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### KabanFlow

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However, users can create multiple workspaces and invite different groups of people to join those workspaces, so this extends the number of people who can access their Asana projects before needing to upgrade to the premium version.

Workspaces contain “projects,” and within the projects are “tasks.” Project managers communicate about projects by adding and assigning tasks, setting due dates, adding attachments, commenting on tasks, or indicating approval of a comment by clicking on the “heart” icon (similar to a Facebook “Like”). Tasks can be organized by priority or into subtasks by drag and drop. The interface consists of three panes, with navigation between projects and workspaces on the left, project details and tasks in the center, and a scrolling view of task details on the right. These panes can be easily expanded or hidden, allowing a user to create their own custom layout.

To keep up with activity in Asana, users add “followers” to projects, or just to specific tasks. A user can choose to receive email notifications or they can check their Asana inbox, which is a list of all the tasks that have had a status update since they last viewed them. All of the tasks and comments are fully searchable in Asana, so in addition to collaboration it can also serve as a “how we did it” repository.

Asana has both iPhone/iPad and Android apps available. It can be integrated with *Google* Drive, Dropbox, or Box to keep files and tasks in sync. The open API has been used to create integrations with time tracking and reporting tools. Asana’s website contains very helpful and clear documentation, including video tutorials.

*In Short:* Asana is a powerful project management and communication tool, with an intuitive and fully featured interface. It was developed to free users’ time from following up on who’s doing what, giving you more time to just “do.” Like any project management tool, it requires buy-in from the team to make it work. The good news is that because Asana is so easy to use, the barrier will be low.

*Highly recommend.*

### **KabanFlow**

<https://kanbanflow.com>

Visited: Spring 2015

Reviewer: Daniel A. Sabol, Evening and Weekend Reference Librarian, Mortola Library, Pace University

KabanFlow is a unique, free project management tool with outstanding features and functions. In today’s ever changing library, it is essential to gain the most efficient and effective ways of managing projects, people, and essentially all library business. KabanFlow works by offering three areas called “Boards” to work on or manage projects in. The boards consist of a

“To-Do” (the start of the project), “In Progress” (the middle of the project), and “Done” (the project completion). At the start of a job, users are able to set up a project name, description of work to be done, and the amount of time spent on each job.

What makes this an even greater package is its ability to add subtasks within a job and check it off when the task is complete. The program also allows the set up of individuals who are responsible for tasks. The greatest feature is the program’s ability to allow users to collaborate with others. The program allows a user to invite collaborators to their boards, which is great as a whole team can move through a project and manage the individual pieces for which they are responsible.

The site is intelligently laid out with simple, user-friendly features. It is easy to navigate and simple to understand. This reviewer rapidly learned how to use and apply its features after one try. A very nice feature discovered after signing up for an account was the two-minute tutorial on the complete use of the product. It happens to be one of the simplest project management tools this reviewer has ever used. The ease of use is essential, as most project management software can be quite complex.

The few buttons the site features provide self-explanatory uses. It consists of easy drag-and-drop items to move from place to place through a project’s completion. KabanFlow also features a timer, which logs the time spent on each task and the time until break, as well as other features. When stopped, the timer allows the user to input or select why it was stopped. This is critical when efficiency is essential, and a project will be reviewed for any setbacks or reason for interruption.

For the larger academic or public library, KabanFlow offers a paid membership. With the paid membership, users get the ability to attach files to jobs and see board statistics on jobs completed. The fee for the extended features is five dollars, which is minimal for what is offered.

*In Short:* This product is a very nice add-on to any library’s arsenal of tools. While it worked very well for this reviewer as a project management tool, there are many uses outside of project management for KabanFlow. Overall, it is easy to use, free, and provides the option to share boards, which allows individuals to collaborate on more significant projects. This reviewer recommends spending the five dollars for all of the additional features.

*Highly recommended.*