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The USAID DOBRE Program

**Цифрові технології для постановки та моніторингу завдань
управлінців у публічній сфері в умовах кризи**

**(Digital technologies for setting and monitoring the tasks of
managers in the public sphere in crisis conditions)**

10 серпня 2023 року

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Знайомство



Ірина П'ятничук – завідувач кафедри управління та бізнес-адміністрування, Прикарпатського національного університету імені Василя Стефаника, кандидат економічних наук, доцент.

Координатор Школи управлінців нової генерації, менеджер та спікер Школи бізнесу і менеджменту, учасниця вітчизняних та міжнародних проектів.

Експерт регіонального
акселератора GCIP для інновацій,
технологій та стартапів у Івано-Франківській
обл.

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Структура тренінгу

- 1. Які переваги від використання цифрових технологій під час кризи?
- 2. Постановка та контроль виконання завдань за допомогою Google-інструментів.
- 3. Використання онлайн-платформ для постановки і контролю виконання завдань. Trello.
- 4. Використання програм для постановки і контролю виконання завдань. Microsoft Project



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Які переваги від використання цифрових технологій під час кризи?

Цифрові технології для постановки та моніторингу завдань управлінців у публічній сфері в умовах кризи



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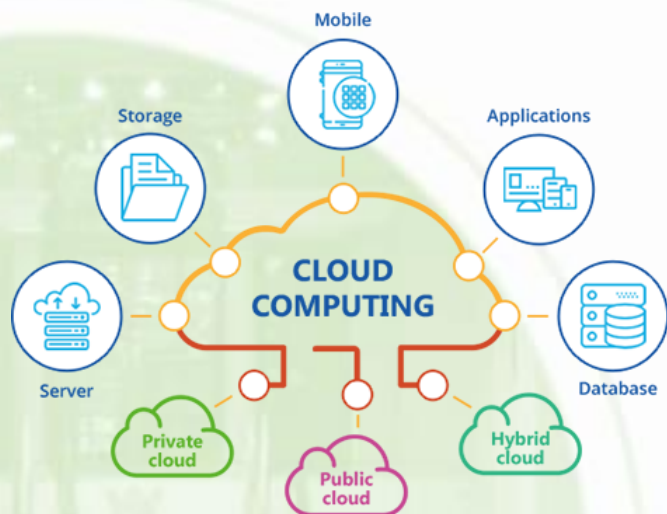


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Як технології допомагають під час кризи?



Хмарні сервіси



Коворкінги



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Фінансові переваги від нових технологій

1

Зменшення
трудовитрат

2

Підвищення
продуктивності

3

Менші витрати



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Часові переваги: технології на робочому місці заощаджують час

Однією з найбільш значущих переваг технологій, що дають змогу економити час, є можливість віддалено спілкуватися та співпрацювати з колегами. Завдяки таким інструментам, як відеоконференції та миттєві повідомлення, постановка завдань та контроль за їхнім виконанням члени команди можуть спілкуватися та працювати над проектами разом, не перебуваючи в одному фізичному просторі.



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Як технології можуть допомогти управлінцям в умовах кризи?

Бути в курсі останніх тенденцій



Залишатися на зв'язку

Використовувати технології для автоматизації процесів



Збирати та аналізувати дані



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Постановка та контроль виконання завдань за допомогою Google інструментів



Gmail



Google™ keep



Google Calendar



Google Tasks

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Використання онлайн-платформ для постановки і контролю виконання завдань. Trello.

Використовувати платформи для ведення проєктів, з ціллю роботи над проєктами, налагодження ефективної комунікації в процесі управління, генерування нових ідей та інноваційності в управлінні під час криз.



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10 найкращих програм для постановки завдань і управління проектами

1. monday.com — найкраще для спільних творчих команд
2. [Height](https://height.com) — найкраще завдяки безкоштовному плану з необмеженою кількістю учасників, гостей і завдань
3. [Zoho Projects](https://zoho.com/projects) — найкраще для масштабованості
4. [Miro](https://miro.com) — найкраще підходить для спільних дошок і візуалізацій
5. [ClickUp](https://clickup.com) — найкраще для команд, яким потрібен повнофункціональний інструмент за низькою ціною
6. [Forecast](https://forecast.com) — найкраще для керування своїми проектами, ресурсами та фінансами в одному
7. [Freedcamp](https://freedcamp.com) — найкращий мобільний додаток
8. [Trello](https://trello.com) — найкраще підходить для дощок Kanban
9. [Asana](https://asana.com) — найкраща для легкого засвоєння користувачем
10. [Hubstaff](https://hubstaff.com) — найкраще безкоштовне управління проектами



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1	 monday.com ★★★★★	\$8 / month (save 20%) (All Plans)	Visit monday.com Review <input type="checkbox"/> Compare
2	 clickup.com ★★★★★	\$5 / month (save 44%) (All Plans)	Visit ClickUp Review <input type="checkbox"/> Compare
3	 asana.com ★★★★★	\$10.99 / month (save 18%) (All Plans)	Visit Asana Review <input type="checkbox"/> Compare
4	 freedcamp.com ★★★★★	\$1.49 / month (save 40%) (All Plans)	Visit Freedcamp Review <input type="checkbox"/> Compare
5	 trello.com ★★★★★	\$5 / month (save 16%) (All Plans)	Visit Trello Review <input type="checkbox"/> Compare



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Trello



Trello

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Google

trello



Login

Download

Board

Pricing

Images

How to use

Free

Alternative

Vs Asana

All filters ▾

Tools

About 63,400,000 results (0,41 seconds)



Trello

<https://trello.com>

Trello: Manage Your Team's Projects From Anywhere

Make the impossible, possible with **Trello**. The ultimate teamwork project management tool. Start up a board in seconds, automate tedious tasks, ...

Results from trello.com



Login

Trello. To use Trello, please enable JavaScript. Your ...

Trello Board

Trello is the visual tool that empowers your team to manage ...

Trello App

Meet Trello. Trello makes it easy for your team to get work done ...

Pricing

Trello makes it easy for your team to get work done. No matter the ...

People also ask :

Trello



Trello

Software

Trello is a web-based, kanban-style, list-making application and is developed by Trello Enterprise, a subsidiary of Atlassian. Created in 2011 by Fog Creek Software, it was spun out to form the basis of a separate company in New York City in 2014 and sold to Atlassian in January 2017. [Wikipedia](#)

Initial release date: 2011

Developer: [Atlassian](#), [Joel Spolsky](#), [Glitch](#)

Available in: 21 languages

Operating system: [Web application](#), [macOS](#), [Windows OS](#), [iOS 12+](#), [Android 5.1+](#)

Size: 15.68 MB (Android); 139.7 MB (iOS); 79.15 MB (Windows)



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ATLASSIAN
Trello

Features ▾ Solutions ▾ Plans ▾ Pricing Resources ▾

Log in

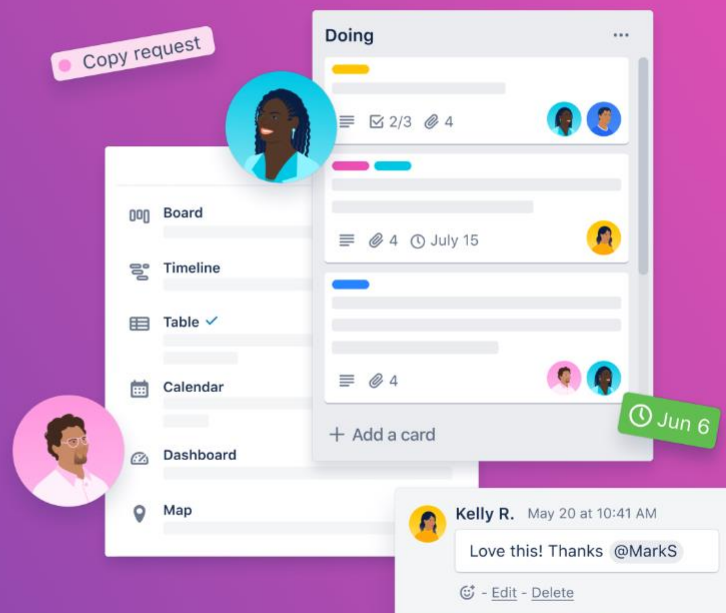
Get Trello for free

Trello brings all your tasks, teammates, and tools together

Keep everything in the same place—even if your team isn't.

Sign up - it's free!

[Watch video](#) ▶



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Features ▾ Solutions ▾ Plans ▾ Pricing Resources ▾

Go to your boards

A productivity powerhouse

Simple, flexible, and powerful. All it takes are boards, lists, and cards to get a clear view of who's doing what and what needs to get done.

Boards

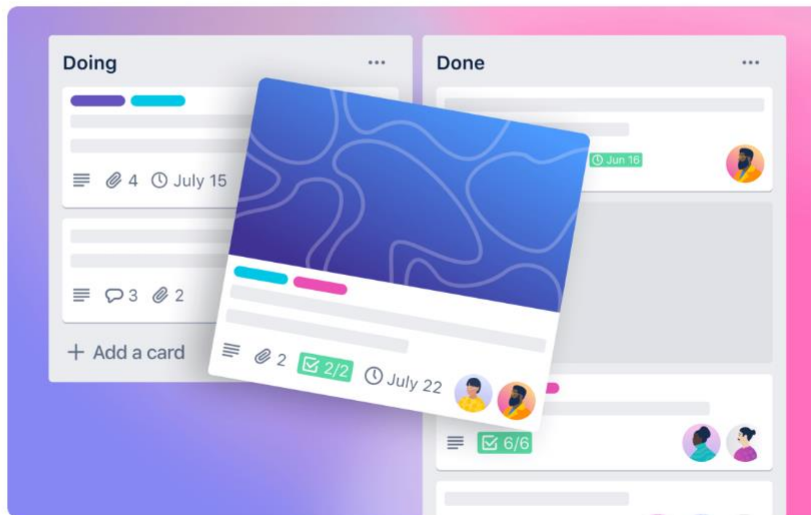
Whatever the project or process, boards keep tasks organized and work moving forward. In a glance you can see everything from “things to do” to “aww yeah we did it!”

Lists

The different stages of a task. Start as simple as To Do, Doing, or Done—or build a workflow custom fit to your team's needs. There's no wrong way to Trello.

Cards

Cards represent tasks and can hold all the information you need to get the job done. As you make progress, move cards across lists to show their status.



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Go to your boards

Manage tasks with ease

Cards keep all of the information your team needs organized and in one place. Assign members, add due dates, leave comments, and more.

Members

Keep everyone accountable and never have to ask “who’s doing that?” by adding members to cards for their projects and tasks.

Due dates

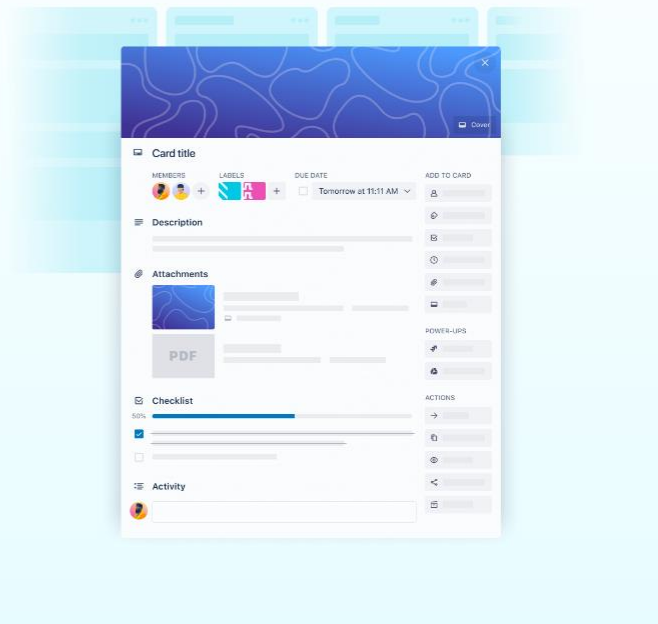
Doing and due dates go hand in hand. They’re easy to set, hard to miss (with reminders!), and oh-so-satisfying to mark as “done.”

Attachments

No more digging through endless email chains to find attachments. Just drag and drop them onto a card so the right files stay with the right tasks.

Checklists

Your best tool to overpower overwhelming asks. Break big tasks into small ones, check things off the list, and watch that status bar go to 100% complete.



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Trello Workspaces Recent Starred Templates Create

Search

Boards

Templates

Home

Workspaces

001

12

123

Сучасна аудиторія

МБА-21

МБА-22а

МБА-31

ПУА-21

Студенти ПУА-21

УНЗ

Starred boards

1 вересня

123

10/10-2019

12

1

МБА-31

23.11.2021

Студенти ПУА-21

УНЗ-11з 03.11.2022

123

Recently viewed

ПУА-11_2023

19/12/2022

Проект 17.03.2022

YOUR WORKSPACES

001

Boards

Views

Members (1)

Settings

Upgrade

ПроектП

Проект 1

ПУА-11_2023

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Trello Workspaces Recent Starred Templates Create Search

Boards

Templates

Home

Workspaces

- 001
- 12
- 123
- Сучасна аудиторія
- МБА-21
- МБА-22з
- МБА-31
- ПУА-21
- Студенти ПУА-21
- УНЗ

Start

- 1 вересня 123
- УНЗ-11з 123

Recently viewed

- ПУа-11_2023
- 19/12/2022
- Проект 17.03.2022

YOUR WORKSPACES

- 001
 - Boards
 - Views
 - Members (1)
 - Settings
 - Upgrade
- ПроектП
- Проект 1
- ПУа-11_2023

Create board
A board is made up of cards ordered on lists. Use it to manage projects, track information, or organize anything.

Start with a template
Get started faster with a board template.

Create Workspace
A Workspace is a group of boards and people. Use it to organize your company, side hustle, family, or friends.

МБА-31

Студенти ПУА-21



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Trello Workspaces ▾ Recent ▾ Starred ▾ Templates ▾ Create

Search

Boards

- Templates
- Home

Workspaces

- 001
- 12
- 123
- Сучасна аудиторія
- МБА-21
- МБА-22з
- МБА-31
- ПУА-21
- Студенти ПУА-21
- УНЗ

Create board

Background

Board title*
11.07.2023

Workspace
12

Visibility
Private

Create

Start with a template

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Views Members (1) Settings Upgrade



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Trello interface showing a workspace with a board titled "11.07.2023". A modal dialog is open for adding a new list, with the text "Enter list title..." and an "Add list" button.



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Screenshot of a Trello board interface. The browser address bar shows `trello.com/b/PPjKNbKP/11072023`. The Trello header includes navigation options like 'Workspaces', 'Recent', 'Starred', and 'Templates', along with a search bar and utility icons. The board is titled '11.07.2023' and is set to 'Private'. It features three columns: 'Plan', 'Doing', and 'Done'. The 'Done' column is currently empty, with an 'Add list' button and a close icon. The board background is a scenic image of a wooden cabin in a mountainous forest. The left sidebar shows workspace settings and board management options. A 'Try Premium free' button is visible at the bottom left of the board area.



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12 Free

11.07.2023 Private Board

Plan

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5

Doing

Done

Enter list title...
Add list

Try Premium free



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Task 1
in list [Plan](#)

Notifications
 Watch

Description ⓘ

Use Markdown shortcuts to format your page as you type, like * for lists, # for headers, and --- for a horizontal rule.

Save Cancel [Share feedback](#)

Activity [Show details](#)

Automation ⓘ
[+ Add button](#)

Actions
[→ Move](#)
[📄 Copy](#)

Automation Filter IP

Enter list title...
[Add list](#)

12 Free
Boards
Members
Workspace settings
Workspace views
Table
Calendar
Your boards
10/10-2019
11.07.2023
Show more 1
Try Premium free

11.07.2023
Plan
Task 1
Task 2
Task 3
Task 4
Task 5
[+ Add a card](#)



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The screenshot displays the Trello web interface. On the left, a sidebar shows workspace navigation options like 'Boards', 'Members', and 'Workspace settings'. The main area shows a board with a list of tasks. A task card titled 'Task 1' is selected, showing its details. The task is in a list named 'Plan' and has a 'Watch' notification. The description field contains text about Markdown shortcuts. A 'Labels' menu is open on the right, showing a search bar and a list of color-coded labels. The 'Automation' and 'Actions' panels are partially visible at the bottom right.

Task 1
in list Plan

Notifications
Watch

Description ⓘ

Aa | B | I | ... | ☰ | 🔗 | 📎 | + | ? | ✎ | M+ | ?

Use Markdown shortcuts to format your page as you type, like * for lists, # for headers, and --- for a horizontal rule.

Save Cancel Share feedback

Activity Show details

Write a comment...

Automation ⓘ

+ Add button

Actions

→ Move

📄 Copy

Labels

Search labels...

Labels

- [Green label]
- [Yellow label]
- [Orange label] Color: yellow, title: none
- [Red label]
- [Purple label]
- [Blue label]

Create a new label

Enable colorblind friendly mode

Give us feedback



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The screenshot displays the Trello web interface. A modal window for creating a task is open over a board named 'Plan'. The task is titled 'Task 1' and is located in the 'Plan' list. The modal includes sections for 'Labels' (a green label is added), 'Notifications' (the 'Watch' notification is selected), and a 'Description' field with the placeholder text 'Add a more detailed description...'. Below the description is a 'Checklist' section with a 0% completion rate and three items: 'Step 1', 'Step 2', and 'Step 3'. A text input field is present for adding a new checklist item, with an 'Add' button and options for 'Cancel', 'Assign', 'Due date', '@', and 'Emoji'. The 'Activity' section at the bottom has a 'Show details' button and a comment input field with a red 'IP' icon. On the right side of the modal, there are several options for adding to the card: 'Members', 'Labels', 'Checklist', 'Dates', 'Attachment', 'Cover', and 'Custom Fields'. Below these are 'Power-Ups' (Add Power-Ups), 'Automation' (Add button), and 'Actions' (Move, Copy). The background shows a Trello board with a list named 'Plan' containing five tasks (Task 1 to Task 5) and a sidebar with navigation options like 'Boards', 'Members', and 'Workspace settings'.



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The screenshot shows the Trello mobile app interface. On the left is a sidebar with navigation options like 'Boards', 'Members', and 'Workspace settings'. The main area displays a board with a list of tasks. A task card titled 'Task 1' is selected, showing its details. The task card includes a title 'Task 1', a label, a notification 'Watch', and a checklist with three steps. A date picker is open on the right, showing the calendar for July 2023 with the 8th and 9th highlighted. The date picker also shows the start date, due date (09/07/2023 00:32), and a reminder set for 1 day before.



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The screenshot displays the Trello interface with a task card titled "Task 1" in a list named "Plan". The task card includes a description field, a checklist with three steps, and an activity section. An "Attach" modal is open, allowing users to attach files from their computer, search for links, or display text. A purple tooltip is overlaid on the modal, providing instructions on how to search for links to Trello, Jira, or Confluence, and how to paste links from Google Drive, OneDrive, or Dropbox. The tooltip also includes a "Got it" button.



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Trello Workspaces Recent Starred Templates Create

12 Free

Boards Members Workspace settings

Workspace views
Table
Calendar

Your boards
10/10-2019
11.07.2023
Show more

Plan

Task 1

Task 2

Task 3

Task 4

Task 5

+ Add a card

Task 1
in list Plan

Labels Notifications Due date

+ Watch 10 Jul at 00:32

Description

Add a more detailed description...

Checklist Delete

0%

Step 1
 Step 2
 Step 3

Add an item

Cover

Size

Remove cover

Text color

Task 1 Task 1

Colors

Attachments

Upload a cover image

Tip: Drag an image on to the card to upload it.

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Search for photos

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The screenshot displays the Trello mobile application interface. On the left, a sidebar shows the workspace '12 Free' and a list of boards including '11.07.2023'. The main area shows a board titled 'Plan' with a checklist containing five items: 'Task 1', 'Task 2', 'Task 3', 'Task 4', and 'Task 5'. A detailed view of 'Task 3' is open, showing a checklist with three steps: 'Step 1', 'Step 2', and 'Step 3'. Below the checklist is an 'Activity' section with a comment input field. On the right, a menu offers various actions such as 'Add to card', 'Members', 'Labels', 'Checklist', 'Dates', 'Attachment', 'Custom Fields', 'Power-Ups', 'Automation', and 'Actions'.



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12 Free

11.07.2023 Private Board

Plan

- Task 2
- Task 3
- Task 4
- Task 5

Doing

- Task 1

Done

+ Add another list

+ Add a card

Try Premium free



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12 Free

11.07.2023

Private Board

Power-Ups Automation Filter IP Share

Plan

Task 2

Task 3

Task 4

Task 5

+ Add a card

Doing

Task 1

+ Add a card

Done

+ Add a card

Menu

- About this board
Add a description to your board
- Change background
- Custom Fields
- Stickers
- More
- Automation
Automate cards and more...
- Power-Ups
Google Drive and more...
- Activity

Try Premium free
<https://trello.com/b/PPiKNbKP/11072023#>



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Trello Workspaces Recent Starred Templates Create Search

12 Free

11.07.2023 Private Board

Plan Doing Done

Task 2 Task 3 Task 4 Task 5

Share board

Email address or name Member Share

Share this board with a link
[Create link](#)

Ірина (you)
@user64427392 • Workspace admin Admin



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Trello Workspaces ▾ Recent ▾ Starred ▾ Templates ▾ [Create](#)

12 Free 12 Private [Invite Workspace members](#)

Members

Members of Workspace boards

Workspace members (1)

Workspace members (1)
Workspace members can view and join all Workspace visible boards and create new boards in the Workspace.

Guests (1)

Pending

Invite members to join you
Anyone with an invite link can join this Free Workspace. You can also disable and create a new invite link for this Workspace at any time. [Invite with link](#)

Iryna Piatnychuk On 3 boards [Admin](#) [Leave](#)
@user64427392

Upgrade for more permissions controls
Decide who can send invitations, edit Workspace settings, and more with Premium.
[Try Premium free for 14 days](#)

You are offline.
Changes made now will not be saved.

[Try Premium free](#)



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The screenshot shows the Trello web interface. At the top, there are navigation tabs for 'Workspaces', 'Recent', 'Starred', and 'Templates', along with a 'Create' button. A search bar is located on the right. The left sidebar contains a navigation menu with 'Boards' (12 Free), 'Members', 'Workspace settings', 'Workspace views' (Table, Calendar), and 'Your boards' (10/10-2019, 11.07.2023). The main content area displays a workspace with 12 private boards and a 'Boards' section. Below this, there is a 'Most popular templates' section with a category dropdown and a grid of four template cards: 'Project Management', 'Kanban Template', 'Simple Project Board', and 'Remote Team Hub'. At the bottom, there are 'Sort by' (Most recently active) and 'Filter by' (Choose a collection) dropdowns, and a 'Search' bar for boards.



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Asana

The screenshot displays the Asana web interface for a project named "Customer Stories - Q4". The left sidebar shows navigation options like Home, My Tasks, and various portfolios. The main area shows a list of tasks under "Recurrent pieces", with "Finalize briefing" selected. The right panel provides details for this task, including the assignee Daniela Vargas, a due date of 21 Aug, and a priority of Medium. A comment box at the bottom allows for questions or updates.



asana

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Monday

Event Campaign Planning

This board will help you and your team plan, run, and track your entire campaign's workflow in ... See More

Main Table | Team workload | Campaign status | Campaign Calendar | Timeline | +

Integrate | Automate / 4

New Item | Search | Person | Filter | Sort | Hide

Planned event campaigns

Item	Subitems Stat...	Owner	Platform	Campaign timeline	Budget	Actual	Campaign status
> Workforce Unplugged 5			Facebook	May 14, '21 - Jun 9, '21	\$8,500	\$9,000	Scheduled
> Marketing Simplified 5			Instagram	Jun 18, '21 - Jul 21, '21	\$7,750	\$8,500	Working on it
> Lead Generation 101 6			Reminder Em...	Jul 7, '21 - Jul 28, '21	\$6,800	\$6,250	Pending Review
+ Add Item					\$23,050 sum	\$23,750 sum	

Live campaigns

Item	Subitems Stat...	Owner	Platform	Campaign timeline	Budget	Actual	Campaign status
> The Era of Digital No... 5			Instagram	Jun 21, '21 - Jul 15, '21	\$5,500	\$6,750	Live
Marketing for Executives			Mailchimp	Jun 2, '21 - Jun 23, '21	\$6,750	\$8,000	Live
> There's no time! 2			Google	Jun 7, '21 - Jun 13, '21	\$5,760	\$3,800	Live
+ Add Item					\$18,010 sum	\$18,550 sum	



monday.com

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Miro



The screenshot shows a Miro team meeting board titled "Ways to improve performance". The board is organized into several columns of sticky notes, each with a color-coded header and a team member's profile picture. The sticky notes contain various ideas and feedback points, such as "We need to optimize delivery pipeline", "Last quarter was the best in terms of results", and "We need better KPIs". Team members like Bea, Mae, Hisham, Anna, Sadie, and Matt are visible with their names in colored callouts. The interface includes a top navigation bar with "Team meeting" and "Share" options, and a bottom status bar showing "100%" zoom.

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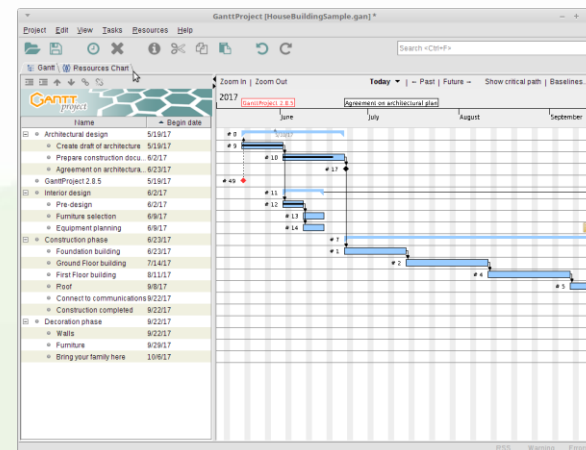
Використання програм для постановки і контролю виконання завдань. Microsoft Project



Microsoft Project

GanttProject

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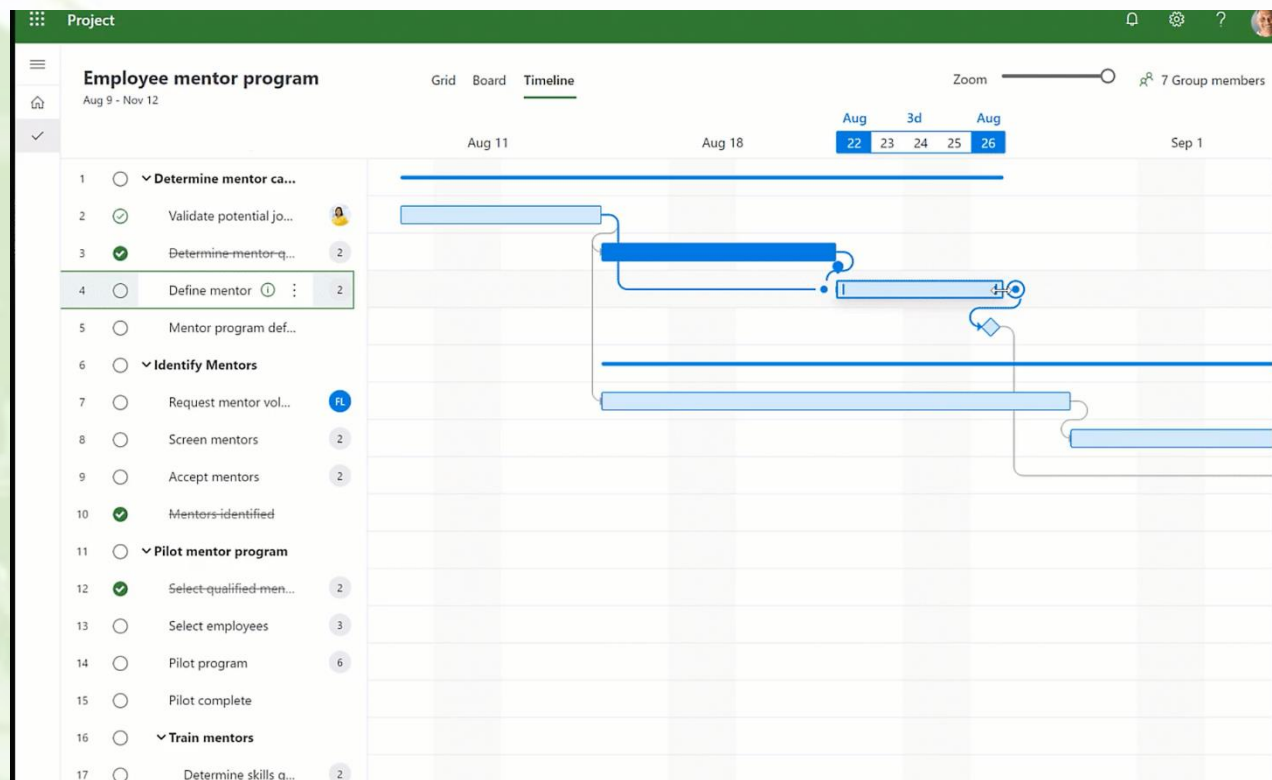


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