

# Project Management

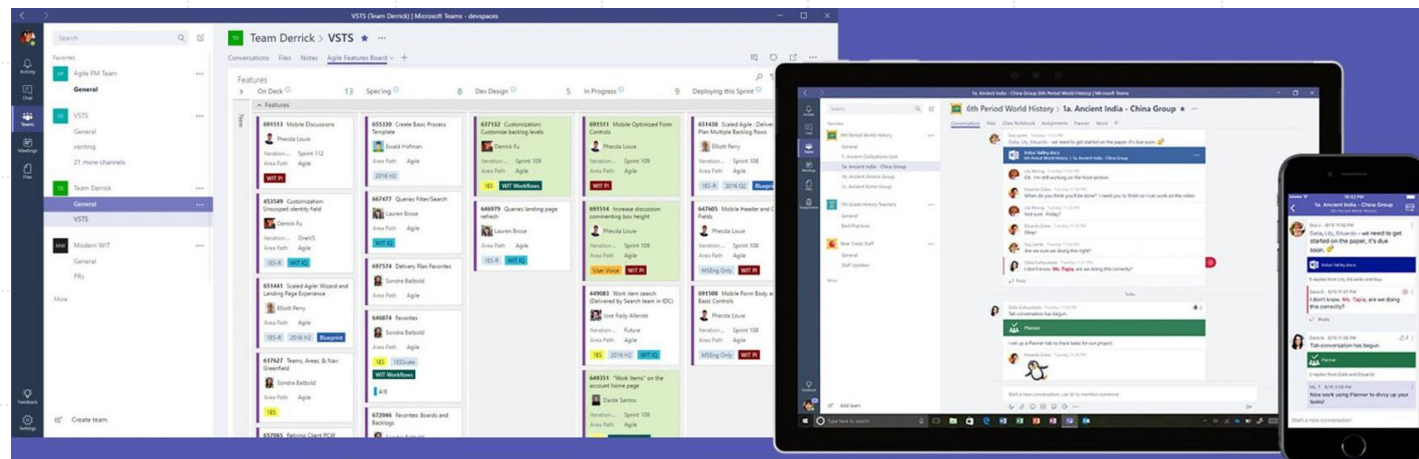
Group 4:  
Olivia Neidich: Moxo  
John Purcell: Zoho Projects  
Isaac Richardson: HIVE  
Jonathan Wilson: MeisterTask

# How We Collaborated

## *Technology*

Completing group assignments online comes with challenges that often include finding the right time to meet, work, and brainstorm on ideas. Due to this, communication was key in conducting our project to find the most effective tool.

We utilized Microsoft teams and text messages to communicate ideas and plan mutual times that we could meet and plan our next steps. This gave us the flexibility to communicate at any time from anywhere.



# How We Collaborated

## *Team Meetings*

Another useful feature that Microsoft Teams has that made our collaboration easy is virtual meetings. We had a virtual meeting every Sunday at 1 p.m. where we worked on slides together and brainstormed ideas for our project. These meetings made it easy for us to talk about our ideas, share screens, and ask questions no matter where we were located.

Additionally, we utilized the files section to have a shared PowerPoint file that we could all edit in real time. This made it extremely easy for each of us to contribute to the creation of our presentation.



# How We Collaborated

## *Challenges*

The only challenge we faced was trying to line up each of our schedules to find time to set-up meetings. We were able to collaborate effectively over teams and text message to help save time so we could lock in an hour time slot every Sunday.

Overcoming this challenge was the only major road bump we ran into. Everything else worked extremely well especially with the help of the features provided by Microsoft Teams.



# Our Case

## *Hurricane Ian*

We are facilitating the transportation of hurricane relief supplies to southern states such as Florida, Louisiana and the Carolinas to help them recover from the aftermath of hurricane Ian. The project would include facilitating over 100+ trucks transporting supplies such as water, dry food, canned goods, medical supplies, and comfort supplies such as blankets, pillows, and clothing to those who have been affected by the hurricane.

# Our Case

## *Why We Need Our Tool*

The tool we will be implementing will need to help us manage warehouse inventory, pick-up and delivery schedules, and over the road tracking and tracing of our delivery carriers. Those that have been affected by hurricane Ian desperately need these supplies and being able to facilitate these movements quickly with accuracy will require a large bandwidth of organization.

The tools we have narrowed our search down to are HIVE, MeisterTask, Zoho Projects, and Moxo. From these we have put together an evaluation based on accessibility, project functionality, resource management, and project monitoring. This evaluation will help us determine which tool is most likely to have the greatest impact.

# Project Management

	Hive	MeisterTask	Zoho Projects	Moxo
Star Rating	4.6	4.6	4.3	4.4
Largest Market Segment	Small-Business (61.5% of reviews)	Small-Business (72.0% of reviews)	Small-Business (51.6% of reviews)	Small-Business (52.5% of reviews)
Total Number of Reviews	400	161	284	64
Meets Requirements	9	8.6	8.6	8.4
Ease of Use	8.9	9.3	8.4	8.9
Ease of Setup	9.1	9.7	8.1	8.9
Ease of Admin	8.9	9.3	8.4	8.9
Quality of Support	9.2	8.8	8.2	8.9
Has the product been a good partner in doing business?	9.4	9.3	8.5	9.6
Product Direction (% positive)	9.4	8.6	8.3	8.4

# Project Management

	Hive	MeisterTask	Zoho Projects	Moxo *
<b>Tasks</b>				
Creation & Assignment	9.5	9.2	9	N/A
Due Dates	9.3	9.3	8.5	N/A
Task Prioritization	9.2	8.8	8.2	N/A
To-Do Lists	9.1	9.2	8.5	N/A
Dependencies	8.8	8.3	8.3	N/A
Mass Updates	8.7	8	8.1	N/A
Drag & Drop	9	9.3	8.1	N/A
Recurring Tasks	9.1	8.7	8.1	N/A



# Project Management

	Hive	MeisterTask	Zoho Projects	Moxo *
<b>Projects</b>				
Planning	9.2	8.6	8.2	N/A
Project Map	9	8.6	8.4	N/A
GANTT	8.9	8.7	8.2	N/A
Calendar View	8.8	8.4	8.4	N/A
Views	9.2	8.7	8.1	N/A
Project Budgeting	7.7	8.1	N/A	N/A
Issue Tracking	8.8	8.8	8.3	N/A
Templates	9	9.4	7.9	N/A

# Project Management

	Hive	MeisterTask	Zoho Projects	Moxo *
Critical Path	8.8	8	N/A	N/A
Time & Expense	8.9	8.1	8.3	N/A
Methodologies	8.9	8.7	8	N/A
<b>Resource Management</b>				
Resource Definition	8.7	7.6	8.3	N/A
Capacity	8.9	8.3	N/A	N/A
Scheduling	9.2	8.7	8.4	N/A
<b>Project Monitoring</b>				
Baselining / KPIs	8.6	8.1	8	N/A
Resource Allocation	8.8	7.9	8.2	N/A
*Dashboards	8.7	8.8	8.1	N/A

\* No information found due to project management not being Moxo's primary function

Moxo is a project management tool that offers collaboration, video conferencing, digital signature, messaging. Moxo allows your business to customize modern delivery experiences and high-value business services.

[Moxo.com](https://moxo.com)





# Moxo

## *Overview*

- Moxo is a project management tool that helps control and bring structure to your business services. Moxo is a service that provides an online service that provides a one stop business service hub.
- Moxo allows you to customize your workflow to create repeatable service experiences, has persistent data rooms to manage you team, with progress tracking, audit trails, virtual data rooms, built-in-interactivity which includes collaboration, video conferencing, digital signature, messaging, 360-degree oversight that tracks performance, and branded experiences that allows you to customize the delivery experience.



# Moxo

## *Exploration*

- Moxo's workflow tool provides a templated conversational experience for users to cater to your business.
- The integrated collaboration tool provides a unique collaboration capabilities that enhance the connected experience.
- The integration and deployment tool allows your business to integrate other business systems and deployment within private environments.
- Moxo can help our team by managing the transportation of hurricane relief supplies to southern states such as Florida, Louisiana and the Carolinas to help the recovery efforts from the aftermath of hurricanes.
- Moxo's interactive tools help manage delivery services to provide the most efficient delivery process possible.
- Moxo costs \$480 a month or \$5,100 a year for a business to use.



# Moxo

## *Application*

- Sustainability- Moxo provides many functions that help in managing the efficiency of the delivery process of our project. Moxo allows us to track and monitor shipments.
- Functionality- Moxo provides many channels for communication and tracking of shipments which will limit the risk of damaged or lost goods.
- Reliability- Moxo is rated four out of five stars by users. Its features help your business communicate effectively as well as provide and efficient shipping experience for both the organization and consumer.



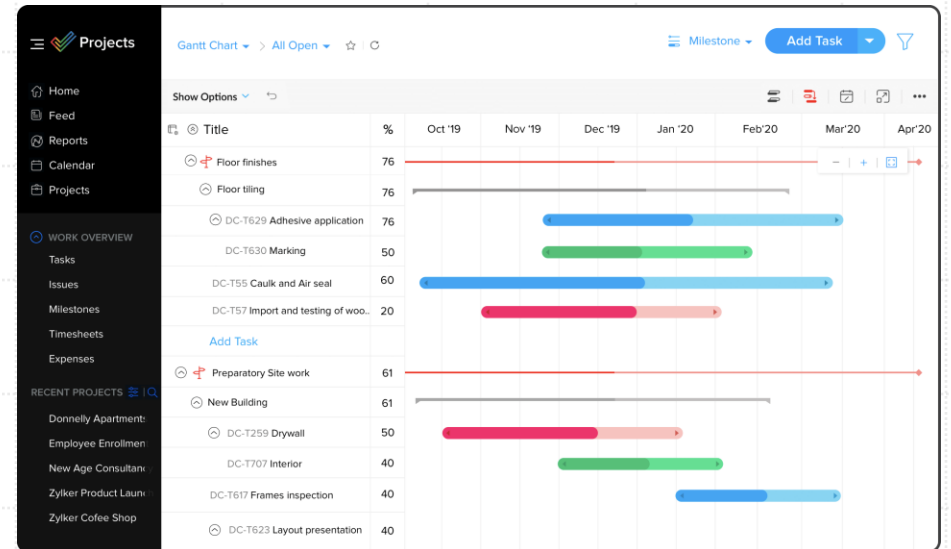
Zoho Projects is a cloud-based project management software that helps you plan your projects, track work efficiently, and collaborate with your team no matter where they are.

[Online Project Management Software - Zoho Projects](#)

# Zoho Projects

## Overview

- Zoho Projects offers features like task management, team collaboration from anywhere, time management tools, charts and reports, and an easy-to-use interface that requires very little learning time.
- It also integrates with apps like Google Calendar, Google Drive, Microsoft Office 365, and it can import data from JIRA and Basecamp.
- The user administration tools allow you to define access permissions and roles, add clients as users to the project, a resource management tool to aid in distributing workload, and tracks planned vs. actual work hours involved.





# Zoho Projects

## *Exploration*

- Zoho Projects also offers a service called Zoho Creator, which is a low-code application development platform that helps you design, develop and run any business software you may need.
- With that service there are free ready-to-use apps: online catalog maker, school management, vendor management, property management, gym management and logistics management.
- Zoho Projects mentions that they are trusted by some big brands. Companies like Dell, Stanford University and Airbus.
- GetApp rates them at a 4.2 out of 5 and PC Mag.com rates them at a 5 out of 5

# Zoho Projects

## *Application*

- Suitability – Zoho Projects contains many apps and functions to help manage the implementation and efficiency of our current project. With the added logistics app, we will be able to easily track our inventories and shipments
- Functionality – Zoho Projects contains many functions to manage our current project. You can create task lists, tasks and sub-tasks. And assign those tasks to other users. It also tracks the completion percentage of those tasks to help identify any issues or bottlenecks. It enables collaboration by way of forums and chats, it can also integrate with Microsoft Teams.
- Reliability – After reading multiple reviews other than some minor bugs and slow loading, I have not found any issues relating to reliability. Zoho Projects does offer multiple resources to help with issues, a knowledge base, FAQ, projects community, tutorials and a dedicated support team.

# Zoho Projects

## Cost

- For the project management portion, it has three tiers of pricing:
  1. \$0 for up to 3 users. 2 projects with limited storage space and limited features.
  2. \$4 per user/month for up to 50 users with unlimited projects, 20 projects templates and 100GB of storage space.
  3. \$9 per user/month for unlimited users with unlimited projects, 30 projects and 120GB of storage.
- For the logistics app (which is part of Zoho Creator)
  1. \$25 per user/month with unlimited users, you get 5 apps (different platforms), 20 integration flows, 10 BI and analytics, and a flexible user account with limited features.
  2. \$400 per month with 10 users (\$25 per month per additional user), with unlimited apps, 100 integration flows, unlimited BI and analytics.



Hive is a project management tools that allows you to organize projects that involve groups big or small. Setting deadlines, resourcing through hive university, and organizing multiple active projects are all possible with Hive. This Project Management app also allows you to invite external sources and members to collaborate within the project. Many avenues can be explored with such a great tool such as Hive.

# HIVE

## *Overview*

- Hive offers many different features when it comes to allocating, planning, and executing deadlines. One of which being the ability to have flexible project views. With the ability to choose from several different views consisting of Ganett charts which allow you to see how long your projects will take. Table views which allow you to see tasks using a simple spreadsheet. Portfolio view which give the ability to know certain tasks were completed within specific projects, which projects have same tasks, and identifying overdue tasks. Hive also offers built in analytics.



# HIVE

## *Exploration*

- Hive defaults you to a main page where multiple options are available ranging from creating a new project or inviting people to a current project. In the top left corner of the screen, you see there are some options such as my actions, apps, hive university, projects, my team. All of these allow you to research options and tools to allocate your current project and involve others within your projects.
- Hive also has example projects for tutorials and lessons. When creating a project within hive, it gives you the ability to view client projects and other projects among your colleagues. Allowing you to view goals, deadlines, and more information within hive.

# HIVE

## *Application*

- Hive can be applied in most project management settings, companies and organizations such as Google, IBM, Comcast.
- Hive can be used for quarterly or annual projects that involve budget, inventory, reports and other large amounts of data.
- Hive can also be applied to professionalism and portfolio's allowing you to create/apply your portfolio and view the portfolio of others involved within your project setting.

# HIVE

## *Cost*

- The app has 2 different avenues regarding function and cost. The first per user is \$12.00 a month which includes hive's base package which gives you Chats, Hive mail, Dashboards, Flexible project layouts, summary views, etc.
- The second option is an enterprise package/ enterprise pricing which has no limitations and includes all project management functions offered with hive, from there it is based on a quote.
- There are also addons that hive offers to enhance the basic package that you get with hive. Addons such as resourcing, enterprise security, analytics, external uses, and proofing and approvals. Each add on is \$4.00 with analytics being \$6.00.





MeisterTask is a web-based project management tool that provides intuitive functionality and well-designed interfaces to help teams effectively manage and collaborate on tasks.

[MeisterTask Project Management App](#)

# MeisterTask

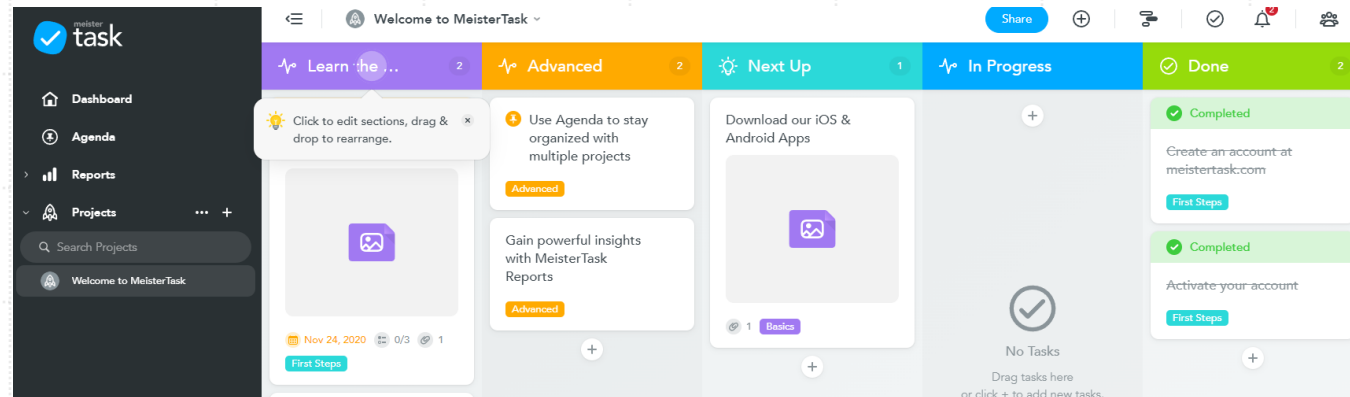
## Overview

- MeisterTask gives teams a well-detailed interface where they can create and manage an interactive dashboard where team members can assign tasks and arrange them in order of importance or completion level. The app also gives users access to multiple projects at one time and an integrated reporting tool where team members can pull reports based on the status of your dashboard.
- Teams can access this application for free for the first three projects to try it out. After the trail period the software is \$8.25 per month for the pro version or \$20.75 per month for the business version.

# MeisterTask

## Functionality

- MeisterTask's dashboard brings users an easy way to arrange all their tasks and assignments in one organized interface.



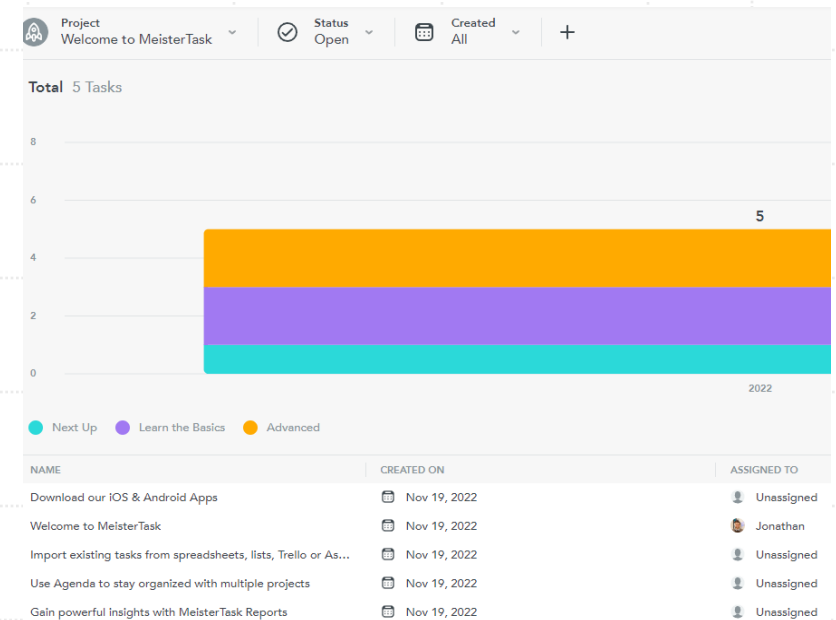
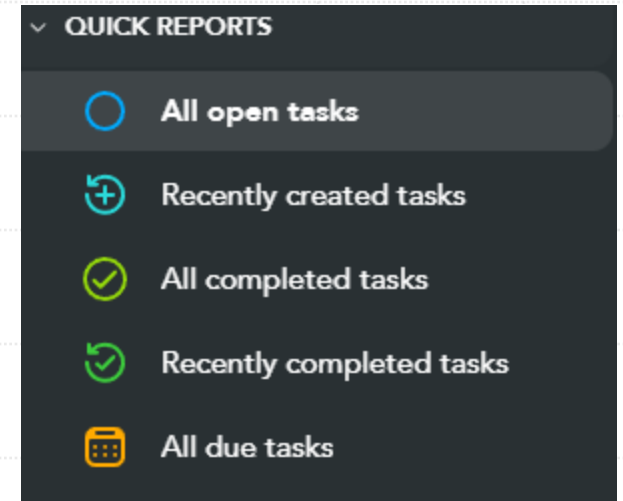
Team members can access the agenda to view timelines on tasks that need to be completed and categorize tasks into different sections such as next up, in progress, and done. This gives users the chance to manage a large variety of tasks and check them off as they go to stay on track with the agenda.

- Additionally, team members can assign tasks to each other through the delegation tools that are provided. This gives teams the flexibility to take a large lists of tasks and assign them throughout the team to split up the work on projects.

# MeisterTask

## Functionality

- MeisterTask also provides teams with an integrated reports feature that gives them the ability to quickly pull reports on completed tasks, tasks that are due soon, and tasks that still need to be assigned.
- This gives teams the ability to quickly identify what has been completed and what still needs to be done. This also gives them a user friendly visual that they can provide customers and coworkers to show the progress that has been made.





# MeisterTask

## *Application*

- MeisterTask is a user-friendly application that can provide our team with suitable functionality, easy to use interfaces, and collaboration tools that we need to support the logistics of transporting hurricane relief supplies to those affected by Hurricane Ian.
- The dashboard will give our team the ability to track our progress on collecting, packing, and loading relief supplies onto our carrier's equipment. From there we can use the application to keep track of every shipment by adding them to the "in progress" tab until we confirm they are delivered. This will help our team ensure all shipments have visibility and are being tracked from pick-up to delivery.
- MeisterTask will also help us pull reports on the shipments we have completed so we can cross reference them to our inventory levels and goals to evaluate if the project is on track. These reports will also help us allocate support to other units such as shipment tracking, inventory, or procurement depending on the number of open tasks that need to be completed.



# Conclusion

## *Summary*

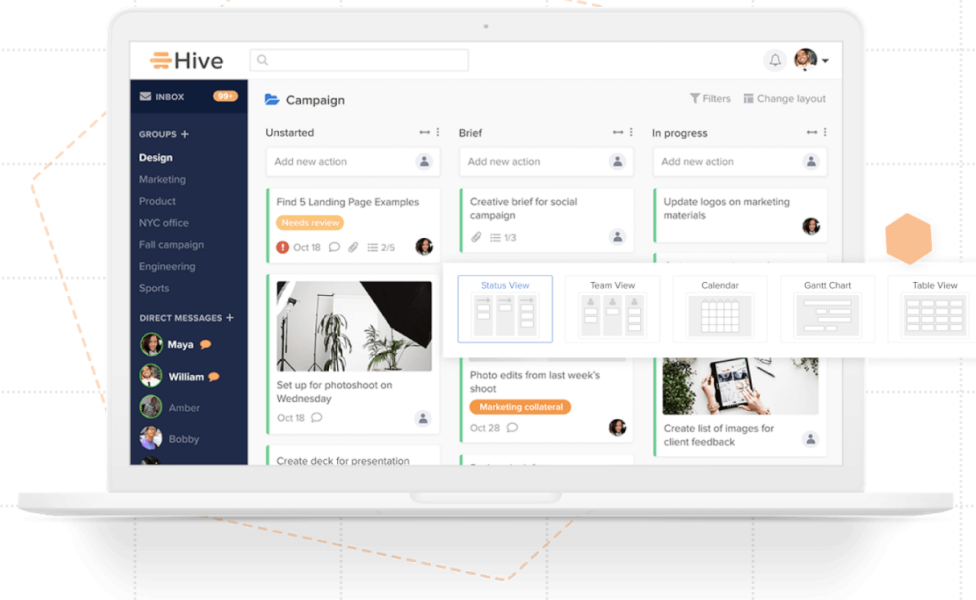
Our project to send hurricane relief supplies to those affected by hurricane Ian is a fluid operation that requires maximum visibility and organization. We have evaluated the tools Moxo, Zoho projects, HIVE, and MeisterTask based on accessibility, project functionality, resource management, and project monitoring. All of these tools performed well in our evaluation and had desirable features that improved the management and collaboration on projects.

Our important takeaways was that we wanted a tool that had an easy-to-use interface with plenty quality of life features to make it as user friendly as possible. We also wanted a tool that made the challenge of managing the logistics of a large-scale operation such as ours as seamless as possible. While all our tools represented versions of this vision, HIVE had the best overall ratings and the friendliest interface that fit the chemistry we were looking for.

# Conclusion

## HIVE

HIVE brings our team features such as automated task management, custom workflows, collaboration tools, and AI all under one application. This all-in-one app provides the technology that can help us develop a personalized experience to guide us through our project smoothly.



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