Project Management Applications

A pharmacist in a professional setting will eventually have to lead a project that might be individual in nature, part of a departmental initiative, or part of an institution-wide objective. Management and oversight of the multitude of tasks, timelines, personnel, and assorted resources required to complete these projects may be overwhelming at times so an organizational aid is essential. As discussed in the section on task management, there are many mobile apps currently available to help manage everyday tasks; however, while these apps excel in the management of tasks for a singular user or small groups, they are not necessarily suitable for larger, more complex projects. For this reason, there are a number of apps designed around the concept of teams participating in the management and completion of projects (**Table 3-2**).

Centralized task tracking—The basic premise of project management apps is to centralize task tracking and completion in an all-in-one package collaboratively that multiple users can access. These apps bring together document management, team communication, task tracking, resource availability, and team management under one overarching software roof (**Figure 3-6**). Some apps provide more advanced features, such as built-in calendar services or voice/video communication as premium services. Nonetheless, many apps have initial free tiers of service that allow small teams to work together with the basic features necessary for project completion. As a project grows in complexity and the personnel numbers increase, the group can then migrate from the free tier to a paid tier of services and advanced features.

Centralized communication—Users of project management apps often find them beneficial as a centralized platform to conduct their communication. Messages can be sent to either an entire group or privately to an individual, with the threads captured for later reference. The centralized communication also eliminates the fragmentation of message traffic encountered when multiple methods, such as e-mail and text messages, are used.

Table 3-2. Examples of Project Management Apps

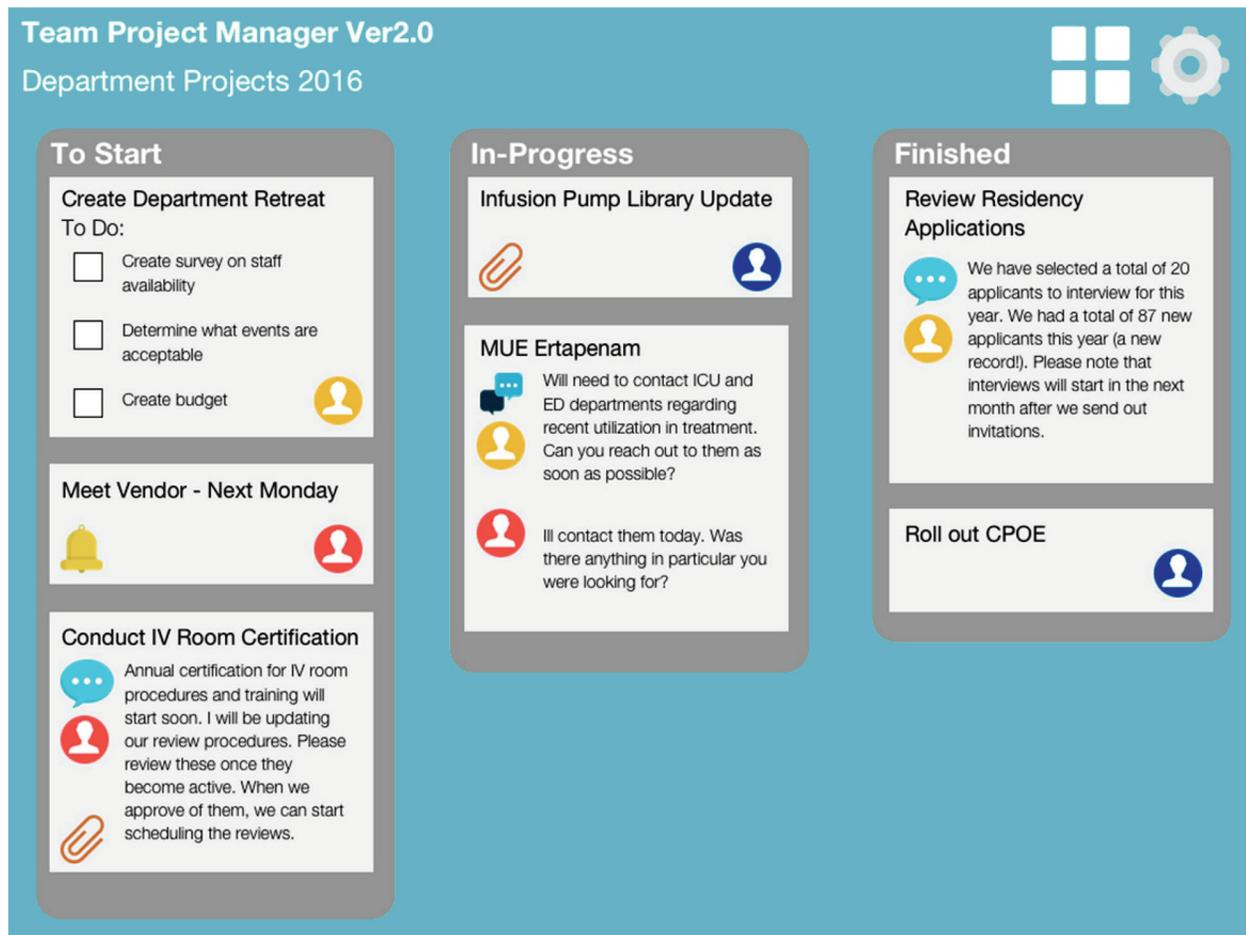| App Name	Asana	Azendoo	Trello	Basecamp
Vendor	Asana	Azendoo	Trello Inc.	Basecamp
Link	https://asana.com/	https://www.azendoo.com/	https://trello.com/	https://basecamp.com/
Mobile OS Supported	iOS/Android	iOS/Android	iOS/Android/Windows Phone	iOS/Android/Windows Phone
Dashboard View of Project	Yes	Yes	Yes	Yes
Integration with Third-Party Apps	Yes	Yes	Yes	No
Support for Multiple Teams	Yes	Yes	Yes	Yes
Cost	Tiered Pricing	Tiered Pricing	Tiered Pricing	Tiered Pricing
Desktop Version	No	Yes	No	Yes
Access via Web Browser	Yes	Yes	Yes	Yes
Sync	Yes	Yes	Yes	Yes
Sharing	Yes	Yes	Yes	Yes
Cloud Backup	Yes	Yes	Yes	Yes

Figure 3-6. Project Management App
CPOE = computerized physician order entry; ED = emergency department; ICU = intensive care unit; IV = intravenous; MUE = medication-use evaluation.

Internal calendars—The internal calendars included as a core component in most project management applications are also of great utility. The internal calendar can serve as an independent planning timeline for all users while also having the ability to sync with an individual user's calendars across multiple platforms.

Document integrity and sharing—A final advantage of the project management application deals with document integrity and sharing. Exchanging documents between team members via e-mail potentially allows for version errors to be introduced, directly impacting progress and project completion. The centralized housing of documents within the project management app can help limit these types of issues and avoid team members missing key information. The documents do not necessarily need to reside within the app itself but instead sync with other dedicated cloud-based storage services (see discussion in Chapter 5).