Among faculty, students, and staff at NYU, there are several potential use cases for a project management tool: developing project management skills in students, management of staff projects, and organizing faculty and student committees and groups. The variety of use cases presents some challenges in identifying a tool that will meet each group’s needs, along with being accessible to users who are not experienced project managers. The working group formed from the membership of the AMC and UAG has identified baseline needs universal to all use cases, as well as eventual needs to facilitate the widest possible use of the tool, and features that would increase usefulness and adoption.

Definitions

- LTI: Learning Tools Interoperability (LTI) is a standard created by the IMS Global Learning Consortium that links content and resources to learning platforms.¹

- SSO: Single sign-on (SSO) is a property of access control of multiple related, yet independent, software systems. With this property, a user logs in with a single ID and password to gain access to a connected system or accomplished using the Lightweight Directory Access Protocol (LDAP) and stored LDAP databases on (directory) servers.²

- Real-Time Updating: Additions, deletions, and changes within the system are reflected immediately for other users without requiring syncing

Needs

These baseline needs will be necessary for security, proper functionality and, most importantly, ease of adoption. The working group expressed major concerns in adoption, pushing for a tool that non-professional project managers could easily use.

Baseline Needs

- SSO
- Meet’s NYU guidelines for digital accessibility

¹ Source: [http://www.imsglobal.org/toolsinteroperability2.cfm](http://www.imsglobal.org/toolsinteroperability2.cfm)
- NYU Analytics standards compliant
- Document storage/sharing, preferably via integration (i.e., integration with Google Drive, Box, etc.)
- Messaging with email notification
- Activity notifications, with an option for email notification
- Dashboard view of projects, assigned tasks, etc.
- Real-time updating
- User roles/access permissions: administrators, project team vs. clients, limitations on who can create projects/invite others to projects
- Ability to create and assign tasks with/without due dates
- Reporting
  - All tasks assigned to an individual across projects
  - Overall project progress
  - Project Timeline/Report on Project Duration
  - Report of hours of work assigned to individuals
- Event/milestone scheduling
- Task durations (i.e., number of hours needed to complete a task)
- User-friendly interface across devices (desktop/web, phone, tablet)
- Support documentation
- Archiving for completed projects
- Revision history
- Accessible on- and off-campus
- Used by major corporate clients, so students get real-world experience and faculty/staff have support available
- Providing commenting and chat option for the users working on the same project; maybe similar to Google docs.
- Google/iCal Calendar integration

Eventual Needs
- Integration with major NYU systems (e.g. Workday, Google Apps for Education)
- Budgeting/resource costing (e.g., cost of a task based on duration and resources assigned)
- Time tracking on tasks
- LTI-compliant (Can be integrated into NYU Classes)

Nice to Have
- Data/file importing from other systems/software (Excel, Microsoft Project, Gmail, etc.)
- Integration with commonly used systems (Slack, Office 365, Salesforce)
- Integration with reference managers (EndNote, RefWorks, Zotero, etc.)
- Task dependencies
- High-level view/summary of all ongoing projects ("Portfolio view")
- Visual Timelines/Gantt charts
- Ability to store/use templates

Potential Systems/Systems Currently in Use At NYU

- Basecamp
- Asana
- Trello
- JIRA
- Rike
- Airtable
- ProjTrak
- Microsoft Project
- Kanbanchi