



The Hard Side of Project Management

software, timelines and Gantt charts

Presenter: Carina Balbo

What's in this presentation

1. the hard side of Project Management
2. visual representation to keep track of our workflow
time-management matrix → **timelines** / **Gantt charts**
 - ✓ what they are
 - ✓ How to create them
3. tools and software (paid and **free**)
4. **Demo** of ASANA & Dropbox Paper

Who I am

- 25 years experience as a Language Professional
- Managing Director & Co-Founder of My Language Hub Ltd.
- Author: [Cambridge IGCSE™ Español como Primera Lengua](#)
- Chartered Linguist (CIOL)
 - Translator (Certified) (English-Spanish)
 - Education (FL Teacher, Language Assessor Specialist)
- Chartered Institute of Linguists (MCIL)
- Chartered Institute of Educational Assessors (ACIEA)
- ATA (Corporate)

- Certified Localisation Professional (CLP L1)
- MA (Merit) Management (London Metropolitan University)
- MA Applied Linguistics and TESOL (Leicester University)
- Diploma in Translation (IoLET) (DipTrans)
- BA (Hons) in English Language and TEFL
- BA (Hons) in Translation (National University of Cordoba, AR)



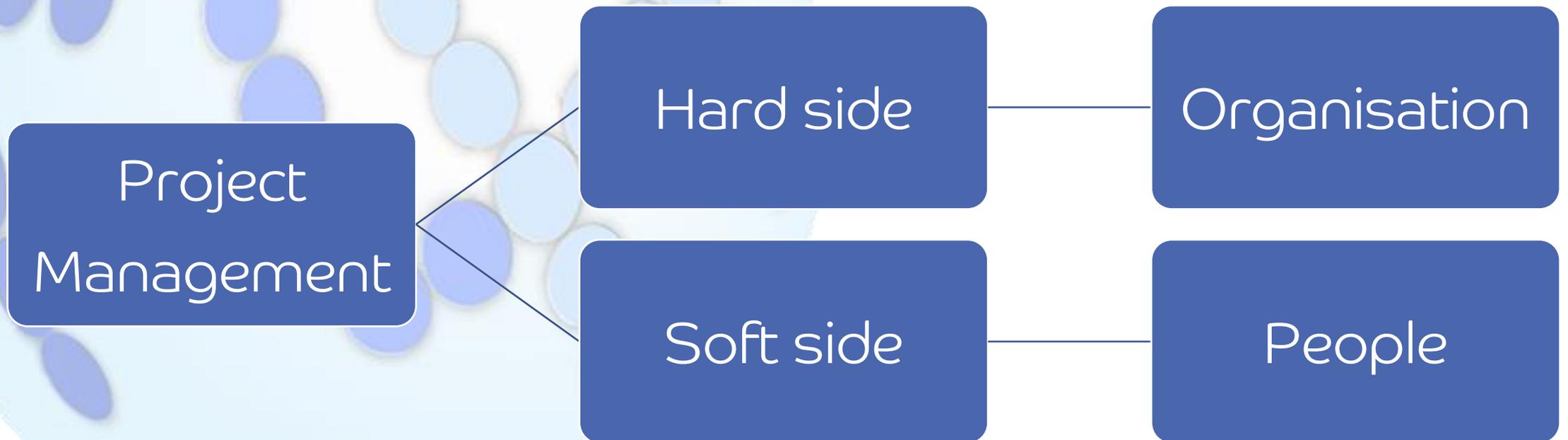
Carina Balbo



Disclaimer

The tools and software mentioned in this presentation are purely informative and under no circumstances should this be understood as a form of advertisement of such tools.

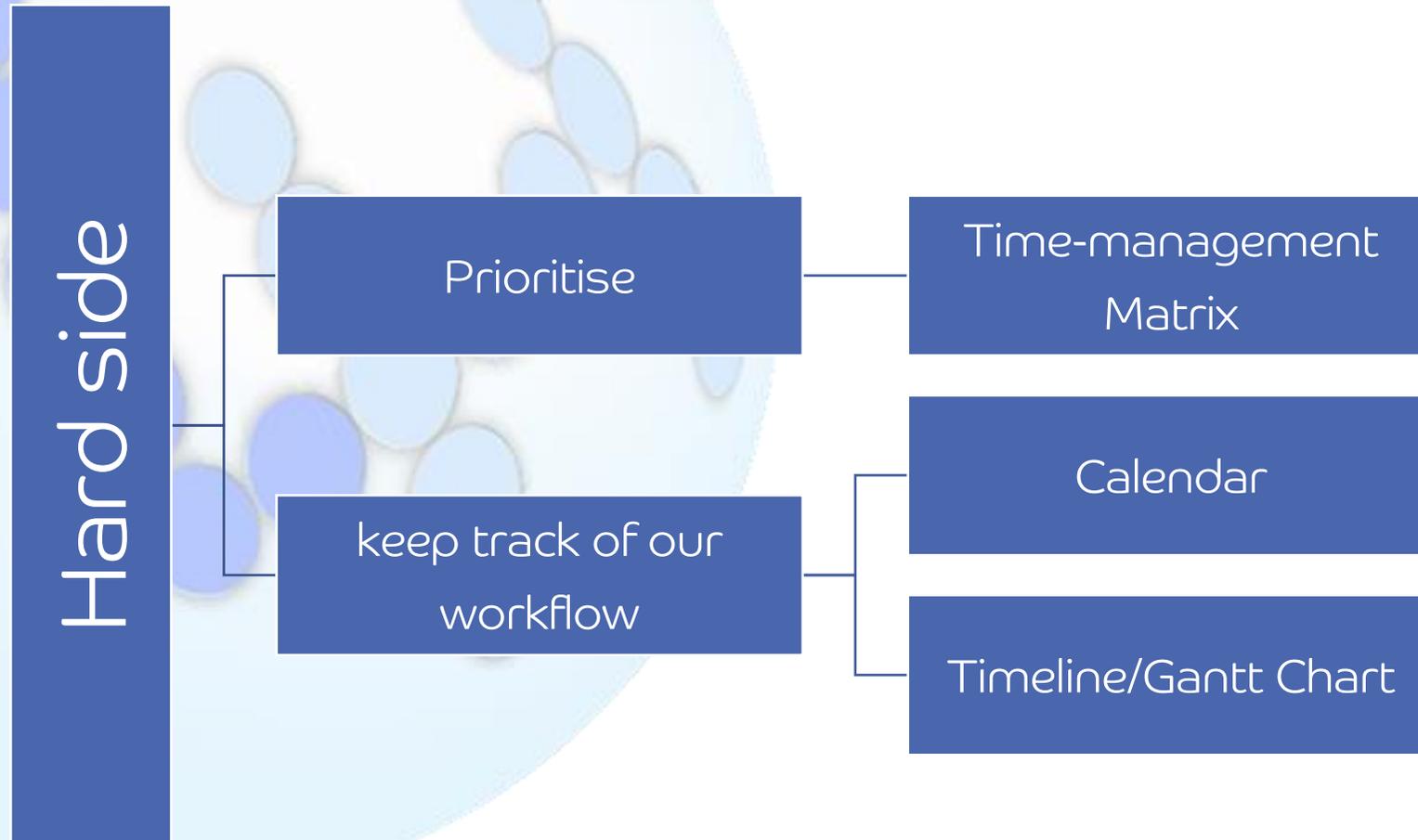
2 sides of Project Management (PM)



Poll 1

- How do you usually manage your tasks? Do you use a ...
 - To-do list
 - Time-management matrix
 - Calendar view
 - Gantt charts

Hard side of PM - Organisation



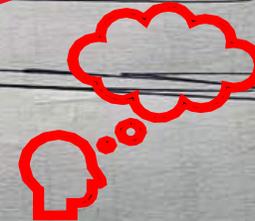
Time-management / Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	<p>A</p> <ul style="list-style-type: none"> • Tasks that need immediate attention • all the critical deadlines • exceptional requests • Reactive → 'fire-fighting' <p>NECESSITY → REDUCE</p>	<p>B</p> <ul style="list-style-type: none"> • Habitual, proactive actions • Translation tasks in a timely manner • training, invoicing/ finances • updating website <p>QUALITY → AIM</p>
Not Important	<p>C</p> <ul style="list-style-type: none"> • Things that <i>appear</i> to be urgent • Distractions, interruptions • "internal" team emails / chats / WA messages <p>DECEPTION → MANAGE/DELEGATE</p>	<p>D</p> <ul style="list-style-type: none"> • Time-wasting activities • Chats/ WA that lead to nowhere • Marketing emails • Scrolling Social Media <p>WASTE → AVOID/ ELIMINATE</p>

Time-management matrix in practice

	urgent	Not urgent
Important		<ul style="list-style-type: none">• watch video Gantt charts,• " " Asana• invoice LG• Download CA statement for Ronie• Plan blog ...• prepare ITTS class• " class w/ Nia.
Not important	<ul style="list-style-type: none">• urgent client request ✓• email Joe LIS ✓	

HOW TO PRIORITISE (B)??



Calendar

Calendar (This computer only) ×						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Jul	28	29 12:00 Boost with Facebook UK; carina.balbo@mylan... 15:00 Fundamentals of Translation; https://us02web.zoo...	30 18:00 Carina & Hugh - Mandy Rodgers' Zoom Meeting; https://us02web.zoom.us/j/86843425111?pwd=dU9B5SDJnc08yN1NkZnduME12a3Bzd0...	31	1 Aug	2
3	4	5	6	7 11:00 Instagram for translators - Vasiliki Prestige; https://glo... 19:00 Educating our clients. Share your success stories; cari...	8	9
10	11	12 15:00 Fundamentals of Translation; https://us02web.zoom.us/j/82639565101?pwd=S2N5T3lxUWZqWkJSd2pOYi925k9idz09	13	14	15	16
17	18	19	20	21	22	23
24	25	26 14:00 #CLConf online webinar - FREE; carina.balbo@mylan... 15:00 Fundamentals of Translation; https://us02web.zoo...	27 17:00 ATA Webinar - The hard side of Project Management	28 14:30 Personal Finance for Translators and Inter... 14:30 Personal Finance for Translators and Inter...	29	30

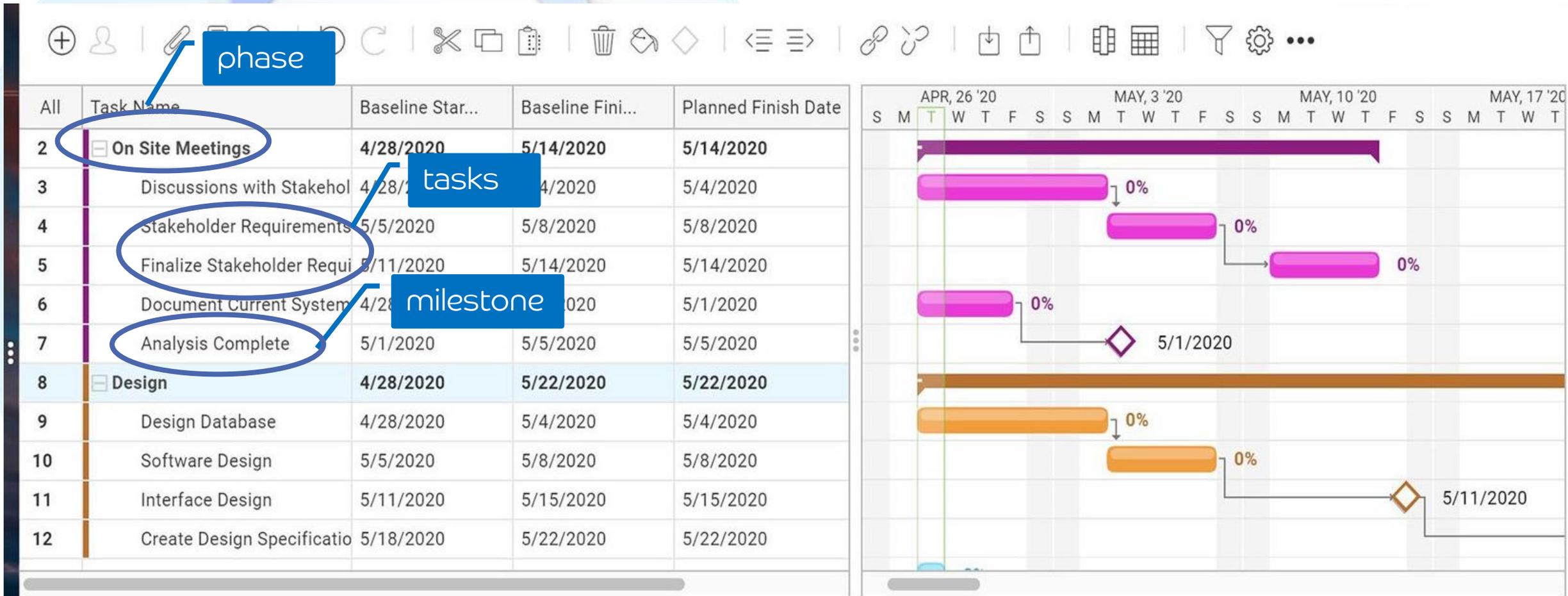
Poll 2 – Gantt chart

- How experienced are you with Gantt charts?
 - Very experienced
 - More or less experienced
 - Complete novice

Gantt Chart / timeline



Gantt Chart / timeline



Poll 3 - PM software and tools

- Which tools are you most familiar with or use regularly?
 - Spreadsheet (Excel/ Google sheets)
 - Asana
 - Freedcamp
 - Trello
 - Dropbox Paper
 - Monday.com
 - Wrike
 - Smartsheet
 - ProjectManager.com
 - MS Project
 - None of the above

PM software and tools - PAID



PROJECTMANAGER.COM



PM software and tools - FREE



PM software and tools - Functionality



AutoSave On | Proj-TranQol-Proxy - Last Modified: Just now | Search

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Power Pivot Table Design

Clipboard: Paste, Cut, Copy, Format Painter
 Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Text Color, Background Color
 Alignment: Wrap Text, Merge & Center
 Number: General, Percent, Decimals, Thousands Separator
 Table Design: Conditional Formatting, Format as Table, Date: Neutral

TranQol-Proxy

MLH Project Lead
 Project Start Date: 09/08/2020
 Scrolling Increment: 0

Legend: On Track (Blue), Low Risk (Orange), Med Risk (Purple), High Risk (Red), Unassigned (Grey)

Milestone Descrip	Category	Assigned To	Progress	Start	No. Days
Adaptation					
Adapt US text to UK English	Goal	Translator	25%	#####	3
Receive adaptation	Milestone	PM		#####	1
Developer review					
Review by developer	On Track	DEV	80%	#####	13
Respond comments from	On Track	translator	50%	#####	9
Extra day to deliver	Low Risk	Translator	33%	#####	11
Return files	Milestone	Translator		#####	1
Task 5				#####	24
Title 3					
Task 1	On Track			#####	4
Task 2	Med Risk			#####	14
Task 3	On Track			11/09/2020	6
Task 4	Goal			#####	3
	Low Risk			#REF!	19

Calendar view for August and September showing task bars and risk indicators.



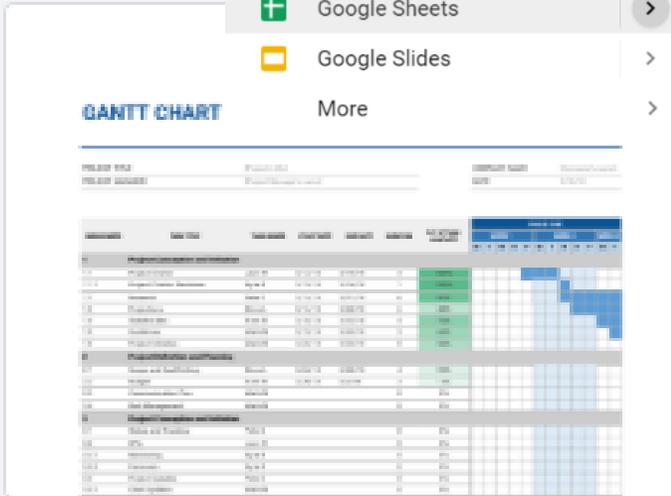
PM software and tools - Functionality



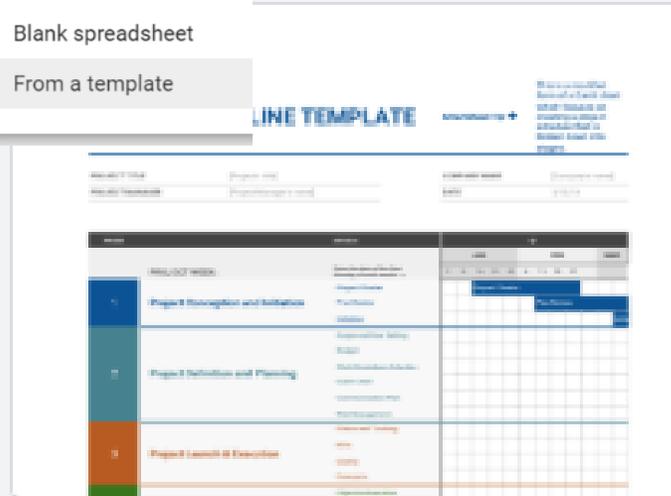
Drive Search in Drive

New

- Folder
- File upload
- Folder upload
- Google Docs
- Google Sheets
- Google Slides
- More



Gantt chart
by Smartsheet



Project timeline
by Smartsheet



Project tracking
by Smartsheet

PM software and tools - Functionality



The screenshot displays the Trello web interface. On the left, a sidebar contains navigation options: Boards, Templates, Home, and TEAMS (with a 'Create a team' button). The main area is divided into 'Recently Viewed' boards (IB Exam Work, Project Management, MAPI, AQA) and 'Personal Boards' (*Tutorial Board (Start Here!), AQA, CIE, CIOL). The 'Project Management' board is selected, showing a Kanban-style workflow with columns: Project Resources, Questions For Next Meeting, To Do, Pending, Blocked, and Done. Each column contains cards with titles and progress indicators. A 'Butler' automation menu is visible on the right side of the board.



PM software and tools - Functionality



Choose Project ▾

Home Projects Tasks Calendar Widgets

Upgrade 🔍 + 📌 📧 Carina B. ▾

Manage System Create Project

Howdy! Never, never, never give up!

My Work

CURRENT WORKLOAD

You don't have any items In Progress!

Always have at least 1 item in progress to indicate to your team what you're working on. [Dismiss](#)

[Add New](#)
Start Existing

UPCOMING

- PROOF-READING DD & USP MAY 12, 2017 > AUG 8, 2017
- PROOF-READING DD & USP MAY 12, 2017 > AUG 7, 2017
- Time Management Matrix DUE AUG 3
- Invite people!
- Accept our Congratulations!
- Learn more about applications
- Group Applications and Marketplace
- Visit Widgets page

My Projects

- ATA Webinar PM**
in MLH Educational Division
- New project: 059266 - Daily Diary, Pregnancy test, Used Sanitary Protection, Pain VAS, PGI-S into UK English**
in MLH Translation Division
- Welcome to Freedcamp**
in Carina's Work Projects
- MAPI 058993 - Toronto Aortic Stenosis QoL (TASQ) into English UK**
in Carina's Work Projects

Agenda

Week Day August

SUN 2	
MON 3	Time Management Matrix



PM software and tools - Functionality



The screenshot displays the Freedcamp project management interface. At the top, the navigation bar includes 'Groups & Projects', 'Global Teams', and 'Global Modules'. On the right, there are buttons for 'Add Group' and 'New Project', both highlighted with red circles. The left sidebar shows a hierarchy of divisions: 'MLH Educational Division' (containing 'ATA Webinar PM'), 'MLH Translation Division', and 'Carina's Work Projects'. The main content area is for the 'ATA Webinar PM' project, showing a 'Project' tab and options to 'Add Or Invite Users' and 'Invite Global Team'. Below this, there are four application toggles: 'Tasks', 'Discussions', 'Milestones', and 'Time', each with a green 'ON' toggle and user avatars. To the right, a 'Project Teams' section lists roles like 'Team Player', 'Organizer', and 'Observer'.



PM software and tools - Functionality

ATA Webinar PM

Sort Set Order Asc Filter Choose Contains text Save Search

Task List

- Research PM tools Completed on 9 Aug Medium Carina B. Due 1 Aug 0
- Time Management Matrix 0/1 Medium Carina B. Due 3 Aug 0
- Look for explanation and examples

Add Task

keep track of time

Add A New Task List

Upgrade

Carina B.

Add List Add Task

Assign to *drag to assign*

Everyone Carina B. Hugh O.

+ Invite More People

Due Date *drag to assign*

Choose date then drag me

Priority *drag tag*

Low Medium High



PM software and tools - Functionality



ATA Webinar PM

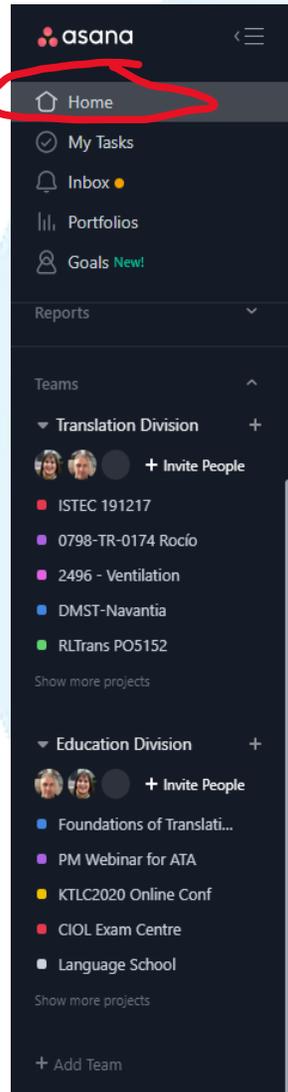
Upgrade

setting milestones

calendar view

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01 Research PM tools
02	03 Time Management Matrix	04	05	06	07	08
09	10	11	12	13	14 Email presentation	15
16	17	18	19	20	21	22
23	24 Webinar rehearsal	25	26	27 ATA Webinar: The hard side ...	28	29
30	31	01	02	03	04	05

PM software and tools - Functionality asana



asana

- Home
- My Tasks
- Inbox
- Portfolios
- Goals *New!*
- Reports
- Teams
 - Translation Division
 - + Invite People
 - ISTEC 191217
 - 0798-TR-0174 Rocío
 - 2496 - Ventilation
 - DMST-Navantia
 - RLTrans PO5152
 - Show more projects
 - Education Division
 - + Invite People
 - Foundations of Translati...
 - PM Webinar for ATA
 - KTLC2020 Online Conf
 - CIOL Exam Centre
 - Language School
 - Show more projects
 - + Add Team

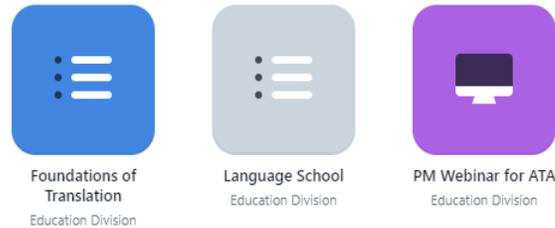
Home

Tasks Due Soon

[See all my tasks](#)

Lesson 4: Speech Acts + Implicature and Presuppositions	Foundatio... Today 3:00pm
Develop freedcamp	PM Webin... Today
Develop paid apps	PM Webin... Today
Dropbox paper Demo	PM Webin... Tomorrow
Asana demo	PM Webin... Tomorrow
Part 2 - LSP's certification standards	KTLC2020 ... Friday

Favorites



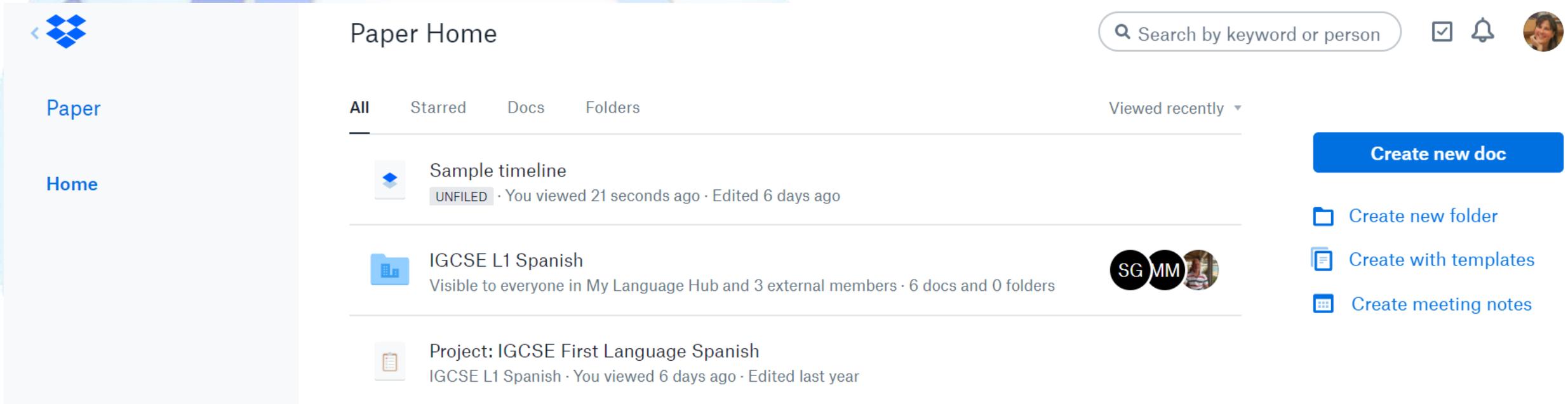
- 
Foundations of Translation
Education Division
- 
Language School
Education Division
- 
PM Webinar for ATA
Education Division

Recent Projects

Search    Upgrade 

-  Task
-  Project
-  Conversation
-  Team
-  Invite

PM software and tools - Functionality Paper



The screenshot displays the Paper app interface. On the left is a navigation sidebar with a back arrow, the Paper logo, and options for 'Paper' and 'Home'. The main area is titled 'Paper Home' and includes a search bar with the text 'Search by keyword or person', a checkmark icon, a bell icon, and a user profile picture. Below the search bar are tabs for 'All', 'Starred', 'Docs', and 'Folders', along with a 'Viewed recently' dropdown. The document list contains three items: 'Sample timeline' (marked UNFILED, viewed 21 seconds ago, edited 6 days ago), 'IGCSE L1 Spanish' (visible to everyone in My Language Hub and 3 external members, containing 6 docs and 0 folders, with user avatars for SG and MM), and 'Project: IGCSE First Language Spanish' (IGCSE L1 Spanish, viewed 6 days ago, edited last year). On the right side, there is a 'Create new doc' button and three options: 'Create new folder', 'Create with templates', and 'Create meeting notes'.



5 Take-aways

- ✓ How to organize tasks visually
- ✓ How to keep track of project workflow
- ✓ How to create a TM matrix, timeline, or Gantt chart
- ✓ Understanding what tools are available on the market
- ✓ How to use some tools to manage our projects: ASANA & Dropbox Paper

Further information and useful links

- PM software and tools
 - [MS Project](#)
 - [ProjectManager.com](#)
 - [Wrike](#)
 - [Smartsheet](#)
 - [Monday.com](#)
 - [Trello](#)
 - [Freedcamp](#)
 - [Asana](#)
 - [Dropbox Paper](#)
 - [Google Sheets - Gantt Chart](#)

Time-management / Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	A	B
Not Important	C	D

Thank you!



Any Questions?



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<https://mylanguagehub.com/>