



# Zoho Project management by Zoho One

Presented by... AQUAORANGE SOFTWARE CO., LTD. (HEAD OFFICE)

## Zoho Project Management

Zoho Projects is a **project management software that helps you track and manage work**. The in-built issue tracker module helps you resolve issues while keeping track of deadlines. Some highlighting features of Zoho Projects, Create a standalone task or group similar tasks into a task list.

### The most comprehensive way to manage your projects



### Why Choose Zoho Project?

Zoho Projects is free for up to five people and two projects, and paid plans are much cheaper than competing project management platforms. Good project management is essential while on any project. But there is generally a lot of steps and tasks to be managed for a project, regardless of the size. Zoho Projects is a useful platform that can be very helpful for project management processes.

It has a rich feature set that allows this project management software to stand out in a crowded field. To start, the software integrates seamlessly with the rest of the Zoho ecosystem, which includes apps for email, IT management, CRM, finance, meeting, and more. If your business uses Google's G Suite, Zoho Projects also integrates with most Google apps.

- Task Automation
- Task Management
- Time Tracking
- Social Project Management
- Charts and Reports
- Project Administration
- Issue Tracking
- Gantt charts
- Project timesheets
- Mobile projects management app

## Key features of task management system

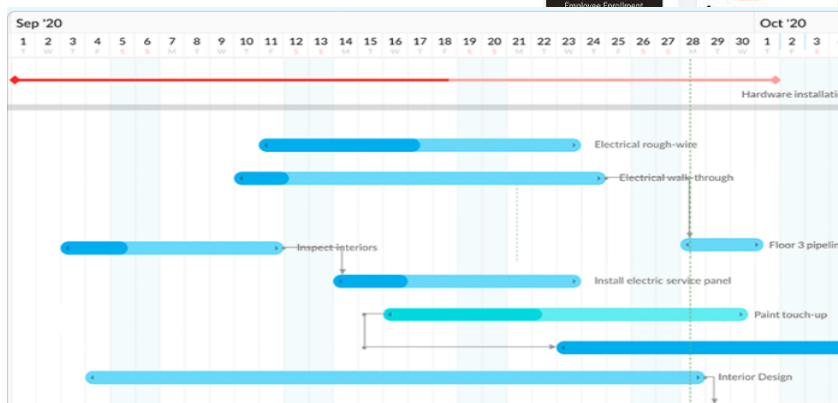
### Manage project activities from a central place

Project tasks and task lists make it easy to keep your work items organized and manageable in one centralized, accessible location. You can monitor the status of tasks, assign them to members, set task dependencies, send email reminders, and track the progress of your project. You can even convert emails into tasks using our task tracking software.

TASK	OWNER	STATUS	START DATE	DUE DATE	% COMPL.	DURATION	PRIORITY
DC-T728 Painting	Unassigned	Open	07/08/2019	07/08/2019	0%	-	None
DC-T727 Floor 3 pipeline	aparna.s	Open	10/05/2020	10/09/2020	0%	5 days	None
DC-T726 Interior Design	Charles Charles Stone	Open	09/01/2020	09/10/2020	0%	8 days	None
DC-T725 Interior Design	aparna.s , Aravindhan Rajendi	Open	09/04/2020	09/28/2020	0%	17 days	None
DC-T721 Install electric service panel	Unassigned	Open	09/11/2020	09/22/2020	30%	8 days	None
DC-T720 Electrical walk-through	Avinash Manivarman	Open	09/10/2020	10/01/2020	10%	16 days	None
DC-T719 Paint touch-up and color	Unassigned	Open	09/14/2020	10/07/2020	50%	17 days	None
DC-T718 Inspect interiors	Helen Collins	Open	09/03/2020	09/11/2020	30%	7 days	None
DC-T715 Monthly Fire & Safety Check	Fathima Yilmaz, Chaitanya M	Open	09/05/2020	09/15/2020	30%	8 days	High
DC-T714 Material cost	Unassigned	Open	-	-	0%	-	None
DC-T707 Interior	Stephen Rothermel	Open	02/11/2020	09/21/2020	0%	160 days	None
DC-T703 Testing	Monica Hemsworth	Open	-	-	10%	-	None
DC-T701 Material cost	Anushree Bose	Open	09/11/2020	09/21/2020	20%	7 days	None
DC-T699 Safety Unit Check 3	Unassigned	Level 2 Testing	09/11/2020	10/08/2020	80%	19 days	None
DC-T698 Demo01	Unassigned	Open	-	-	10%	-	None
DC-T688 demo01	Charles Charles Stone	Open	10/12/2019	11/07/2019	10%	20 days	None
DC-T686 Roof trusses construction	Helen Collins	Open	09/13/2019	09/17/2019	0%	3 days	None
DC-T685 Steel rods and concrete reinforcement -	Jasmine Frank	Open	09/16/2019	11/08/2019	0%	40 days	None
DC-T684 Wireframe	John Marsh, Lin Lin Brenn	Open	09/12/2019	09/17/2019	20%	4 days	None

### View and manage tasks

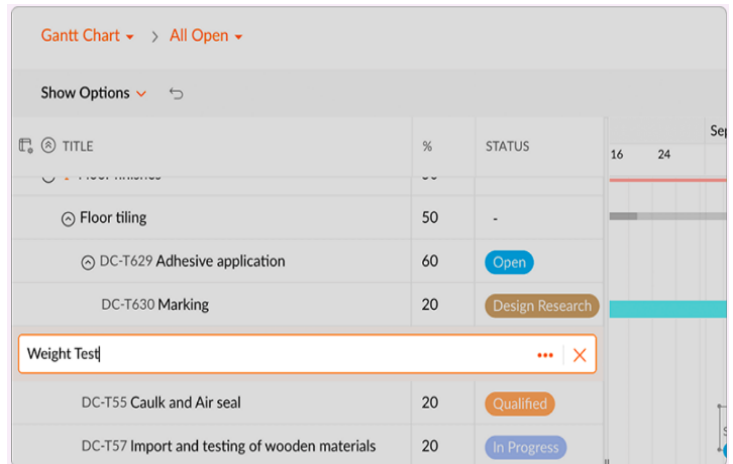
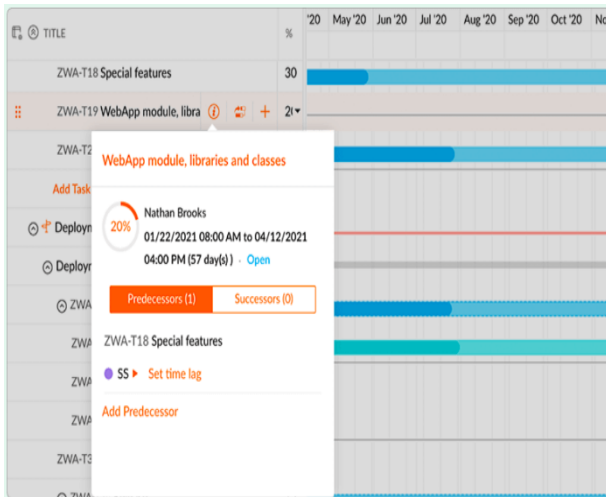
You can now view tasks in several styles: Classic View, Plain View, Kanban View, Dependency View, and **Gantt View**. The different views help you look at tasks from various perspectives and provide a distinct status of the project's deliverables.





## Add new tasks

You can now quickly add a new task right from within the Gantt chart tool. More details like the task description, owner, start, and dates can be defined in the pop up that appears. The inserted tasks get added at the same level as tasks or subtasks in our online Gantt.

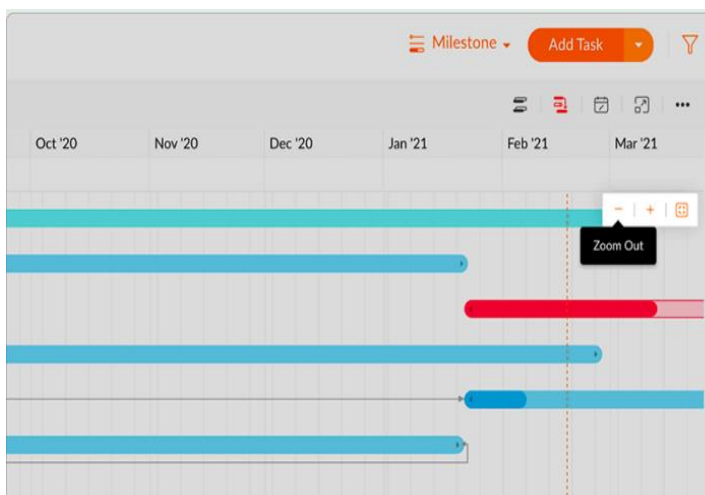
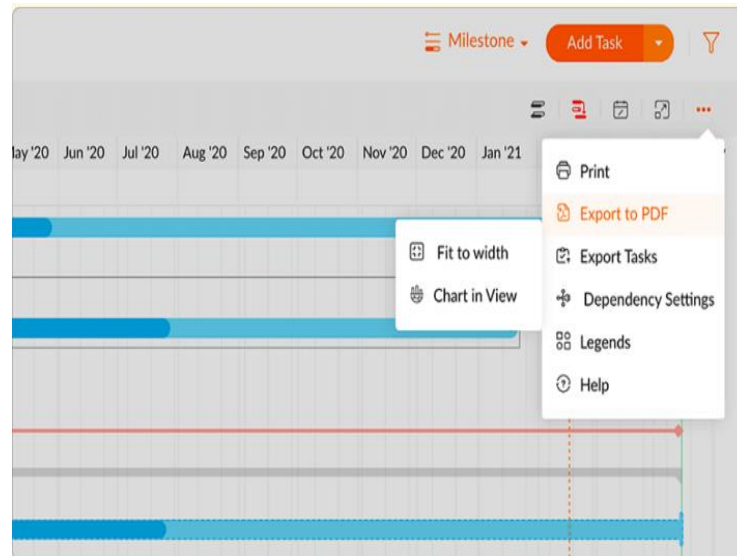


## View additional task information

Hovering over the task name displays all additional information like the owner, completion percentage, start and end dates, and a list of all predecessors and successors. You can directly create new dependencies in our online Gantt chart tool or edit existing dependencies.

## Share your Gantt chart

If you'd like a copy of the Gantt chart to be sent via mail or used in presentations, you can do so by exporting the chart as a PDF. You can also print the chart as a hard copy. The Expand/Collapse task lists option lets you choose between an exhaustive view of tasks under each task list or a view of only the task list names.



## Rescale your Gantt chart

The chart can be rescaled to accommodate more Gantt bars or maximized to have a clear view of your online Gantt chart software. Rescale the Gantt chart with the Zoom in (+) and out (-) icons.

## Track milestones

Milestones can be used to group tasks together and quickly evaluate how close the project is to completion. Zoho Projects categorizes milestones as upcoming, overdue, archived, or completed.

MILESTONE	%	OWNER	TAGS	START DATE	END DATE
<b>Active Milestones</b>					
Hardware installation	36%	Monica Hemsworth	-	09/01/2020	10/01/2020 (9 days to go)
Inspire Demo Phase II	0%	Monica Hemsworth	-	04/16/2020	10/17/2020 (20 days to go)
Floor finishes	50%	Helen Collins	-	04/27/2018	04/08/2021 (143 days to go)
Preparatory Site work (External)	45%	Helen Collins	-	08/22/2019	10/02/2020 (10 days to go)
Cleaning and final walk-through	46%	Kavitha Raj	-	05/25/2018	12/08/2020 (56 days to go)
Contracts and Agreements	18%	Eduardo Vargas	-	10/02/2016	11/06/2020 (34 days to go)
Paint Work	58%	Helen Collins	-	12/31/2017	10/08/2020 (13 days to go)
Insulation	20%	Steve Banks	-	08/15/2018	09/30/2020 (8 days to go)
Exterior Landscaping	28%	Steve Banks	-	12/30/2016	04/08/2021 (143 days to go)
Roofing	60%	Lin Lin Brenn	-	02/20/2017	02/04/2021 (98 days to go)
Plumbing Rough-in	71%	Lin Lin Brenn	-	02/01/2020	08/05/2020 (32 days ago)
Exterior Finishes	100%	Steve Banks	-	05/24/2017	11/05/2020 (33 days to go)
<b>Completed Milestones</b>					
Conference		Helen Collins	-	11/19/2018	11/20/2018
Initial Inspection		Helen Collins	-	04/01/2018	10/27/2018
Floor finishes		Helen Collins	-	08/13/2018	09/14/2018

## Activate timer for tasks

Start the timer for a task to record your actual working hours. After completing the task, you can stop the timer and your entries are automatically logged in the timesheet. You can log time for tasks daily or weekly at your convenience and easily calculate the billable and non-billable hours for any project.

**Pour basement slab**  
By Helen Collins | (1) | 00:00:49 | Stop Timer

<b>PLANNED</b>	<b>ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>FORECASTED</b>
\$ 14,280.00	\$ 335.00	\$ 13,945.00	\$ 8,903.00

**Description**  
NO DESCRIPTION AVAILABLE

**Task Informat**

Owner: Lin Lin Brenn, Monica Hemsworth, Amritha Agrawal, Gayatri V

Status: In Progress | Start Date: 11/01/2020 08:00 AM

Due Date: 11/30/2020 08:00 AM | Priority: None

Duration: 21 days | Completion Percentage: 40

Billing Type: None

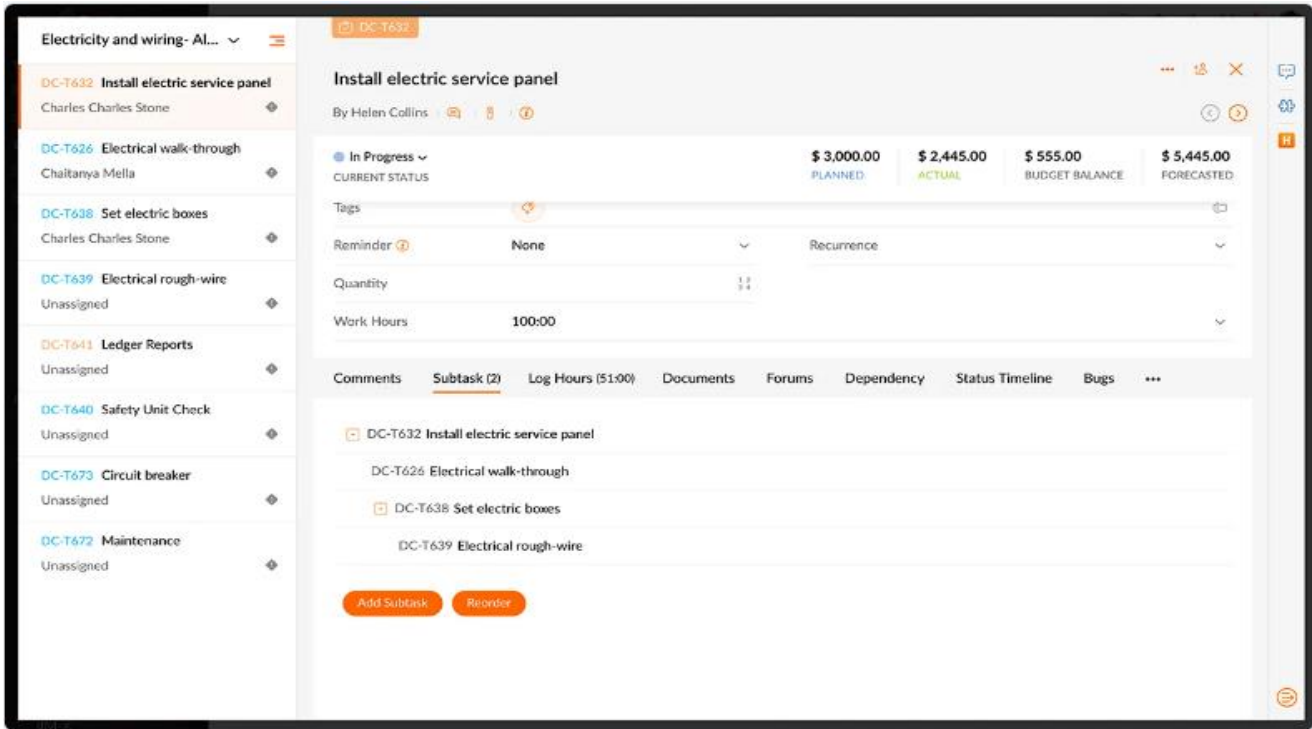
Tags: [None]

Reminder: None | Recurrence: [None]

Quantity: [None]

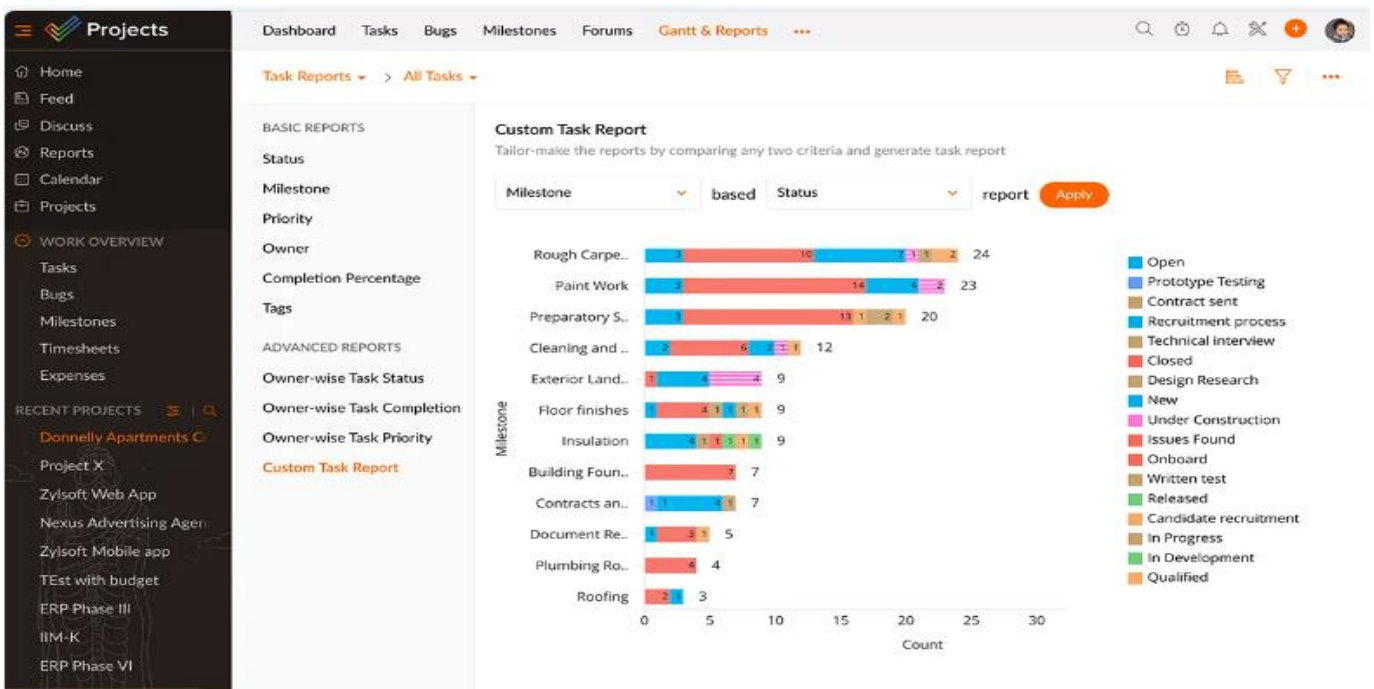
## Work with subtasks

Split a larger task into a number of subtasks that can be assigned and tracked separately in the project. Splitting tasks into subtasks often provides a better picture of the project progress.



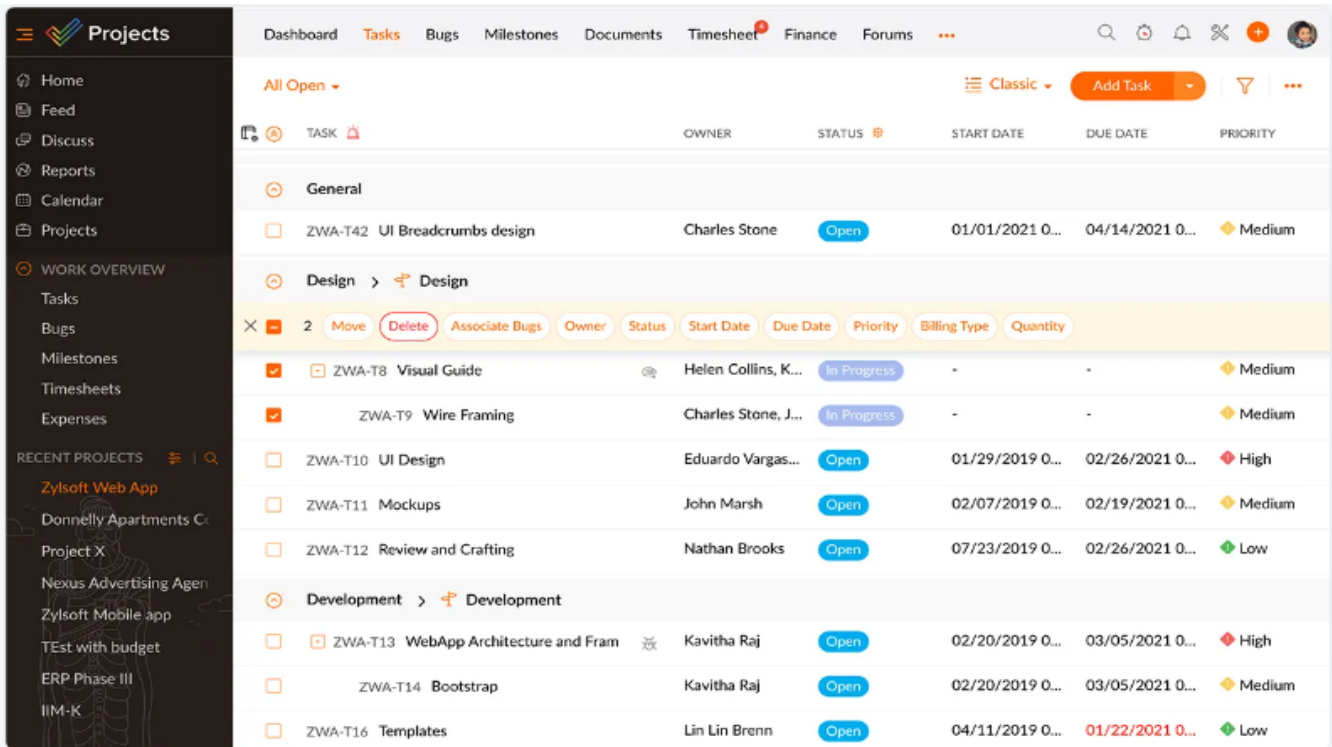
## Analyze task reports

You can instantly view task reports under Tasks & Milestones. Task reports provide a consolidated view of all open and closed tasks in the selected project. You can click and view details of any owner, milestone, or priority in our project task management software.



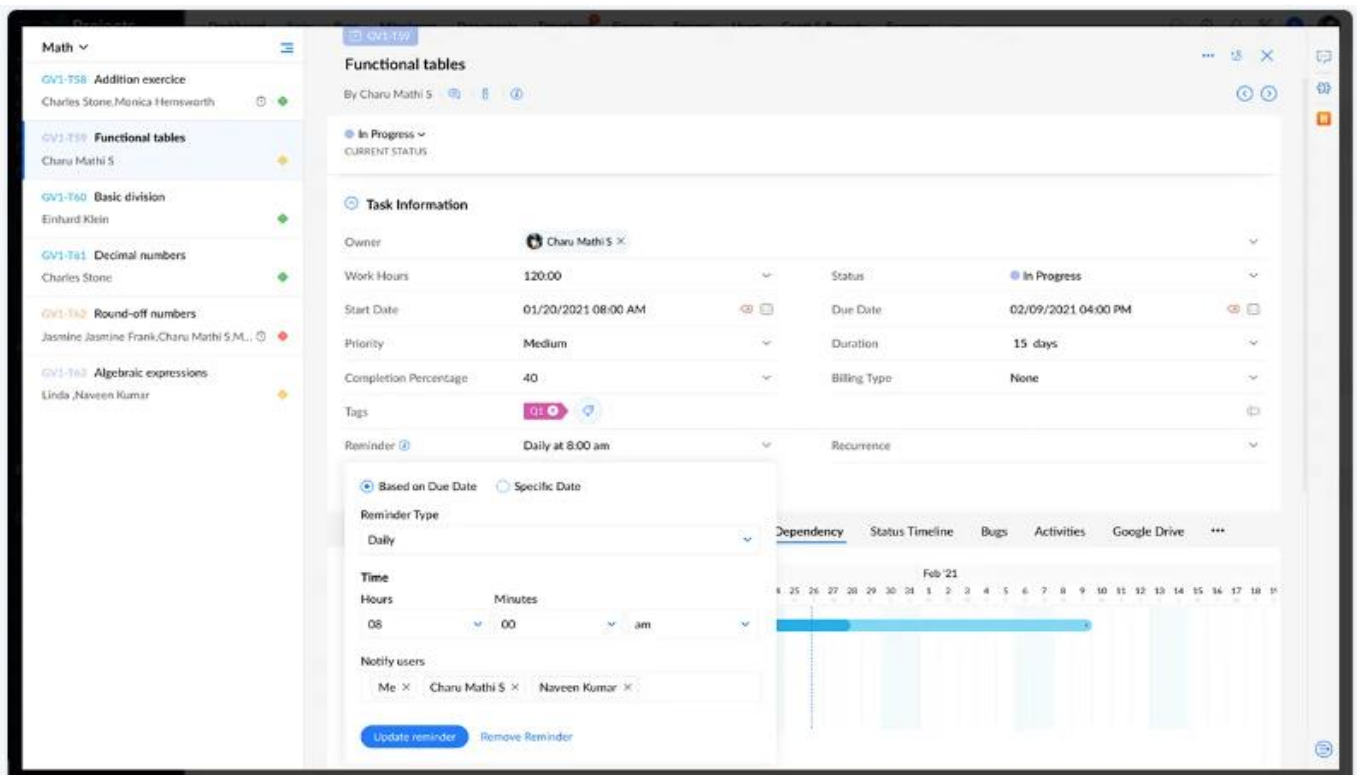
## Update tasks in on go

You can update tasks selectively or in bulk. In Classic View, you can close tasks, set priority, change the task owner, and move a task from one task list to another. In Plain View, you can close tasks, set priority, and change the task owner.



## Setup task reminders and duration

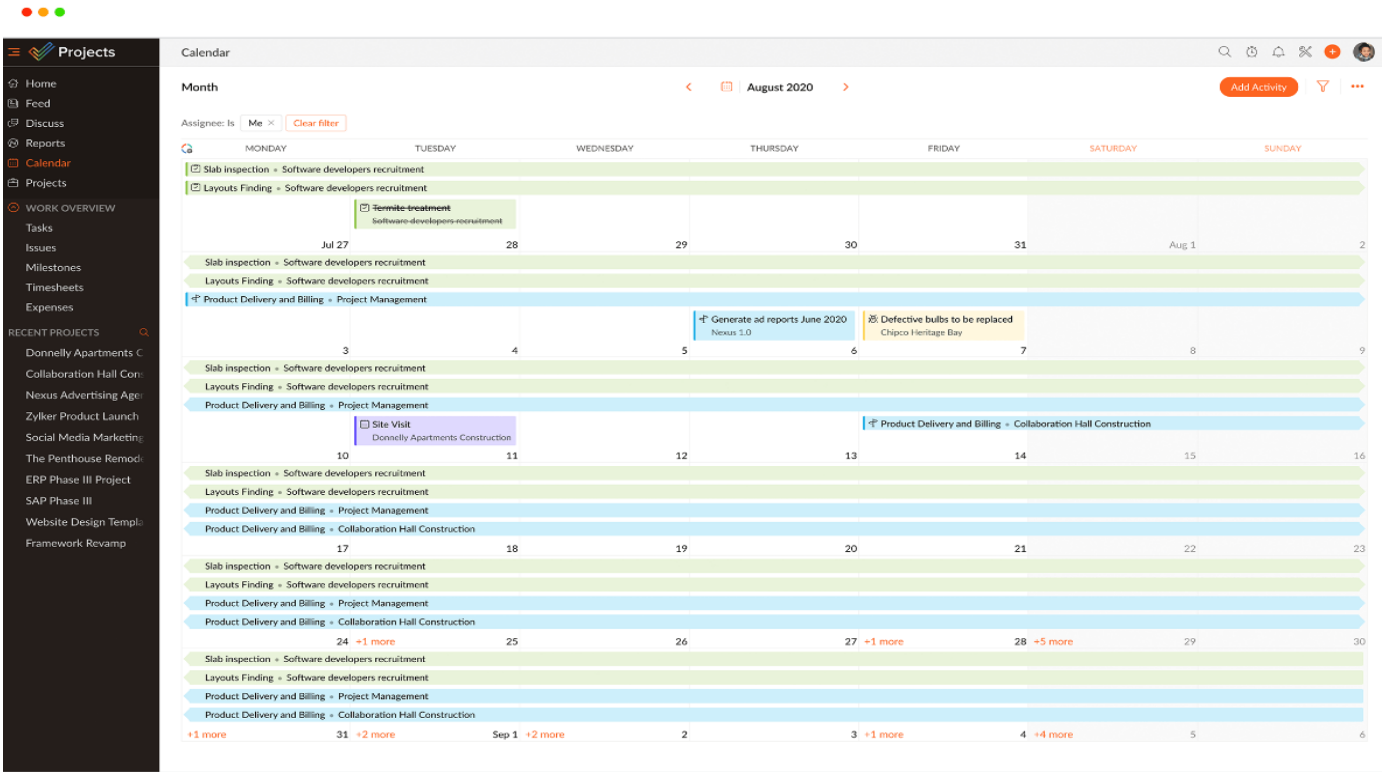
With task reminders in Zoho Projects, you can stay on top of what's going on through timely email reminders, so you don't miss any important milestones. Set task duration in days or hours based on your project's needs. You can create tasks even if you are unsure of the start time in this task tracking software.





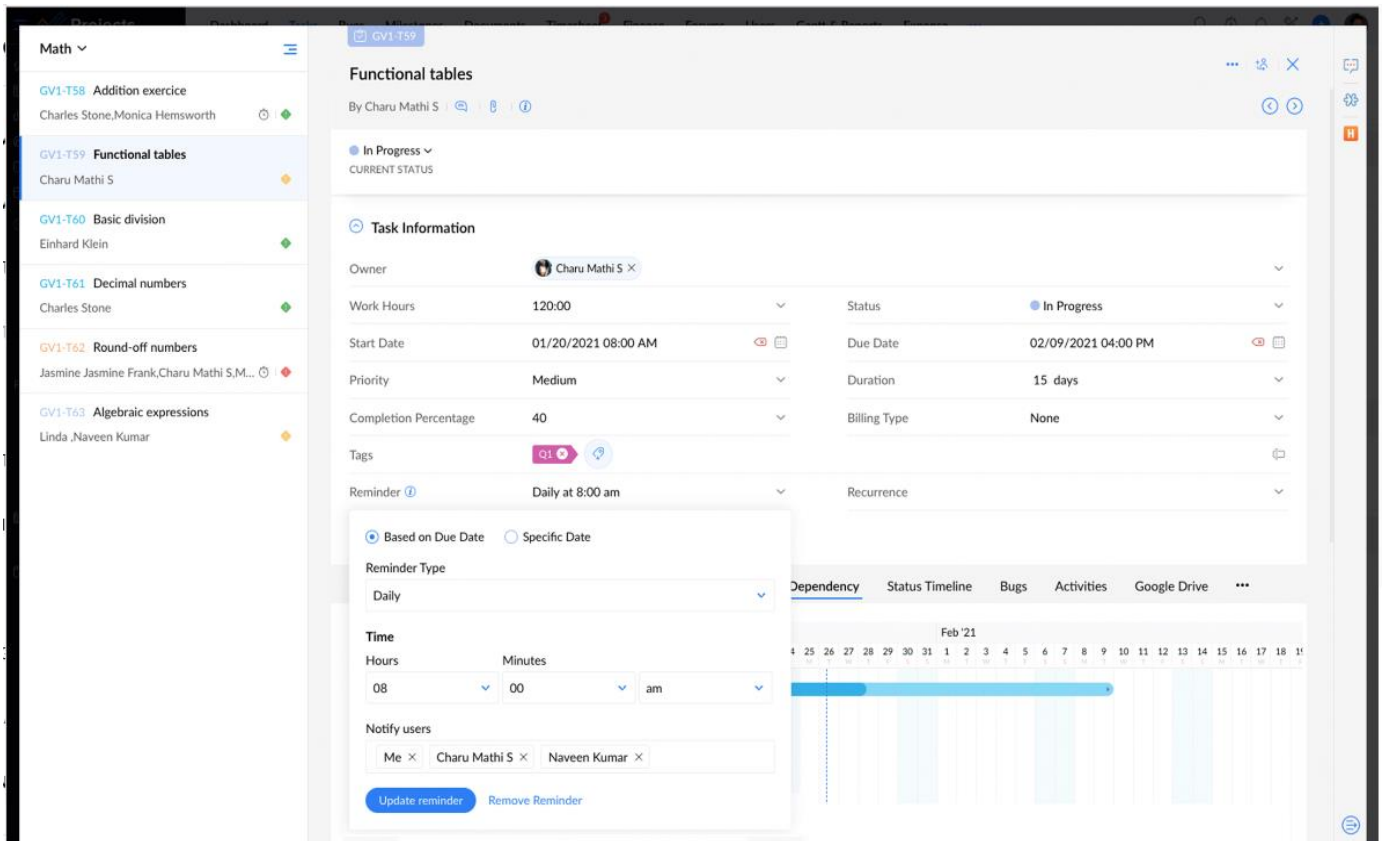
See how Zoho Projects helps you learn better.

Manage all your tasks and set reminders to complete them, on time. Use the Calendar to manage schedules, plan events and be in the know always.



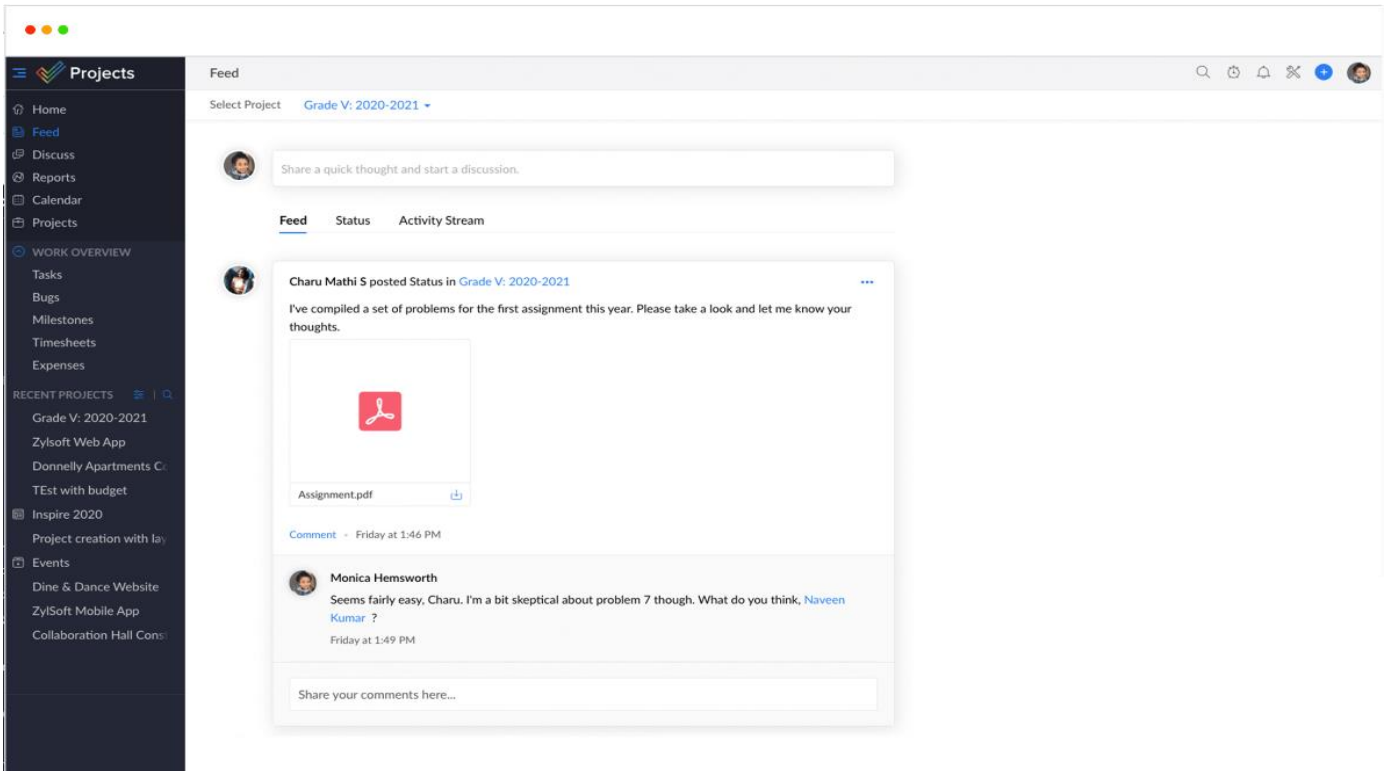
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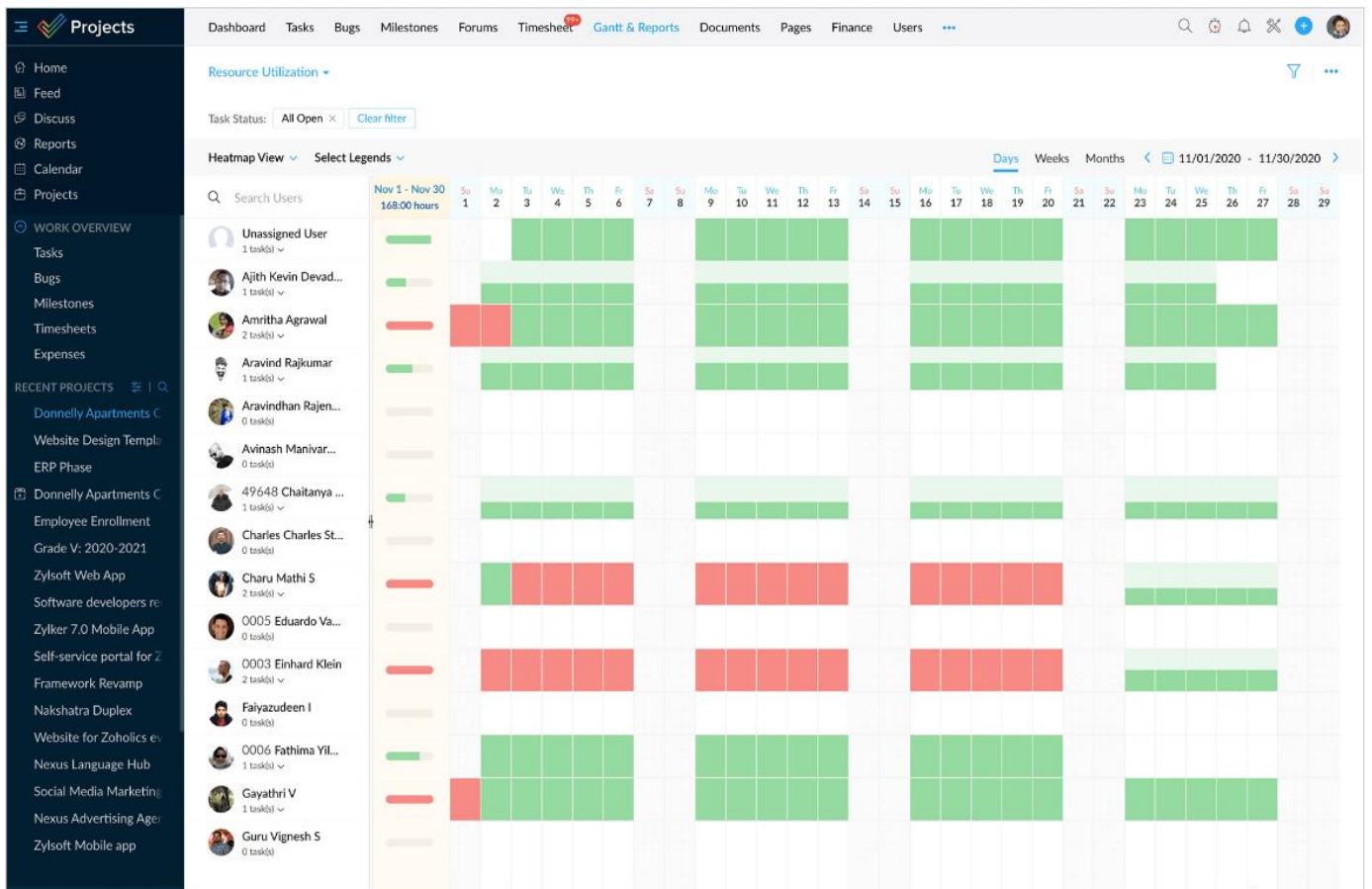




Post status updates, share files and loop in people for their views in the Feed.

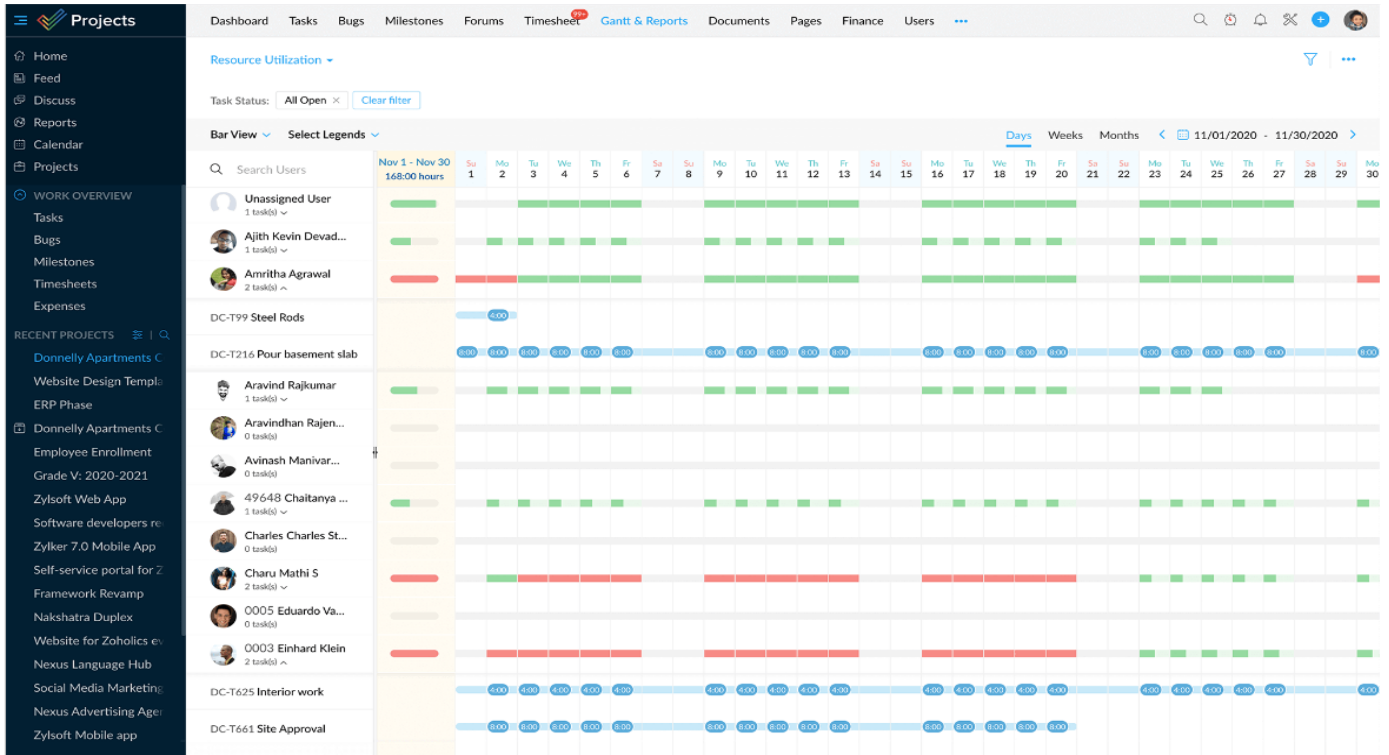


Manage and distribute the workload using the [Resource Utilization chart](#).

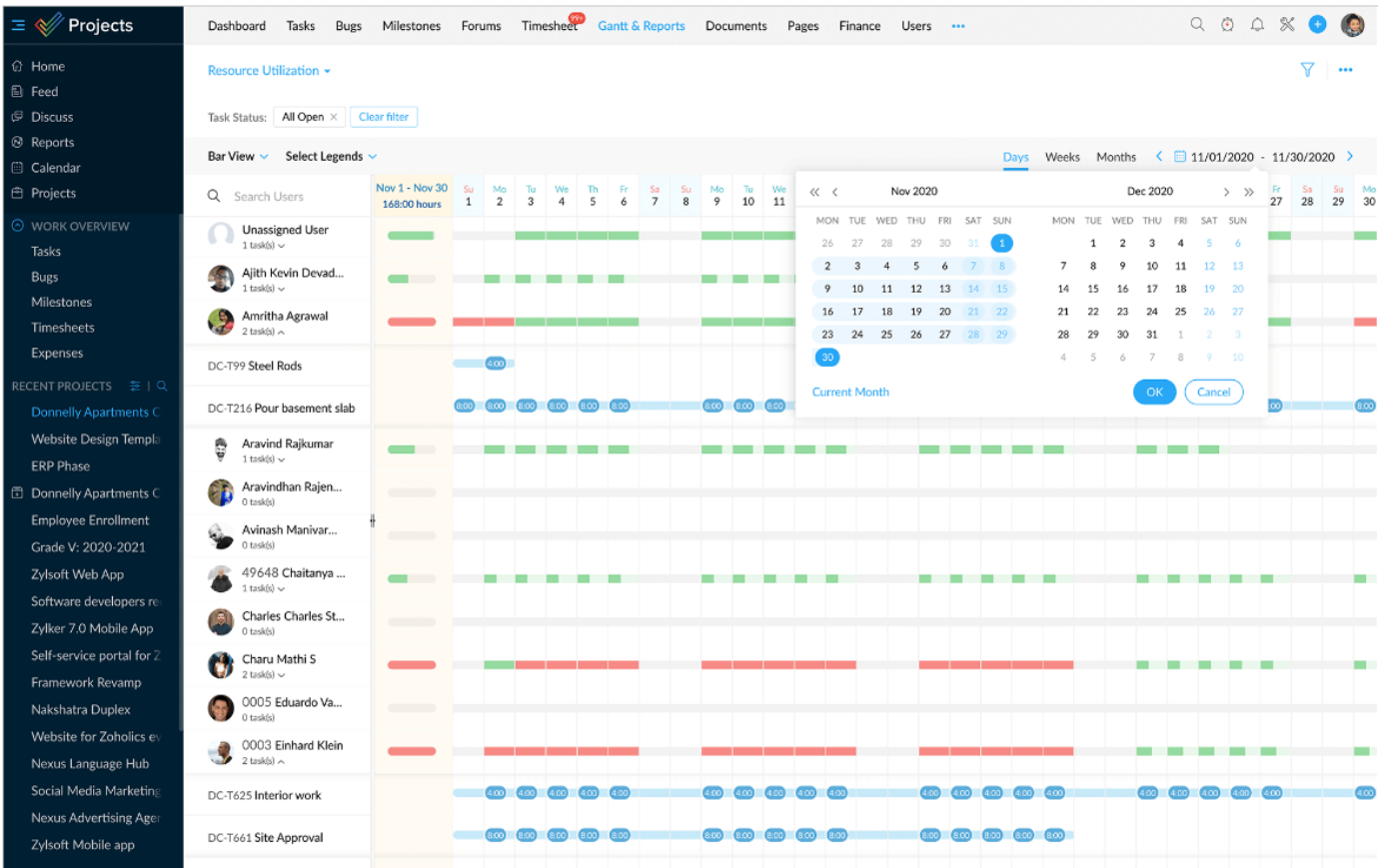


## Best fit allocation

Achieve maximum results from your team by allocating work based on resources and availability. When you have a task to add, this chart helps you decide who is free enough to take it up.



**View schedule for the selected period** If you need to know your team's schedule over a specific time period, we've got you covered. View the task allocation schedule daily, weekly or monthly, or select a custom date range with the help of the calendar.



**Add and manage tasks** Don't stop with a glance, act on your observations too! Add new tasks in one click, drag and drop tasks bars to reassign them to a different member or slide the task bar to reschedule or adjust the work hours.

The screenshot displays the Zoho Projects interface. On the left is a navigation sidebar with options like Home, Feed, Discuss, Reports, Calendar, and Projects. The main area shows a 'Resource Utilization' chart for 'Nov 1 - Nov 30' with a total of 168.00 hours. Below the chart is a list of users and their assigned tasks, such as 'Unassigned User', 'Ajith Kevin Devad...', and 'Amritha Agrawal'. On the right, a 'New Task' form is open, showing fields for 'Task Name' (Verify documents and print copies), 'Add Description', 'Task List' (Insulation (Insulation)), 'Owner' (Aravindhan Rajendiran), 'Associated Team', 'Start Date' (11/09/2020 08:00 AM), 'Due Date' (11/09/2020 04:00 PM), and 'Priority' (None). Buttons for 'Add', 'Save and add to Zoho Sprints', 'Add More', and 'Cancel' are at the bottom.

Collaborate on documents in real-time. Made possible with Zoho Docs.

The screenshot shows the Zoho Docs interface for a document titled 'Event Itinerary'. The document content includes sections for 'Science Exhibition', 'Event Itinerary', and 'DAY 1 -' with a list of activities: '8.00 AM -10.00 AM: Registration', '10.00 AM -10.30 AM: Welcome Session', '10.30 AM -11.30 AM: Keynote', '11.30 AM -12.30 PM: Exhibit set-up', '12.30 PM - 1.30 PM: Lunch', '1.30 PM - 3.00 PM : Exhibition', '3.00 PM - 3.30 PM - Charity contest setting up', '3.30 PM - 5.00 PM - Prize distribution', and '5.00 PM - 6.00 PM - Closing Note and proceedings to charity organization'. The interface includes a top toolbar with 'COMPOSE', 'REVIEW', 'DISTRIBUTE', and 'Zoho' icons. A 'COLLABORATION' and 'TRACK CHANGES' status bar is visible. On the right, a 'COMMENTS' sidebar shows two comments: one from Kavitha Raj asking 'Have we finalized the speaker?' and one from Lin Brenn stating 'I need the guest list to fix an approximate number of plates with the vendor.'.

Log your present hours and approve it with the Timesheets module.

The screenshot displays the Zoho Timesheets module interface. The top navigation bar includes options like Dashboard, Tasks, Bugs, Milestones, Documents, Timesheet, Finance, Forums, Users, Gantt & Reports, and Expense. The main content area shows a list of time logs grouped by date, with columns for Task/Bugs, User, Billing Type, Daily Log, Approval Status, and Added By.

DATE	TASK/BUGS	USER	BILLING TYPE	DAILY LOG	APPROVAL STATUS	ADDED BY
01/22/2021				02:30 h   02:00 h   04:30 h		
	GV1-T58 Addition exercise	Monica Hemsworth	Non Billable	02:00 (07:00 PM - 09:00 PM)	Rejected	Monica Hemsworth
	GV1-T54 Proper Nouns	Monica Hemsworth	Billable	01:30	Pending	Monica Hemsworth
	GV1-T57 Grading	Charu Mathi S	Billable	01:00 (10:00 AM - 11:00 AM)	Approved	Charu Mathi S
01/21/2021				02:45 h   03:00 h   05:45 h		
	GV1-T62 Round-off numbers	Monica Hemsworth	Billable	02:00 (12:00 PM - 02:00 PM)	Pending	Monica Hemsworth
	GV1-T57 Grading	Charu Mathi S	Non Billable	03:00 (10:00 AM - 01:00 PM)	Approved	Charu Mathi S
	GV1-T59 Functional tables	Charu Mathi S	Billable	00:45	Pending	Charu Mathi S

Discuss topics, have conversations, and hold Q&A sessions in the Forums.

The screenshot shows a forum post titled "Science Group Activity" by user Helen. The post includes a description, tags, and a list of comments from other users like Lin Brenn, Kavitha Raj, and Helen.

**Post:** Science Group Activity  
 Let's come up with fun ideas here!

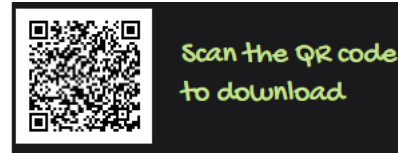
**Comments (3):**

- Lin Brenn:** What topic are we focussing on here? We can research about kids friendly experiments based on the topic. (07/04/2019 04:18 pm)
- Kavitha Raj:** We can begin with photosynthesis. It'd be great to partner them up to take care of a plant. (07/04/2019 04:21 pm)
- Helen:** That's a good idea. We can also see how responsible they are, in taking care of their plants! (07/04/2019 04:23 pm)



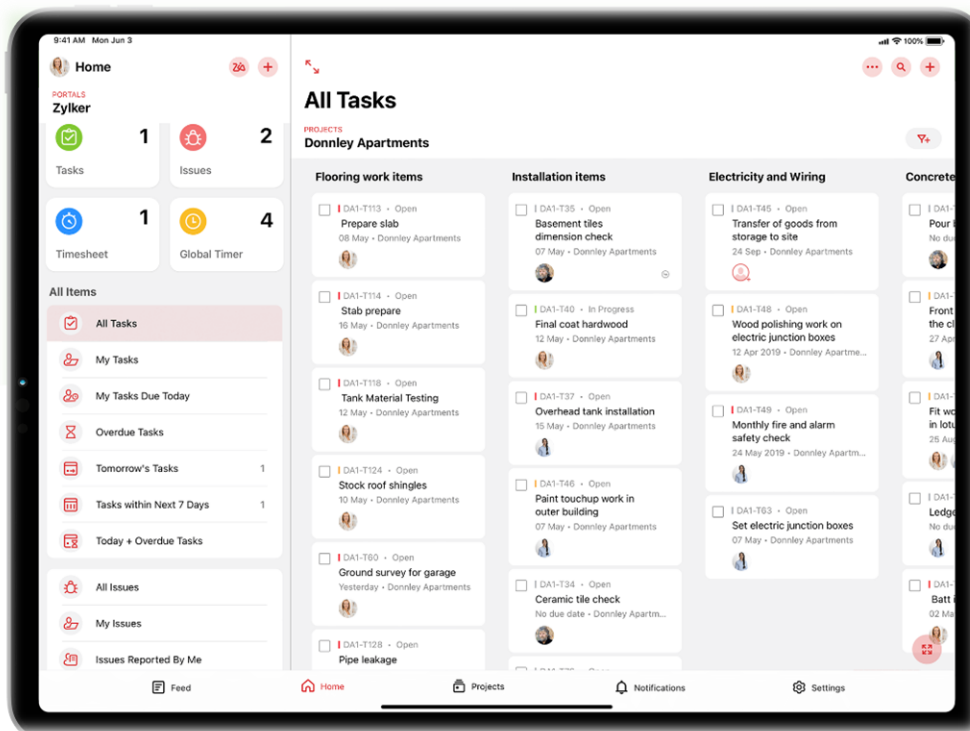
## Project management app for mobile teams

Whether you are on the road, attending a conference, or away on holiday, project management apps will allow your projects to stay by your side. With native iOS, Android, and iPad apps for Zoho Projects, any place can become your desk.



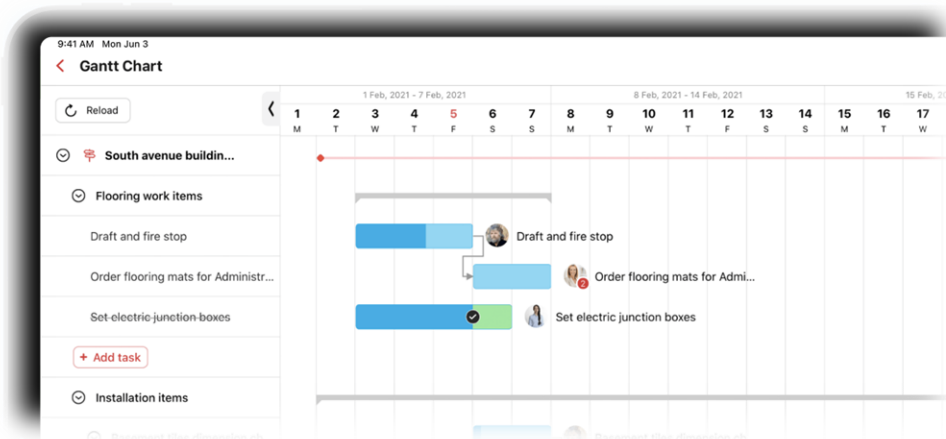
### Your home is all about you

Want to check some items off of your list while travelling? Get down to business right away by landing at Home in our mobile project management app. This page is where you view tasks assigned to you, issues that need your attention, and your active timers.

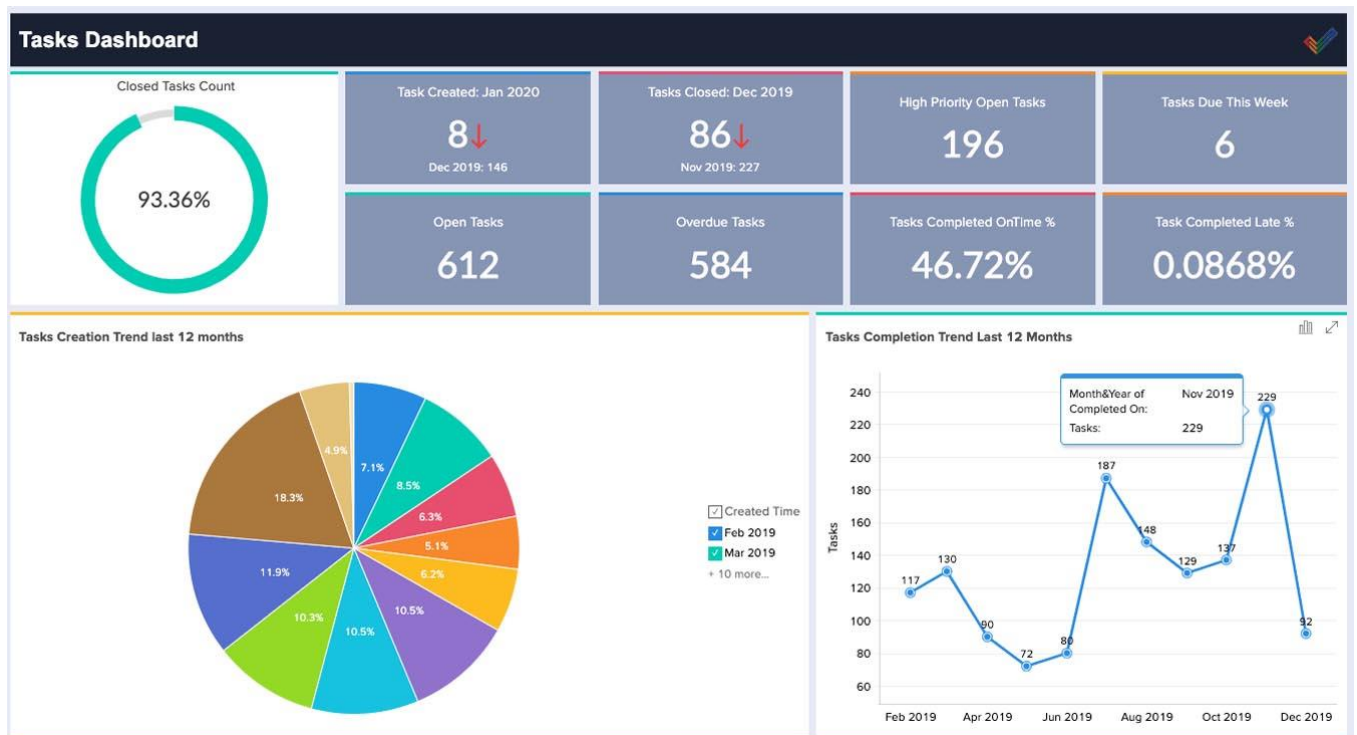
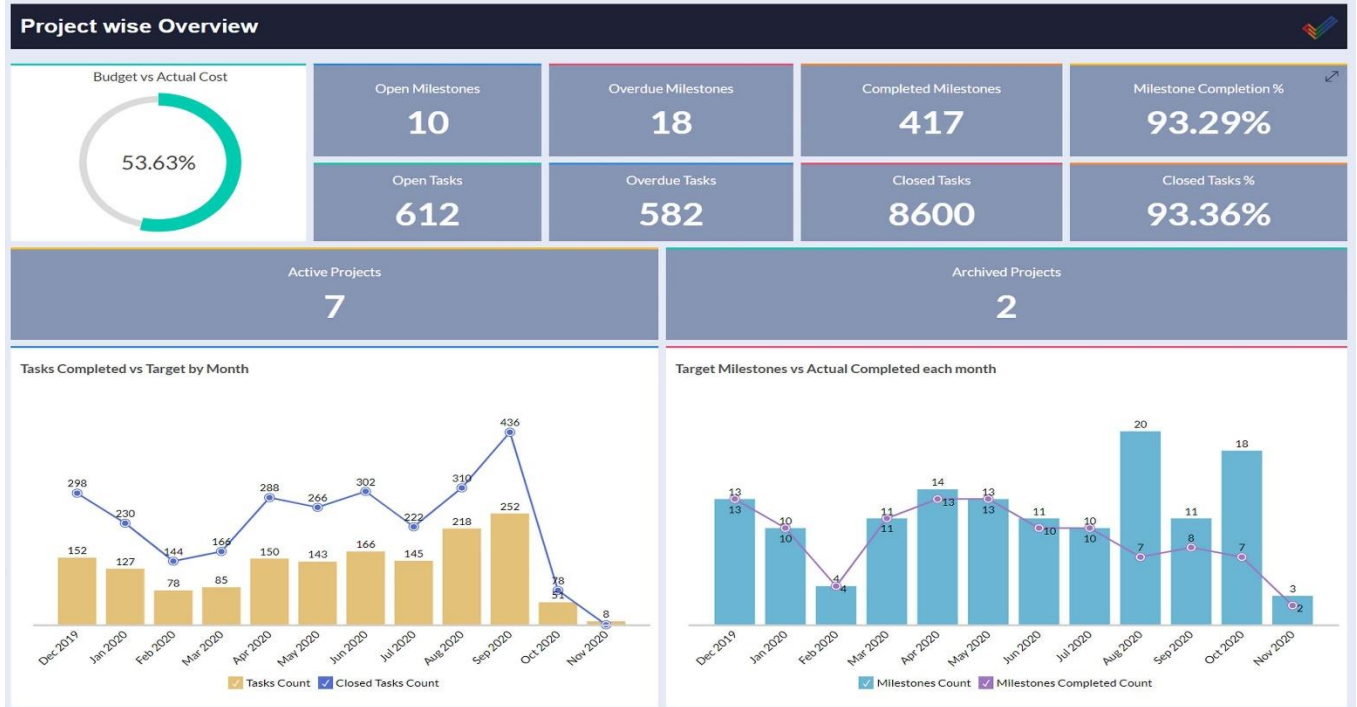


### Plan and track your projects better

Gantt charts help you plan and track your project better by giving you a visual representation of the status of the project with respect to your initial plans. You can also easily set up dependencies and reschedule tasks using the simple drag and drop function.

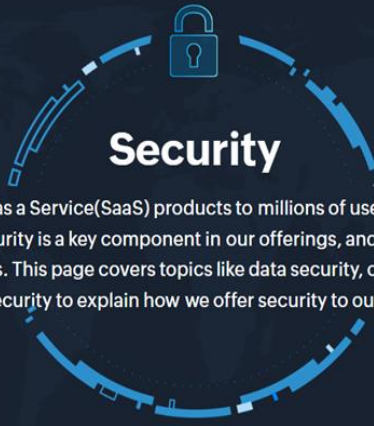


## Analytics report and Dashboard



## Why is Zoho Projects the best task management software?

Zoho Projects has a multitude of strong task management features like reminders, recurrence, status timeline, Kanban view, task timers, reports, task automation and more at an affordable price. These are available in an easy-to-use platform that supports team collaboration and remote work, making it one of the best task management software. Zoho Projects also values your privacy and data security. We even have the option for you to create PII fields which is encrypted to store sensitive client information. Customization is another aspect of our task management app that sets it apart. From custom fields and layouts to custom roles and profiles, you have the capability to truly make your tasks your own. For all these reasons and more, Zoho Projects can be considered the best task management tools. Don't believe us? Hear what our customers and critics have to say about us!



Zoho provides Software as a Service(SaaS) products to millions of users worldwide to solve their business problems. Security is a key component in our offerings, and is reflected in our people, process, and products. This page covers topics like data security, operational security, and physical security to explain how we offer security to our customers.

Our security strategy involves the following components

- ✔ Organizational security
- ✔ Physical security
- ✔ Infrastructure security
- ✔ Data security
- ✔ Identity and access control
- ✔ Operational security
- ✔ Incident management
- ✔ Responsible disclosures
- ✔ Vendor management
- ✔ Customer controls for security



recognized as a leader in the Nucleus Research CRM Technology Value Matrix 2022.



"Zoho earns the top spot in usability in the 2022 CRM Value Matrix, highlighted by its breadth of functionality, out-of-box customizability, and exceptionally intuitive UI. Over the last few years, Nucleus has continued to see Zoho move upmarket."

Contact us :

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