in one app rather than using two separate apps.

This app is a great way to organize someone's life who is full of meetings, or someone who just needs reminders to do certain tasks. In a museum setting, this app is great for creating meeting notes, reminding you to complete tasks, giving deadlines, and creating shortcuts to other organization apps. However, this app is general enough to be used in any sort of career, or even just in your personal life. If you to get to a playlist quickly, you can. Or remind yourself to take out the trash? Done. Organizing work life and home life in one app is a definite plus to this application. One flaw is the ease of use. Being a beginner on this app, no real tutorial was given on how to use or set up the shortcuts. Although they do provide a great set of categories for you to choose your shortcut from, how to actually use the shortcut is up to you. The easier ones (Brushing teeth timer) are self-explanatory, but ones that connect to other apps take time to create, organize, and tell the app what to do. Some shortcuts won't even have a title to them, and are unnamed shortcuts (Untitled Shortcut #1, etc.), so taking the time to make the title, organize how you want the shortcuts to be arranged, can be daunting.

One perfect article to better understand how to use the application is found at <https://www.cultofmac>.

com/560329/how-to-use-apples-new-shortcuts-app/. This website gave a step by step instruction on how to use the application.

Document Management

Evernote

Reviewed by Tiffany Priest

Rating: Good, recommended with reservations.

Developer: Evernote Corporation, evernote.com

Compatibility: Web, Win, macOS, iOS, Android

Cost: Evernote has three different price levels basic, premium, and business. Evernote basic is free and contains all the foundational functions needed for personal task management. Evernote premium is \$7.99 a month and fifty percent off for all students with a valid .edu email. Evernote premium is also available for free if you can convince enough friends to join for points. Evernote business is \$14.99 per user, per month with a minimum of two users. Evernote.com offers a free trial of both Premium and Business.

Evernote is a task management application designed to keep all of your files, lists, voice memos, photographs, and clipped web pages in one easily accessible location. All of your files are organized into notebooks with customizable titles and tags. Evernote also has associated widgets that allow you to take notes from your lock or home screen. Evernote is a multiplatform application that can be used simultaneously on multiple devices. Evernote basic allows you to use up to two devices with the application. Evernote premium allows you to sync an unlimited number of devices. The Evernote Basic application comes with a 60 Mb upload limit per month that resets at the end of the month versus the Premium which allows you 10 GB. This upload limit does not cause any of your previous uploads to be lost. If the upload limit is reached you will not be able to upload any additional items until the next month begins. Evernote provides the number of days remaining and your current usage in case you do not remember.

All associated notebooks can also be compiled into “notestacks”, which is useful for compiling information by time period or subject. You can add a reminder to all files in Evernote in case you need to remember to complete a task that is time sensitive. You can share your files, store photos, and chat with other Evernote account holders. Evernote Basic does not allow you to access notebooks offline, forward emails into Evernote, search documents or attachments, annotate PDFs,

browse your note history, or discover related content. These features are only available through the Premium version of the application. The Basic version of the application allows you to type or handwrite notes, record lectures or meetings, snap images of whiteboards or textbooks, and save full or partial web pages. The web clipper function is incredibly handy for keeping web pages and article files in one location. The web clipper is also useful for saving time sensitive documents that are only available on a trial or temporary basis. If you save the file to Evernote it will always be available as a resource and will not disappear.

The web clipper function is the function I find most useful. I set reminders on the assigned readings for my courses that I have clipped from BlackBoard and I do not have to access BlackBoard to see the article; the pdf or web page is automatically saved to Evernote. I also use the web clipper to keep resources for research papers accessible in one notebook for that specific paper. This allowed me to keep track of the documents that I used and create the citation for future reference.

The task reminder function could be used for preparing for meetings to remind you to review the agenda and compile reports. You could also use the application for collections management and conservation by taking images of tags or objects and sharing them with colleagues through the work chat function to discuss or address concerns with a specimen. The application could be used for grant applications to keep all of your quotes, budget documents, gantt charts, and other resources together. This notebook could be shared with other colleagues who are developing the grant application and the work chat function could be used to discuss changes.

I would recommend using Evernote Basic for some team related functions such as sharing articles, notes, webpages and the work chat module. The limitation with Evernote Basic for team related functions is the 60 Mb cap on uploads per month, per user. During the month that I used the application I used 48 Mb (eighty percent of the upload space) and there were still sixteen days left in the month. Sharing the file does not take up an individual’s storage space so your team could work around this limitation but, it would likely hinder the effectiveness of this functionality in a team setting. If you created or saved something in Evernote you have option to share within Evernote. You must have an account to receive any shared files, if you do not have account it does not notify you or ask you to sign up for Evernote. You can only share Evernote documents outside of the application through a shareable link. You cannot forward to an email outside of the application, this is only available with Evernote Business through their various software integrations.

I had heard in the past that this was a great application for a variety of task management functions and was curious if it would meet my personal task management needs. I used the tutorials available on the Evernote mobile and web applications to understand its capabilities. The main landing page of the application is not intuitive which makes it difficult to understand its full potential. The website has great tutorials and articles outlining some of the ways you can use Evernote and were particularly helpful during my first encounter with this application. The resources available in Premium may be worth the \$7.99 per month depending on your use of the application. Some features such as text recognition, PDF annotation, and the search function would be incredibly useful if you need to be able to search for specific terms or information within your notebooks. \$7.99 per month is not overly expensive but, if you are not using the premium functions extensively it may not be a warranted purchase. Based on my personal use of the basic application, I did not need more than two devices connected at a time. If you were interested in seeing your notes on a laptop, mobile device, and tablet you could access it on all three but, only two could use the application simultaneously. For this review the Evernote Basic application was tested on both Web and Android operating systems.

Document Management

Microsoft OneNote

Reviewed by Heather Sabruno

Rating: Good, recommended with reservations.

Developer: Onenote.com Computer program developed by Microsoft.

Compatibility: Web, Win, macOS, iOS, and Android.

Cost: The cost of OneNote is free. Users must have an Outlook account and email to use this app, but the cost to create an Outlook email is free. As a OneNote user you can send notebooks and all work you have created through web links to any individual who does not have a OneNote account. They can still view your work for free, without even creating a OneNote account.

Microsoft OneNote is a digital notebook. Specifically OneNote is a free note-taking and syncing application that works on numerous devices. The application allows for you as an individual, or as a team, to keep all of your ideas together across multiple devices. The developers intend for users to “easily track what is important in their lives,” whether that is managing a project, creating a grocery list, or taking class or meeting notes. The

application allows you to access your notes everywhere and your work automatically synchs in the cloud. So your work will consistently be up to date. Notebooks can also be shared with friends and colleagues, through links, the app itself, or emails. Mainly, the application should be used to create notebooks.” As a user you can be as detailed, or as broad as you would like. You can create tags, and names for each notebook and the projects or notes within. Through the application and the creation of notebooks users can type notes, record audio, sketch and write ideas, add pictures from cell phones, freely move notes around the page, organize pages into sections, share notebooks with others, create lists, and set task reminders, among other features.

The main feature of OneNote is to create notebooks. Within each notebook there is no limit to what users can create. There is also no limit on the amount of content that can be created. Users can create tabs, dividers and pages within each notebook. This makes the application appear as a complex digital binder. On each page of notes users can combine text, images, links, videos, audio, color coding, and sketches. These features allows users to decide how to organize their thoughts and plans. At first glance, this appears to be daunting because there is no limit and a variety of options. To avoid confusion, or frustration, users should determine what they plan to use OneNote for, before beginning to regularly use the application. Some of the key features within OneNote include:

1. **Drawing and Sketching.** This allows for users to create hand written sketches and notes. The feature is limiting since it works best on touch screen devices such as iPads, or tablets. But this is a great feature for those looking to still take hand written notes on a digital platform, allowing users to keep all of their projects and important notes in one location, without fear of losing them. This feature works well, and allows user to be as detailed or as broad as they would like. The options for drawing include a variety of sizes, formats, and colors. Users can also easily use this feature to create tables and charts.
2. **Team Collaboration.** OneNote allows user to easily work as part of a team in various ways. Users can send emails of their notebooks and projects to others and decide if they want to invite these individuals to view and/or edit the work. Emails can successfully be sent directly through the application. This feature is especially helpful when sending large files. There are also group chat and live chat features, which allows for individuals to communicate in real time, despite location or time differences.
3. **Document and Photo Storage.** Users can also upload documents and photographs in their OneNote account.

This tool is useful to keep track of important documents and to keep them located in one convenient location. Users can download another application, titled Office Lens, and connect it to their OneNote account, which allows for the simple upload of photos or documents, directly from cell phones. However, it is difficult at times to locate uploaded files. The newest update of OneNote will allow for customizable tags, which aims to solve this issue.

4. Timelines. Users can now create timelines. On each timeline you can set goals, tasks, deadlines, and steps to achieve projects. As each is achieved they will be automatically checked off in the application. Reminders will also be sent when deadlines are approaching. If something is not completed on time, notifications will be sent out. This feature is helpful, but complex and time consuming to create. It is also difficult to edit the tasks, goals, or deadlines once they are added to the timeline.

From the perspective of a graduate student, I found OneNote to be useful for taking class notes, organizing my class notes and documents by semester, and then further by week and specific topics. OneNote also helps me with scheduling and in some ways I viewed it as a basic digital planner. I can email fellow students for updates on group projects, and set task reminders for my upcoming assignments and presentations. Within museums, I believe there are better, more detailed and organized applications that project managers can use. The timeline feature if mastered could potentially be useful in museums to keep track of tasks, and to assign specific tasks to staff members. OneNote may be helpful for basic tasks such as taking notes in meetings, setting meeting agendas, or communicating with a small staff, through the use of direct messaging or emailing. The main strength of OneNote is that it allows for the detailed storage of multiple notes, projects, documents, and photographs all in one location. It is then easy for users to access their content on multiple platforms and work is never lost due to constant syncing. Since it is free is very accessible. The main weakness of OneNote is the lack of structure. OneNote is an accessible application for those who are familiar with Microsoft applications. The application can be daunting because it is essentially what you make of it. There are no limits to what users can create, or how detailed, or broad they would like to be. Users start with a broad slate. There are no helpful hints or tutorials within the application itself and users have to look elsewhere to find help if they are struggling. Additionally, the audio and video quality is not great. Audio playback is often quiet, and videos tend to lag, or take a while to load.

I believe that overall OneNote is a positive application. I think it great for basic task management and note taking, especially for students. Personally, I enjoyed

using the application to set task reminders and to take notes in classes. For more complex ideas or project management, I would not recommend this application. In order to learn more about how to use OneNote, users should consult YouTube videos (<https://www.youtube.com/watch?v=6E3eC2HfQJo>) to learn more about specific features, and how to begin using the application.

Project Scheduling

TeamGantt

Reviewed by Sakiyna Washington

Rating: Excellent, highly recommended

Developer: TeamGantt, teamgantt.com

Compatibility: Web, Win, macOS, iOS, Android

Cost: TeamGantt offers four tiers of service. A Free account supports up to three members only and lets you manage just one project. The Standard account costs \$9.95 per person per month, or \$94.80 per person per year, and comes with a five person minimum. An Advanced account also has a five person minimum and costs \$14.95 per person per month or \$149.40 per person per year. When you first sign up for Team Gantt, you automatically get 30 days of unlimited projects, so you can really try out the service. It does not require a credit card to sign up. After the 30 days, if you choose not to pay for an account and want to keep the Free plan, you'll be downgraded. The Free plan doesn't include all the features offered in the paid plans. For example, you don't get hourly estimating and resourcing tools, custom project templates, the ability to see your project history, all the time-tracking features, and more. Free members also can't offer guest access.

TeamGantt is a project management application for small businesses that makes Gantt charts accessible. Gantt charts help project managers visualize the tasks that make up a project in a timeline view. Every task is plotted on a timeline, indicating not only when the task is due, but also the amount of time that should be needed to complete it. Gantt charts give project leads a broader view of tasks, timelines, and resources all at once, which lets them manage resources effectively.

The TeamGantt application is a highly intuitive and well-designed project and resource management platform that has a wealth of features and reporting tools to include File Storage, Mobile-Friendly, Works on Mac & PC, Import Spreadsheets, Project Plan Templates.

The primary features of the TeamGantt application are:

Easy Collaboration for Your Team

See every project update and document on a single page and quickly share them with both internal and external stakeholders. One challenge to collaboration is that the only way to notify trade partners of a schedule is to print to PDF and send as email. It would be helpful to have a way to send schedules via email directly from the application.

See Team Availability and Workload

Manage resources, stay on budget, and ensure everyone is working but not overloaded with an easy-to-access availability tab. It would be helpful to have some sort of indicator to show while scheduling a task any potential scheduling issue.

Real-Time Progress:

View a project's status without scheduling a meeting or sending another email. One challenge with the real-time progress is the fact that there aren't any in-app notifications. You always have to check your email for updates.

Project Dependencies:

Set the order in which tasks should be completed. One challenge with setting dependencies is you can only set Finish to Start. There is no 'natural' way to force the Gantt chart to automatically establish all task dates by dependencies.

View Planned Timeline vs. Actual Timeline:

Compare the original timeline projection with the actual timeline of the project with a baseline report. Most Gantt Chart software solutions on the market are not collaborative or intuitive. These project management tools allow you to manage a to-do list and collaborate but don't answer questions like: "Is my project on track?" or "How busy is my team?" With TeamGantt, you can plan the big picture and execute with your team in one intuitive tool.

TeamGantt is easy to use and understand. This application is best suited for a team project within a museum rather than for personal use at home. It provides a platform for project related communication where a team can make notes, ask questions and keep each other informed. The learning curve in using the application is small with things being easy to find and understand; simplifying the user experience for non-technical participants.

When planning exhibition projects, managers can use the app to easily determine the project health and progress, schedule adherence, and resource usage. Users can see what each team member is working on and how many tasks are assigned to each person daily. They can

filter items by due date and who they are assigned to, comment and attach documents, and chats all within the specific tasks. A drag-and-drop option that allows users to create tasks by dragging over dates in a calendar. Finally, there is an easy-to-use mobile app where team members can keep their project tasks updated in real time while away from their desks working remotely.

TeamGantt offers exceptional support in utilizing their platform to include video tutorials, live classes, blogs, articles and software guides. I recommend the following to learn more detailed information about this application:

<https://www.teamgantt.com/resources>
<https://support.teamgantt.com/videos/>
<https://www.pcmag.com/review/348589/teamgantt>
<https://www.g2crowd.com/products/teamgantt/reviews>

Project Scheduling

Tom's Planner

Reviewed by Amanda Davis

Rating: Good, recommended with reservations.

Developer: Thomas Ummels, tomsplanner.com

Compatibility: Web

Cost: At time of review: Free Personal account, Professional for \$9.95 a month, and Unlimited for \$19.95 a month As of 11/1/2018: 14 day Free trial, Professional for \$9.95 a month, Unlimited for \$19.95 a month

Created by Thomas Ummels in the Netherlands in 2009, Tom's Planner is an online Gantt chart creation and management tool that aims to simplify the process of making Gantt charts for both business and personal use.

At its core, Tom's Planner is very basic: it makes Gantt charts, full stop. While it is a one trick pony, what it does, it does well. Instead of starting a project by wrestling with formatting a la Excel, Tom's Planner delivers a ready-made chart upon log-in. The time scale can easily and intuitively be adjusted, and adding new time blocks to the chart is as simple as clicking and dragging. Each time block can be individually labeled, and the side bar connected to the time block allows for sub-categories in each block as well as notes on project status and resources. The chart itself is customizable with color and icons, and time blocks that rely on each other can be linked together and easily moved without having to manually reshuffle the formatting.

While Gantt charts are generally seen as the domain of the business field, it's clear that Tom's Planner is trying to draw in a wider audience. They offer project templates for everything from wedding planning and dissertations to launching a new business and web design. Whether or not that push for the non-business market is actually feasible is another matter entirely. At the time of my initial review, the free personal plan allowed only one Gantt chart. The chart could be deleted and remade as often as you would like, allowing for some flexibility if, but if you were hoping to plan multiple personal events at once, you're out of luck.

The next level up, the professional tier, allows 20 Gantt charts and the ability to export and share the charts. But with the ten dollar a month fee, you'd have to be a real fan of this model of project planning in order to justify the expense for personal use (ten dollars can buy you a whole month of Netflix, after all.) As of November of 2018, the personal use options are even fewer. The personal tier was done away with, replaced with a free 14 day trial. Now, if you want to use this product regularly, you are going to have to pony up either the \$9.95 a month for 20 charts, or the \$19.95 for unlimited charts.

That being said, in a museum setting, ten dollars a month is a very reasonable price for a program that makes the creation of a Gantt chart so much easier than working in Excel. Most museum will need a well structured Gantt chart at some point, and if the museum is undertaking several projects – exhibits, renovations, seminars or otherwise – Tom's Planner is an easy to use, affordable option. The Unlimited plan is more than likely a little excessive for a smaller museum, but it does give the option to save the charts locally rather than on the Tom's Planner servers, and all collaborators have the ability to print the chart under this plan.

While the ease of use is fantastic, the greatest benefit to Tom's Planner is that the learning curve is almost non-existent. Starting with the tutorial presented to you the first time you log in, Tom's Planner essentially holds your hand the whole way through. This comes in the form of the five day video tutorials sent via email, or the pop-up reminders that left-clicking on the mouse can generally lead you to whatever function you're looking for. By far the best use of this is the intuitive hints the Planner offers. If you left-click enough without accomplishing anything, the program will offer you a pop-up with a tutorial for what it thinks you are trying to do. Largely, this works well, and gets its guess right more often than not. In a small museum or other institution, Tom's Planner could serve not just as a simple management program, but as a full-scale crash course in Gantt charts as a whole.

Overall, I heartily recommend Tom's Planner. With the unfortunate removal of the free tier, its personal uses are now more limited, but as a quick, simple and intuitive Gantt chart maker, it would be an excellent addition to any museum's project management staff. A final note about accessibility; at this time there is not a mobile app for Tom's Planner. The main webpage touts your ability to use the website on tablets and mobile, but this simply means that the webpage will load on these devices. For smaller screens, the functionality is limited, but on a larger touch enabled tablet, the ability to click and drag time blocks is quick and easy.

Task Management

KanbanFlow

Reviewed by Yujia Jing

Rating: Good, recommended with reservations.

Developer: CodeKick; codekick.com

Compatibility: Web, Win, macOS, iOS, Android, Linux

Cost: There are two versions of KanbanFlow, free version and Premium version. Premium version costs \$5 per person per month. Users can get a 14-day Premium trial.

KanbanFlow is a lean project management tool that enables users to collaborate with their colleagues in real-time. The developer's focus is to make the tool simple to use, yet flexible enough for most companies' needs. KanbanFlow is based on Kanban board, users can divided their tasks into "To-do", "Do-today", "In Progress", and "Done" to manage their work and they can share their boards with other colleagues.

The major features of KanbanFlow include Kanban Board, Time Tracking, Analytics & Reporting and Integrations. The board of KanbanFlow is customized. Users can have more than one board to manage different projects. They can customize the columns to fit their preferred way of working. Each task card can have a due date, description, comments, labels, a list of subtasks and more. Users can divide one task into some small tasks or establish the relations between tasks to help them improve productivity. The function of the Kanban board in KanbanFlow is pretty comprehensive, satisfying the need of daily work. The time tracking of KanbanFlow is based on the Pomodoro technique, which is helpful for users to manage their time and work more efficiently. Users can use the Pomodoro Timer to work with full focus in 25 minute intervals, separated by short breaks. If users prefer something less strict, they can use the simple Stopwatch timer instead. KanbanFlow provides various tools to help users analyzing tasks and improving productivity, such as Time estimate &

Task count report (an overview of the estimated workload on board), Cycle & Lead time (showing how long time it has taken for tasks to move between different columns in workflow) and Calendar (a better overview of when tasks are due with the calendar view). But these are all limited to Premium version. KanbanFlow can easily integrate with other formats. Users can export tasks to Excel, CSV, XML and JSON and import tasks from Excel or CSV by using the import and export features. Users can also quickly add tasks to their board by sending an email from Outlook, Gmail or any other mail client. But these are also limited to Premium version.

KanbanFlow is based on Kanban board, which is a widely used tool in scheduling and managing, no matter in daily life or work. And this application is highly customized, so users can use it personally or at work to schedule their activities and tasks. Users can share their Kanban boards with other colleagues, so this application can be used personally or by a group. Museum staff can use it to manage and schedule their daily tasks or projects. The Kanban board is a useful tool and users do not need any special skills or experience to use this application. Though this application is more used in business companies, museum staff can also use it if they want.

Generally, KanbanFlow is a useful application helping people managing their tasks and work, and the low price of its Premium version is attractive (only \$5 per person per month). But there is a big difference between the function of its free version and Premium version. This is the main reason why many users do not like KanbanFlow. I recommend users find review videos from YouTube to learn more about KanbanFlow.

Task Management

OmniFocus 3

Reviewed by Michelle King

Rating: Not recommended for most users.

Developer: The Omni Group, omnigroup.com/omnifocus/

Compatibility: macOS, iOS

Cost: Free 14-day trial. macOS and iOS apps are sold separately. Standard for iOS and macOS: \$39.99 Pro for iOS: \$59.99

Pro for macOS: \$79.99

OmniFocus 3, the most updated version of OmniFocus, is a task management application. Intended to sync across macOS and iOS, OmniFocus 3 strives to be the go-to to-do application for users.

When creating a task, the user is asked to name the task. Once the task is named, the user can create tag, assign the task to a project, flag the task as a priority, assign a due date and time, set specific notifications, set a location for the task, ascribe an estimated duration for the task, defer the task to a specific time and date, set the task to repeat, add notes to the task, or add attachments to the task. OmniFocus 3 has six methods of task organization:

1. Calendar (Forecast)
2. Inbox
3. Flagged Tasks
4. Tags
5. Projects
6. Nearby

Tags: When creating a task, a user can select suggested tags or create custom tags to organize tasks. However, custom tags will always be at the bottom of the list of suggested tags when assigning tags to a task (though the tags are searchable, and OmniFocus 3 offers autocomplete tags when the user starts typing).

Projects: Users can create projects either within 'Projects' or when creating a new task. Users can use projects to group together tasks, and users can group together projects within a folder for greater organization.

Nearby - When creating a task, users can assign a location for that task. Users then select whether to be notified when entering or leaving that location regarding the task. Users can then open 'Nearby' to see tasks to be completed near their current location. However, I have noticed that the 'Nearby' function is limited in its exactness; if I have set the location for a task as my home address, I am notified when I reach my bus stop, 3 blocks away.

OmniFocus 3 allows users to organize personal and professional tasks. Users can create separate folders for their Work tasks and projects as well as their Personal tasks and projects. A user could create work projects, assigning those tasks to the location of their workplace. The user could create a recurring grocery list, noting the items to be purchased in the 'notes' section of the task, and set the location for the user's local grocery store. The user could also assign homework tasks, or chores, to their home address. OmniFocus 3 is useful to users regardless of the level of use – you do not have to deeply use the app for OmniFocus 3 to be useful. The app is aesthetically pleasing and intuitive to anyone who uses a smartphone. However, the reviewer (as a student) cannot justify the cost of OmniFocus 3

Again, the cost of OmniFocus 3, with the added consideration that it is only available on macOS and iOS, does not allow me to recommend the app in good conscience,

especially when there are free applications that achieve similar goals, and considering the limited budget of students and museum professionals. Also, please note that the reviewer does not own a device with macOS, and so only was able to test the free trial of OmniFocus 3 on an iOS device.

Task Management

Remember The Milk

Reviewed by Katie B. Finch

Rating: Okay, equal mix of pros and cons.

Developer: Remember The Milk, rememberthemilk.com

Compatibility: Web, iOS, Android

Cost: Freemium Free version \$0/year for one user Premium version \$39.99/year for one user

This app is all about task management. Remember the Milk allows users to get to-dos out of their head and organized in one location. It also allows users to share these tasks with other people to help get things done.

The major features of this app are primarily in the Premium version. In the basic (free) version, Remember the Milk offers users the ability to create tasks that can be tagged with location, people, urgency, and due date (which can be repeated). This feature is very useful, but only if you have very simple tasks. The Premium version offers additional features such as sub-tasks, syncing with Microsoft Outlook, attaching files to tasks (including from DropBox and Google Drive), and unlimited storage. These features, if you can afford them, allow users to keep everything about a task in one location and have it synced to your calendar.

Remember the Milk (free version) would be better used for personal use. If you have basic tasks that you need to do, this app is a great way to keep them organized by subject (i.e. work, school, vacation). For work related use, the Premium version would work better because it also offers unlimited sharing, sub-tasks, syncing to Microsoft Outlook and DropBox, and color coding of tasks. In a museum, this could cover the major aspects of a project that one needs to complete it such as making web labels, planning an exhibit, or organizing a special event.

Additional Comments: While this is a great and helpful app, other task management apps such as Trello offer many of the Premium features from Remember The Milk for free. Recommended sources about this product:

- PCMag.com (<https://www.pcmag.com/article2/0,2817,2491166,00.asp>)
- Amazon.com (https://www.amazon.com/Remember-The-Milk/product-reviews/Boo657XVYY/ref=cm_cr_ar_p_d_hist_1?filterByStar=one_star&pageNumber=1),
- Capterra.com (<https://www.capterra.com/p/162672/Remember-The-Milk/>)

Task Management

Trello

Reviewed by Kelsey Taylor

Rating: Excellent, highly recommended

Developer: trello.com; Atlassian, atlassian.com, originally Fog Creek Software

Compatibility: Web, Win, macOS, iOS, Android

Cost: Trello is a freemium app that is always free if you sign up for the basic version. It is \$9.99 per user for the Business class version which allows for team integration and a wider use of powerups. This level and the enterprise level, \$20.83 per user, above it is primarily targeted at companies instead of individual users though.

Trello is a task management app that aims to let users work collaboratively and efficiently through a visual method. The founder, Michael Pryor, refers to it as a kind of super post-it note system. Users create boards, which can be about anything from a work project to organizing your next book club. Then inside the board users create cards, the post-its. Users can customize the cards as much or as little as they like. The cards are categorized by user-created lists. When Trello creates a board, the lists are simply to-do, doing, and done. The lists are each a column with the to-do list on the far left and done on the right. That way when a card is created it is usually put into the to-do list. Then as progress is made, the card moves along across the board. It allows the user to see and track the actual work being done. Trello also aims to be a collaborative tool for coworkers, family, or friends. Users can make boards private or public. If they are public, users can then invite new members to the board. These members can see everything you do on the board while adding cards, changing data on the cards, and completing cards. All activity is tracked at the bottom of each card, so other members know what everyone has done to further the project. For this review, however, I used it as an individual.

The major feature of Trello is the cards themselves. Users can make each card as detailed as they want. That means color coding them based on their purpose, setting

due dates, adding members to a specific card, attaching files, and even adding running to-do lists within the cards. I really love how customizable it is. I really like the way Trello condenses that information when I am looking at the app as a board rather than an individual card. The app emphasizes the color coding system and due dates, which I find to be the most helpful features visually. I can see how the cards would be more difficult for teams though. There do not seem to be a lot of permissions or limited view options. While this means the projects are always transparent, it also means if 25 people are editing cards, it could be difficult to track changes. There is an activity feed at the bottom of every card, but the list is not prioritized or coded in any particular way.

Another key feature of Trello is the moving of cards between lists. The user is able to physically drag a card from one list to another. It may seem like a simple part of the app, but it really makes all of the difference. I found it far more satisfying to drag a card from one column to another than simply clicking a button to check something off a list. I was also surprised by how well the dragging option worked on the mobile app. Trello also uses power-ups to enhance individual boards. These include everything from a calendar, google docs, increased options for card details, tracking options for cards, and a plethora of ever-growing options. They are great in that they make Trello more customizable, but a few of them, particularly the calendar, feel like they should be basic options. In the basic option, you only get one power-up per board. This is one of the reasons I created an overarching personal board so that I could have a calendar with all of my tasks; then I was able to use different power-ups for different boards.

Trello is flexible and allows users to use it in both personal and professional ways. I have created a board that I use to manage my personal life in a broad way. Since the app is so visual, I am able to look at what my upcoming week looks like and what I have already accomplished. However, I have found that it is far more useful to organize specific projects. The lists become too unwieldy when the board doesn't have a specific purpose, and I find myself having to constantly archive cards. I have a few boards that are more specific, and I have gotten a lot of use out of them. I have been able to organize my entire research project on Trello.

My main grievance with Trello is the power-ups. Many of them feel like they should be basic features, such as the calendar or a system that tracks views. Then you only get one per board. In the business class edition you get unlimited power-ups, but beyond that, it is an impractical upgrade for an individual user since the upgrade is far more focused on collaboration for businesses. I feel like Trello would be a wonderful tool for project manage-

ment at a museum. Since the basic mode lets members use most of the features, it certainly is cost effective. Though a larger museum may find it beneficial to invest in the business class upgrade during a specific project. I feel like it would be really great for the development team while planning a campaign or securing funding for a particular exhibition. It would be easy for the team to track where in the process a prospective donor is and just how many emails or phone calls have they received. It would ensure team members are following through and donors are not handled by different people. I also feel like Trello would be great for exhibition planning. Since exhibition planning usually involves several different departments of the museum, Trello would be a great way to have those team members communicate between meetings. It would be a great tool to track whatever actionable items those team members are assigned at said meetings. They could simply create a card, put into the to-do or doing list, and then once it is completed, they simply move into the done column. That way every team member knows exactly what is going on at any given time during the planning process. The only problem I see is allowing too many people access to the board since it can become overwhelmed by information. Trello should also only be used if the group is willing to take the time to update it. Otherwise, a bunch of items just sit in the to-do list category.

Overall, I find Trello to be a useful product for task management. It is incredibly customizable and beautiful I would say it is better for specific projects, but it is still useful for day to day tasks, but it can become overwhelming if the user does not archive regularly. I would highly recommend the many webinars on Trello's website. They are exhaustively detailed and even a little fun. I would also recommend checking "Getting Started with Trello: A Comprehensive," a helpful article created by fellow Atlassian partner, iDalko.

Project & Team Management

Asana

Reviewed by Jordan Wiseman

Rating: Excellent, highly recommended

Developer: Asana was developed by Dustin Moskovitz, co-founder of Facebook, and it can be accessed through asana.com

Compatibility: Web, Win, macOS, iOS, Android

Cost: While there is a free version that boasts many features, one is unable to access certain aspects of Asana unless they upgrade to the premium or business level. A premium account costs \$9.99/month per user, while a business account can cost as little as \$19.99/year for one user and as much as \$12,000/year for twenty users.

Asana is a highly popular application in the team and task management arena. It allows both individuals and teams to effectively and efficiently manage tasks, projects, and communication. Asana is intended to be a one-stop shop for all organizational needs, from task management to team management to project management. It also intends to streamline communication among team members within the application.

The features of Asana can be divided into two major categories: project management and team management. Users can create projects in Asana, and within those projects, tasks, deadlines, and files can be added. Deadlines can be viewed within the task itself, or they can be viewed overall in a calendar. Progress made in each project can also be viewed in Asana, and the information is presented using a line graph. A key selling point for Asana is its simplicity. Tasks and projects can be added in multiple ways, and there are at least two buttons on every page to add a task or project. Clicking one of the new project or task buttons allows the user to quickly fill in the information without being redirected to new pages. Checking off tasks is even easier than adding them. Users can click the check mark next to each task to remove it from their list. Asana rewards users for completing tasks with fun graphics.

Another selling point of Asana is the ability to change views. Tasks within projects can be viewed in two different ways, depending on the user's preference. Column view allows the user to view their tasks as various cards, while a list view creates a to-do list display. Regardless of the view chosen by the user or the page currently on view, all tasks and projects are visible, allowing the user to easily see everything that is on their plate. The main dashboard presents a view of tasks due soon (across all projects) and links to each project, as well as buttons to

add new tasks and projects and a sidebar that can navigate to any page offered by Asana. Tasks can also easily be sent to other members of the team. Team members can be added to various projects, allowing all participants to view the activity of everyone who is included in the project. They also have access to all documents shared within the projects. There is a conversation feature that enables team members to share messages, ask questions, and generally communicate with one another regarding the project. Tools within Asana also permit managers to supervise their employees' progress on various projects. However, these features are limited to the upgraded versions of Asana. Additionally, a portfolio view, in which the progress of multiple projects may be tracked in the same place, is only available with paid versions. While Asana is intended to cover all needs for task and project organization and management, it does also integrate with other applications, like Slack and Outlook and social media platforms like Facebook and Twitter.

This app is useful for all members of a team, from interns to senior management. It can also be used for individual and personal to-do lists, like shopping lists or chore lists for children old enough to use the Internet or mobile devices unaccompanied. Asana provides a structure for consistent progress on major projects, easy delegation of tasks, and regular reporting back to the team with individual accomplishments and thoughts. It can be used in any situation within museums. Specifically, it would be effective for planning marketing and fundraising campaigns, special events, and exhibitions. However, it would also be effective when considering the day-to-day tasks and personal tasks like membership renewals or meeting agendas. Asana is easily adopted and does not require any outside research. It offers quick tutorials within the application, and it is so simple that these tutorials can be ignored if desired. Its interface is sleek, intuitive, and not intimidating in the least, lending itself well to use by all ages and levels of technological understanding. While Asana is exceedingly simple and sleek, it is not impressive enough to be adopted by museums that are already happily using another application. It is best for museums that want to revamp their project and team management process, simplifying, streamlining, and getting your team on the same page.

Asana is truly so simple that no outside sources need to be consulted. The dashboard is easy to navigate in order to access every feature; there is no need to dig through page after page in order to ensure that Asana is being used to its full potential.

Cozi Family Organizer

Reviewed by Gillian Hanna

Rating: Not recommended for most users.

Developer: cozi.com

Compatibility: Web, iOS, Android.

Cost: This application is “freemium”; most functionality is available for free, but certain features are limited to Cozi Gold, which costs \$29.99 per year for one account with up to 12 users.

This app aims to improve organization and communication for families. It offers spaces to create and organize shared calendars, meal plans, to-do lists, and shopping lists. Account holders can store recipes, schedule and assign events, and create shared journal entries.

Calendar: The app allows users to create calendar events in the Cozi calendar or import them from a Google or Apple calendar. Events can be color coded to show which family members will be involved. If you import a calendar, you cannot edit the imported events within Cozi, meaning that you cannot change the person the event is assigned to. However, any changes in event times or names that you make in the calendar’s original app will be reflected in the Cozi calendar. This is a nice feature, but it does not offer much functionality beyond what the original calendar already had. The calendar has “real speech” event creation, which means that you can type in events the way you would talk about them (e.g., “Management class every Tuesday at 2:10 pm). In the free app version you can only use daily and weekly views of the calendar, but in the free web version and any paid version you can view your monthly calendar. The app emails selected family members every day or week with an agenda for the whole family, which can be either helpful or annoying.

Lists: Users can make shopping and to-do lists. Tasks that are written with a date appear in the calendar. Each user can create a to-do list that is “assigned” to them, meaning that it is color coded. However, any user can add, mark off, or delete tasks from any other user’s list. Tasks can be dragged and dropped to organize them within a list, or you can create headers within your list by typing in all caps. This header does not function differently from normal tasks (e.g., you cannot click it to mark off all of the tasks grouped under it), but it does offer visual organization. Shopping lists work in much the same way. The app has preset “grocery,” “wholesale,” and “other” shopping lists, which is odd. The paid app offers a “shopping mode” which has no discern-

ible difference from the normal version except that it removes the “add item” button.

Recipes: The app offers a “recipe box” where users can save their own recipes, enter recipes from URL links, or peruse a set of recipes provided by Cozi. The web version allows you to plan meals by typing recipe names into a grid of boxes separated by day and meal (breakfast, lunch, dinner, and snack). You can drag and drop recipes to change the day or meal where they are planned, and you can drag and drop recipes from the recipe box into the meal planner. Multiple meals can be added into a single box. There seems to be no limit to how far ahead or back you can enter recipes. The day boxes also have a dropdown menu that shows you any events that you have scheduled that day. This box does not include tasks that would otherwise appear on the calendar. The app also offers a journal function where you can type notes or add pictures, and paid options to track contacts and birthdays.

This app would be more effectively used in your personal life, as it incorporates family members, shopping lists, and meal planning. It could be used to track events and tasks for work, but would likely not be very effective for this as you would need to import any information from another service. You could use this app to share your work calendar with your family members, as they would not be able to edit the calendar. However, this is a function that already exists through Google calendar and other apps. This app does not seem particularly effective for use in a museum setting, unless perhaps you use it for planning events (shopping lists, recipe box). This app has some functions that are very intuitive and others that are not at all. For example, to add a task to a list you only need to type the task and hit enter. However, if you invite a family member to join your account and they accidentally click “sign up” instead of “log in,” they will create their own account and be unable to join yours without deleting the account (which is not an easy option to find, and takes two weeks to fully take effect) or using a different email.

The app uses a single log-in for the whole family, which has both pros and cons. It is easy to tell everybody what the password is, and people don’t have to worry about forgetting it, but it also lowers security for the whole family. Additionally, there is no differentiation between the different family members on an account other than surface-level color coding. Anybody can edit anybody else’s tasks and events (as long as they are created in Cozi and not another app), and there is no “parent” or “admin” designation. Feasibly, a child could open the app and delete or change any of their parents’ lists, events, or plans. Overall, this app does not offer any features that I do not already have either through manual planning or my Google calendar. Many features of the app are

only available through the web version (e.g., importing a calendar, deleting an account), regardless of whether you have the paid version or not. This is odd. The app has many “tips” tabs that show you how to use the service, while the website has lots of helpful tutorials and FAQs. There are several reviews of the app online, but most of them are older (2006-2010).

Project & Team Management

Glip

Reviewed by Greta Swain

Rating: Excellent, highly recommended

Developer: glip.com

Compatibility: Web, Win, macOS, iOS, Android

Cost: Glip provides two plans for the individual user. The free version includes 500 minutes of video chat per month. The basic version, which costs \$5 per user per month, includes 1,000 minutes of video chat per month and premium 24/7 support. Both plans include unlimited collaboration with other users, and unlimited projects, posts, storage, notes, and calendar usage.

Glip is a team messaging and productivity application. It combines text-based messaging with video conferencing, task management, notes, file sharing, and a calendar. Glip’s designers observed people multi-tasking in the workplace and struggling to efficiently move between multiple applications designed to carry out one specific task. They believed that this was making people far less productive, and costing businesses time and money. Glip was designed to meet the growing need for a centralized workspace where workers could carry out multiple project management functions in one application.

Glip has many features that make it an excellent tool for project and team management. First of all, Glip combines the functions of a team messaging application with the tools common to other productivity applications, allowing for complete team management and communication. For example, one can manage a team’s calendar, assign tasks, work collaboratively on a text document such as a meeting agenda, share files, send a text-based message to a co-worker, and video conference for a meeting, all from one application. It also serves as a central repository—one place to share and store project files, communicate about a project, keep track of important dates, and check on the project’s progress. Glip also integrates well with many other applications that you or your team may already be using such as Asana, Github, Dropbox, Trello, and Evernote, so it really can be a centralized place for everything related to the proj-

ect. Secondly, Glip is a great tool for collaboration. It is especially helpful for teams that have members working remotely or teams where members don’t come in to the office on the same day. Glip allows everyone to stay on the same page and keep track of what is going on by seeing what tasks have been completed by whom, what still needs to be done, and by when, and keep a running discussion to sort out any issues that might come up.

Glip also offers real time collaboration of text documents and screen sharing so team members in different places can work on, say, a project proposal together, without having to be in the same room. Finally, a third great feature of Glip is that it is available and works well on several different platforms. I tested it on a Mac (using the web browser version) and on an iPhone (using the iOS version), but it is also available as a desktop application for Mac or Windows, and for Android devices. Glip syncs between devices and versions almost instantly, so if you make changes on your computer, they will immediately show up on your phone. I was also impressed with Glip’s mobile application. With many other productivity apps, you can tell that the mobile version must have been an afterthought. Many mobile versions don’t allow you to use all of the application’s features or are hard to navigate and use on a small screen. Glip’s mobile app actually works well, and would be great for sending a co-worker a quick message on the go. One limitation of Glip is that a single email address can only be tied to one Glip account. For instance, if a person worked at two different museums, he or she would need two separate Glip accounts, each attached to a unique email address. While a user can be a part of several different projects within one organization, he or she cannot be a part of several organizations without creating separate accounts (tied to separate email address) for each organization.

Currently at work, my team uses two applications to manage our projects: Slack for team messaging, and Basecamp for the team’s calendar, file sharing and task management. Using Glip would be better for our team because it would combine all of these functions in one application, and we wouldn’t have to keep going back and forth between the two. The interface for Glip is very similar to Slack, and the process of creating and assigning tasks is similar to Basecamp. Therefore, using Glip was very intuitive for me. But for someone that has never used a team messaging application before, Glip might be a bit difficult to navigate at first, just because it has so many features, sidebars, and menus. Glip could be used to manage one’s personal life, but not all of its functions might be helpful. For example, you could use Glip’s task management tools and calendar to create your own “To Dos” and see your own events, tasks and deadlines on a calendar. However, there are other apps that are dedicated solely to task management and it might be better to use one of them if that is your main

goal. In addition, Glip's team messaging or video conferencing functions would not be of too much help to an individual, unless you were trying to communicate with family members who are located in different places. Glip could be quite helpful to museum workers as a tool to communicate with co-workers and keep people updated on the status of a project. For example, many museums have both full and part-time staff. It is not often that all of these staff members are present on the same day. Someone might work Monday through Thursday, and another might work only on Saturdays. Nevertheless, these co-workers might be collaborating on the same project. Instead of leaving paper-notes in co-worker's mailboxes, staff could send electronic notes on Glip that could be available to the entire project team, or sent to one co-worker privately if necessary. This is better than email because there is a central repository for information about the project, and all of the messages ever sent about the project can easily be found and reviewed by all staff working on the project. Glip would also allow staff to check off tasks as they complete them, and see the progress other staff members have made since they were last in the office. Glip could also be used by a museum that is trying to collaborate with an outside group or specialist that might live in a different state or timezone. Glip would allow museum staff add these collaborators as guest users, giving them access to the team's calendar, task list or project files that the team has uploaded. Finally, it would allow museum workers to communicate with collaborators synchronously (using Glip's video conferencing tool) or asynchronously (using Glip's text messaging tool) right from the Glip app.

The best way to learn more about Glip is to visit their website or look at videos on the Youtube channels "GlipTeam" or "RingCentral Channel Learning Center" (the developers) to learn about how to use Glip or find ideas for how it can be useful in the workspace.

Project & Team Management

LiquidPlanner

Reviewed by Catherine Sumrall

Rating: Not recommended for most users.

Developer: LiquidPlanner.com Developed by LiquidPlanner, Inc.

Compatibility: Web, iOS, Android

Cost: For the Professional level, it is \$45 per month, per user with a minimum of 5 users. This level includes all the basic features, such as predictive scheduling, dashboards, analytics and

trend reports, time tracking, and restricted member access. There is a two week free trial period.

LiquidPlanner is a time management, task management, and project management web service. The purpose is to allow the user to create tasks, assign them deadlines, track their progress, add notes, comments, and documentation along the way, and assign and share tasks with other team members. Companies like OtterBox, *New York Times*, and *Wall Street Journal* use LiquidPlanner.

The tabs to access the functions include Home, My Work, Timesheets, Projects, People, and Dashboards. Home allows the user to see what has been most recently worked on. It sorts the most recently used or updated task chronologically instead of separating by project. My Work shows what tasks have been assigned to you and what needs to be worked on in a chronological priority order, regardless of the project. Timesheets show what upcoming tasks need attention, who has spent how much time on each task, and will allow you to start a timer to track time spent on a task. The time spent on a task is measured in hours and will only process and display time if it falls into a solid hour, quarter of an hour increment. It is possible to edit the amount of time spent on a task. Projects lays everything out in priority order under the project folder. The user is able to drag and drop projects and tasks to edit the priority. The user can edit details about each task, including notes, estimated time to complete the task, attach documents, and links. This section will also create an automatic Gantt chart that can be refreshed when new tasks are added, or old tasks are edited. People lists who works for the company, what projects they work on, what kind of access they have, their workweek availability, last date of access, and their phone number and time zone. This feature would be quite helpful for a business with multiple offices spanning different time zones, so the employees have a quick reference for names and contacts, as well as when that person might be available. Dashboards gives a quick visual representation of what has been done lately and what is coming up. A significant amount of work needs to be done for this section to populate with useful information.

For personal use, I would not recommend LiquidPlanner. The cost and minimum user requirement is prohibitive. It could be used for a family, especially one with many siblings, their partners, and their children, and especially if the family members were spread geographically. Again, the cost and the learning curve associated with this service might be a deterrent for family use. A small museum with a small budget might not get the most value out of using this service. For the price, learning requirements, and all the detail associated, it might be easier to have a weekly in person

project update meeting. If accountability, time management, and the desire to stay digital were pain points for a small museum, it might be worth the splurge. For a large museum with many departments and a budget that could accommodate the service, it could be quite useful. For example, if a museum were planning a new exhibit and needed the participation of many different individuals from different departments on certain pieces of the exhibit, it could be useful. Individuals could check in and see if a task they were waiting on had been completed. They could easily find contact information for people they need to collaborate with. They could keep track of how much time they realistically spent on a task, which would be especially useful for grant reporting! To use this service productively and at its most baseline function, the included tutorials are satisfactory. A new employee could learn how to use the service in thirty minutes to an hour and be able to keep up. With time, the nuances of each function would be naturally learned through experimentation. It is not necessarily easy to learn how to use the service, but it also is not particularly difficult for someone who is already technologically literate.

The LiquidPlanner YouTube channel and the automatic pop-up tutorials within the browser version are comprehensive and give enough information to get started using the service. There are small pop-ups along the way that give hints as to what you can do with different functions. There is also a Help tab with FAQs, links for help with specific and common issues, a search bar to find more detailed solutions, and a phone number and email to contact if all else fails. Third party reviewers made the system more difficult to understand and confused me more as I tried to learn how to use it. Stick with the LiquidPlanner produced help!

Project & Team Management

Monday.com

Reviewed by Ryan J Shank

Rating: Good, recommended with reservations.

Developer: Monday.com (formerly Dapulse)

Compatibility: Web, iOS, Android

Cost: This application has a free two week trial. Price depends on how many people and how much storage and security is needed. Basic package with a five person team is \$25 per month. Premium package with up to a 200 person team is \$4,798 per month.

Monday.com is a self-described team management, project management, sales management and marketing management system that offers teams to collaborate, organize and needless to say “manage” different aspects of their company. It does largely market towards companies or businesses that have group projects, since its main function is to allow teams to communicate with each other. In my use I have found it most beneficial as project and task manager, similar to apps like Trello. The largest aspect missing from this application that I think prohibits it from being successful as a team management tool, is the lack of a direct or group messaging system. While there are methods of communicating through comments, the lack of messaging specific people is detrimental to clear communication for a team. Monday.com’s services revolve around “boards” which are in their simplest form tasks and at their more complex form, projects. Boards can have multiple tasks and those task can have task of their own. While this may sound complicated in words, visually this is a lot more intuitive. Each task can have multiple columns that can be organized from a method of rating progress of the task to a world clock to denote what time zone an aspect of the task is in.

The main “feature” of Monday.com’s boards are their customizability. Monday.com is preloaded with with several templates to boards. Each of these templates can be edited and manipulated to however a team needs it to function. Teams can also opt to create their own boards from scratch or from template columns. One of Monday.com’s most helpful feature is adding a time range column to a task. When a task has a time range Monday.com auto-populates a calendar in the form of a Gantt chart with all the tasks’ time ranges. This calendar also syncs with other calendars including Outlook and Google calendar. The mobile version of Monday.com is a lot more limiting than the web based profile. On mobile, a team member can only make updates to tasks within the framework of the task and not manipulate the layout itself. Another limiting aspect of the app is that a team member cannot attach files to columns or tasks on web or mobile.

This application was not designed for personal use and with the pricing I wouldn’t recommend purchasing this application for the sole purpose of using it on your own. With that being said, there are private boards that a made for personal use. So if your company has an account, you’d be able to make use of all the features on a private board. Depending on how complicated your personal to do lists are, I still think Monday.com is a little overkill for use by an individual. I could see Monday.com being largely useful for teams that are involved in sales, marketing, social media and hiring. The application already has template boards for these areas that are intuitive, easy to use, and easy to manipulate. Teams

working within museums could also benefit from Monday.com. The application is flexible and allows the user to make their boards as complex or as simple as needed. I persuaded the video team at the National Air and Space Museum I work with to try this out for two weeks to see how helpful to use in a real museum context. We used it to plan a schedule for our social media accounts and to manage the videos we had in production. Some examples of columns we created for these boards include a column for which social media platform a video would go out on, a column for whose job it was to post, a column for the dropbox link to the video and a column for when a video needed to be posted. Something I realized is that everything this application can do, can also be done in a Google Sheet (since that is what we use before and that is what we returned to after the free trial). I could see the Gantt chart feature being helpful for longer museum projects that involve multiple people.

My only bias is having been bombarded with advertisements by this product after it rebranded. I was unimpressed by some of the production quality of the advertisements. This did not impact my review of Monday.com as an application and tool. The application has a lot of very useful animated tutorials for beginners.

Project & Team Management

Notion.so (aka Notion)

Reviewed by Virginia Miroy

Rating: Good, recommended with reservations.

Developer: Notion.so/Notion is a private, for-profit Silicon Valley start-up company. The website address is notion.so.

Compatibility: Web, Win, macOS, iOS, Android

Cost: Notion uses a freemium pricing structure. Free: - 1000 information blocks, 5MB limit on file uploads, unlimited guests (possibly unlimited members-unclear) Personal Use at \$4 monthly fee with annual billing or \$5 month-to-month: - Unlimited information blocks, no file upload limit, priority tech support, more admin permissions, one member, unlimited guests. Team Use at \$8 per member monthly fee with annual billing or \$10 month-to-month: - Same as Personal Use, but with unlimited members and more admin tools. Enterprise (50+ team members) at \$16 per member monthly fee: - Contact Notion for details.

Notion was created to be a all-in-one productivity app used for project and group management. Notion focuses on three areas of work: wikis, documents, and tasks. Projects can be started, managed, and shared on Notion,

which was built to incorporate the work of other apps such as Evernote, Trello, GoogleDocs while filling in any gaps to make work integration seamless. Notion is meant to be a simplified, flexible digital toolbox used to improve workflow.

Notion is a highly customizable workspace that offers a variety of pages and templates to create and manage projects and daily tasks. Pages can be a shared workspace shared with team members or private for personal use. Once a template has been chosen, blocks can be added and arranged to customize the workspace. Types of pages include kanban boards, to-do lists, tables and charts, lists, calendars, and galleries, as well as a range of 20 pre-built templates. Pages and templates can be layered into each other, and documents can be attached from your computer, online, and even from other apps like Trello, Asana, and Quip. The variety of design and customization can be overwhelming at first, especially if you don't have experience using a productivity app. But Notion provides guidelines and tutorials, and it is nice having control over how much or how little you use the app. Notion is very flexible, which is fantastic. Anything can be moved around or tweaked. Anything added will automatically save and be available on your Notion account which can be accessed on the web and the desktop and mobile apps, it really is seamless across the apps. Notion can also be used offline, which is convenient for doing work anywhere! A nice perk is the search bar for easily finding specific information or blocks, which if you're like me, may be slightly unorganized.

I have been using Notion daily for a little less than a month, and in that time it has become a part of my daily task management. I definitely recommend it for personal use, as it really is a one-stop-shop for the majority of my task and project management needs. There are still a few things were I prefer using pen and paper, such as brainstorming, but I love that Notion is a safe place to keep and organize my ideas. At first I found Notion to be overwhelming because it really starts like a blank canvas, and I have never used some of the features such as the kanban board. However, I found Notion to be a great way to learn because it has a simple user interface. Notion is one of those things that will only be as good as the work out into it. So for team use, it will only work if a team is into managing it. It might not be the best place to brainstorm ideas, but it is a good place to store and easily search for information. There is no chat feature on Notion, but it was designed to be used with Slack, even gaining high reviews from the Slack development team. I think Notion accomplishes its goals of combining the features of other apps to be one place people can manage information, and I think it would work well in a small museum environment.

Strengths:

- Seamless integration between operating platforms
- Autosave is a workhorse, I have not lost a single bit of information on the app
- Daytime/nighttime setting for late night working
- Highly customizable and very flexible
- No communication overload from the Notion.so team

Weaknesses:

- Number of custom options can be intimidating at first
- No notifications for to-do list or calendar (a feature I appreciate on other apps)
- Coding commands are not for non-coders (they aren't needed to use Notion, I just find them overwhelming)
- Can't mass fill calendar (such as work every Monday 9-5)
- Hard to delete to-do list blocks on mobile app.

Overall, I really like Notion and I will keep using it. While I won't be able to rely on it completely for my task management needs, I enjoy using it and it is a great partner to using a daily planner. It has a pleasing aesthetic that makes me feel more organized. I've been using the free version that allows only 1000 blocks at a time, but after a month of daily use I'm only using 200 blocks so 1000 will be more than enough. I'm not a big tech user, and I was able to learn to use Notion after a few days. Notion has been earning high reviews, and has even been touted as one of the best new productivity apps. The majority of negative reviews came from the coding community, and I am not a coder so it doesn't effect my use of the app. Notion has built-in guides, but there are a wide range of online tutorials if needed.

Project & Team Management

Slack

Reviewed by YingYing Yang

Rating: Not recommended for most users.

Developer: slack.com

Compatibility: It is available on Mac and PC operating system; however, it discontinued the application on Windows phones after September 13, 2016. People can get it from the app store for phone and laptop for free or simply go to the website slack.com.

Cost: Although you can download the Slack app on your laptop or phone for free, for additional usages of this app, there are

three plans. "Free plan" features search and browse, 10k recent messages, 5 GB total storage, and 10 service integrations like Twitter, Google Docs, Dropbox, GitHub and many more. "Standard Plan" costs \$6.67. This specific plan features unlimited search and apps, group calls with screen sharing, and guest accounts and shared channels. "Plus plan" for Slack costs \$12.50 per month and it features 99.99% guaranteed uptime SLA, user provisioning and de-provisioning, SAML-based single sign-on (SSO), and corporate exports for all messages. Most useful for big museum projects when many people from different departments are involved; the free plan for Slack is insufficient.

Highly customizable notifications so that people in the group getting information updates fast. Slack integrates with many other collaboration and office tools, such as Google Drive, Dropbox, Facetime, and over 1,500 other apps. This app is ideal for large groups, complex business and museum projects that have to discuss and share comments and files.

The first feature for Slack is collaboration beyond colleagues, which includes sharing channels with companies, businesses, and organizations you regularly work with, such as clients, vendors, and partners. It brings all the right people into the same room to share and update work. In addition, another major feature is face-to-face and screen communication. Slack allows you to directly talk things over voice or video calls. And if anyone needs to show work, this person can share a screen with group members, too. Integrated file sharing is another major feature for Slack. This feature can drag-and-drop PDFs, images, videos, and other files directly into Slack. You can get feedback on work fast and create an archive of work progress.

Doing a museum project, there will be lots of people from different departments involved. Mostly, people in the museum field have a big gap in ages. I think in this case, Slack is an easier access tool for people of different ages to use and share comments and information. During the project, fast notification is also helps them to notice the project progress and keep everything on track; rather than waiting for hundreds of emails come in at the same time. On the other hand, it is just a messaging app. It doesn't help to organize tasks and calendar. I want to give Slack 2 out of 5 stars. I won't recommend this app to museum people because they are multitaskers and having multiple deadlines. It is not only important for them to communicate but also to stick on the deadline.

It gives beginning users a headache to figure out the use of the tool names in the toolbar.