



Trello for collaboration



superhighways
harnessing technology for community benefit

What we'll cover today

- ✓ Some Trello use cases
 - ✓ Trello demos - key basic features
 - ✓ Hands on time on your own Trello boards
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- ✓ See also [Trello getting started guide](#)



Why Trello

Trello helps you:

- ✓ Break down your projects into smaller tasks
- ✓ Assign tasks to people
- ✓ Set deadline dates
- ✓ Upload documents & add links
- ✓ Clearly categorise your information
- ✓ Cut down on emails (everything in one place)
- ✓ Integrates with other apps
- ✓ Enables you to automate workflows



Project management

The image shows a Trello project board titled "VC Sutton website". The board is organized into five columns, each representing a different stage of the project:

- Brief & project management**: Contains cards for "Brief", "Expression of interest", "Key dates" (with a due date of Dec 10, 2015), "Contract & payment schedule", "Contract", "Domain forwarding", and "Google Analytics".
- Audience**: Contains two text cards. The first describes Jack, a 21-year-old digital native who recently graduated with a degree in psychology and is looking for social impact. The second describes Sarah, a 42-year-old wife and mother of two who has started at school and wants to get involved.
- Wire frames**: Contains a card for a meeting with Pat/Nat/Matt on Dec 10, 2015, and a card for "Website navigation - my thinking 6 weeks ago" which includes a hand-drawn flowchart of the website structure.
- Graphics & images**: Contains a card for "Killer photo/s for homepage" (due Dec 31, 2015) with an image of a child on a skateboard, and a card for "Host Volunteer photos".
- Content: static pages**: Contains cards for "Front Page", "Volunteer", and "Organisations".

The Trello interface includes a top navigation bar with "Boards", a search bar, the Trello logo, and user profile information for "Kate". The board header shows "VC Sutton website" with a search icon, a star, a lock icon, and "Team Visible". On the right, there are links for "Subscribed", "Calendar", and "Show Menu".

Event planning

Impact Aloud 2016 ☆ Private Board

Power-Ups Automation Filter SP K P Share

- Check/design before printing ...
 - + Add a card
- Pre-event ...
 - Ask Jude to do something fun in the morning?
 - Follow up with last years winners & send to last year's sponsors (P SP) 10
 - Update webpage and add slide for past winners impact
 - Giving away the give-aways
 - Plenary presentations onto laptop
 - Equipment check & buy outstanding
 - + Add a card
- After event ...
 - Storify (5)
 - Send evaluation
 - Sponsor prize follow-up
 - Edit Audiobooms
 - + Add a card
- Done
 - Set up Guidebook - o (1)
 - Finalise our own displ (1)
 - Prize certificates (2)
 - Go through the Big B Aloud 2015 & get the ready too.
 - Survey monkey evalu
 - + Add a card



Participatory meeting

Digital Join Up ☆ Private Board

Power-Ups Automation Filter K FT AN AB AO +35 Share

Agenda

- 11.00 am - Introductions
- 11.05 am - What are we solving
- 11.15 - Project Objective
- 11.25 - Who are we trying to help
- 11.35 - Who are the stakeholders
- 11.45 - Where can we access funding
- 11.55 - What does success look like
- 12.05 - What are the next steps?

What are we solving

What are we trying to solve?

What is this multi agency group trying to achieve for the borough.

To work in a strategic and coordinated way in reducing digital exclusion. To ensure the variety of skills and resources amongst this group is harnessed. This partnership will ensure progression routes/pathways for every resident is mapped out and monitored.

A joined up, partnership approach to funding

Pool resources and ideas and join the dots to benefit the community

Project Objective

Project objective

What do we want to achieve as a group? What is the objective? What is our purpose?

Strengthen partnership links which will give more opportunities to benefit the community

To enable residents to understand how they can use digital to enhance their lives

To eliminate digital exclusion in the borough. Take steps to try and ensure 1) residents who do not have ICT technology have the equipment they need. 2) Those who cannot afford wifi, have access to free to wifi

Who are we trying to help?

Who are we aiming to help?

Who are we trying to help?

Everyone irrespective of whether we have statutory obligations towards them or not ie to include people with no recourse to public funds

Organisations that signpost/refere people as well as individuals.

People who may not recognise the breadth and depth of benefit to digital use in their lives

People who may be afraid of digi/tech

Orgs who may have recognised the

Who are the stakeholders?

Who are the stakeholders that need to be involved?

Who needs to be part of the digital join up?

ESOL and Communication group (ESOL providers -formal and informal) has priorities around digital exclusion, particularly amongst ESOL learners (vulnerable migrants/refugees). The Community Development Team as part of their work in reducing health inequalities and addressing wider determinants of health. Kingston Adult Education - written a digital inclusion strategy. VCS groups

The economic recovery team and NWP

Where can we access funding?

What funding sources are there?

Funding - can be different sources to include inkind (skills) resources (donation of equipment). Using business wifi (if they agree to ensure wifi is accessible in their area, as part of their CSR). Possible calls for proposals by Gov for local authorities to apply.

Cross cutting theme of digital - we need to think how digital can be integrated into projects - crossover of digital and other needs - MILAAP are a good example - adjusting to digital. Embed digital

Cross-cutting with health/ mental health.

What does success look like?

What does success look like?

Fast pace to meet the need

A strategy for the borough

Embed monitoring

- 1) Free wifi availability for neighbourhood for example people who now have the opportunity to participate in mainstream
- 2) No of people who have been trained at a certain level in
- 3) No of people who have been trained at a certain level in

+ Add a card



Collaboration & work flow

London Civil Society - Digital Needs ☆ Private Board

Calendar Power-Up Power-Ups Automation Filter SP HG AP A AN +13 Share

Information on how to use the Digital Needs Board

Step 1 - GLA team will upload daily the incoming requests via the webform in 'incoming cases' list. The GLA will send an initial holding email to the organisation so they know their request has been seen. The due date will be three days from when the submission came in and hopefully the day in which one of the members will make the first connection in response to the ask.

Step 2 - Members will add their initials to the cards they are responding to and move these to

Incoming Cases

Org Name: - Challenge:

This card is a template.

+ Add a card

Live Cases

Org Name: CEM London - Challenge: Social Media Support
Jun 29, 2020 2

Org Name: London Infinity Elite - Challenge: Support to build a website
Jul 7, 2020 3

Org Name: Healthy Generations - Challenge: Website
Jul 7, 2020 1

+ Add a card

Completed Cases

Org Name: Chinese C Centre - Challenge: D of staff and elderly m
Jun 11, 2020

Org Name: Success Cl Challenge: Moving f2l online in the most cos
May 7, 2020

Org Name: Loughbor Farm/Loughborough. Group - Challenge: Fr

+ Add a card



Retrospectives

4in10 London Challenge Poverty Campaign Retro



Private

Board



Power-Ups

Automation

Filter



Share



Appreciations



Appreciate your team for what went well!

Worked well together to share the load.

We created engaging content for the campaign

Adapted well to different challenges

Lots of engagement online with other organisations and creative events or campaigns.

+ Add a card



What went well



Think about: planning, delivery, activation, engagement, measurement...

We were able to use Hootsuite to schedule our posts. Hootsuite also was very useful for measuring engagement

twitter seemed to have the biggest engagement. People were interested in events or responding to a question.

Think the hootsuite helped us to see

+ Add a card



What didn't go well



Think about: planning, delivery, activation, engagement, measurement...

What do we wish we had known/had access to?

Probably would have liked to have started planning a bit more in advanced. I think it felt rushed at the end.

I think we didn't always know what groups we were missing out, local politicians, local communities.

+ Add a card



Improvements

What could you do better?

What would we tell future members?

think about engagement week, prioritise specific more content/ CTA's

plan for more campaign follow up

start planning a little earlier

identify specific target groups

+ Add a card



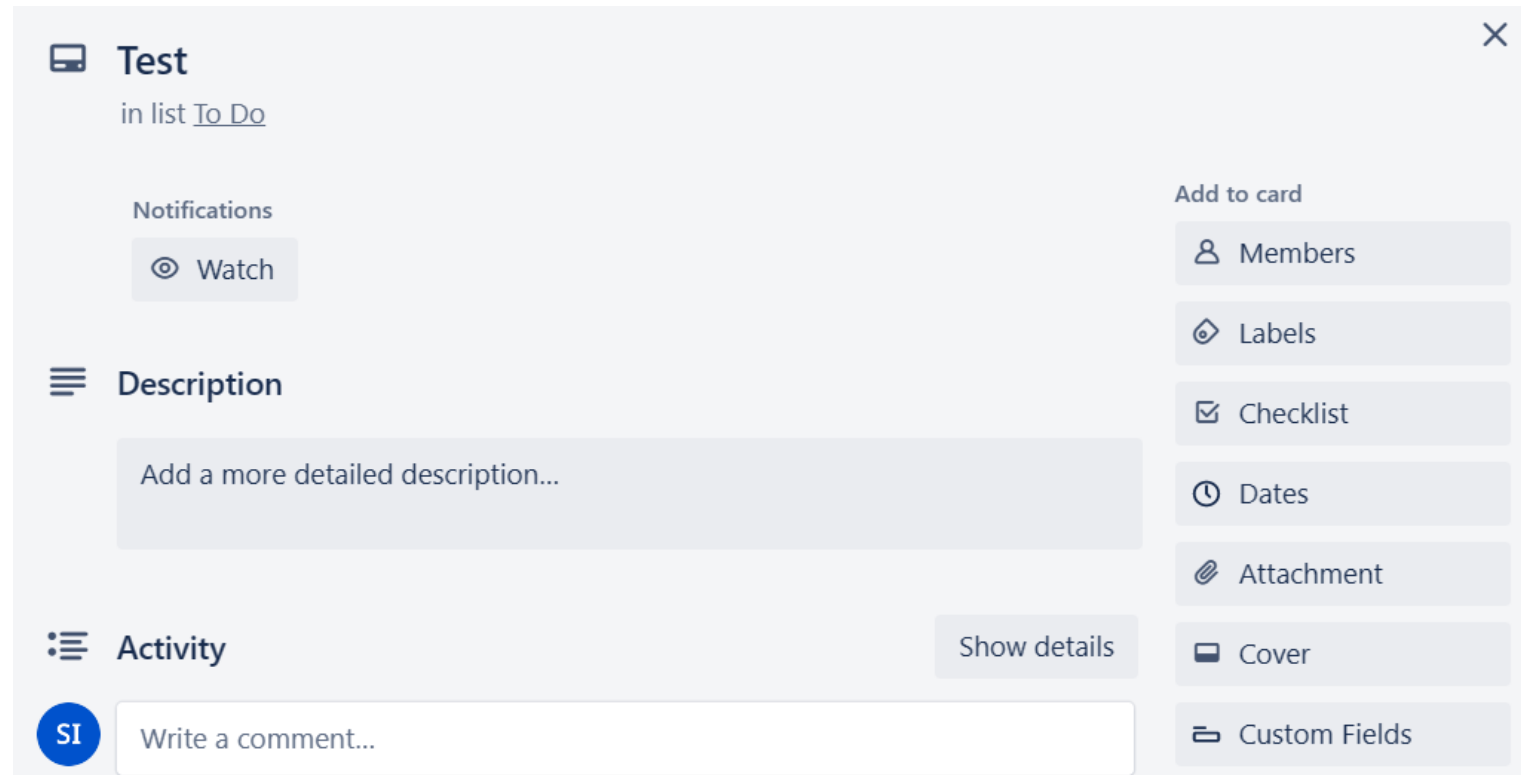
Navigating Trello

- ✓ Workspaces
- ✓ Boards
- ✓ Lists
- ✓ Cards
- ✓ Sharing inviting collaborators



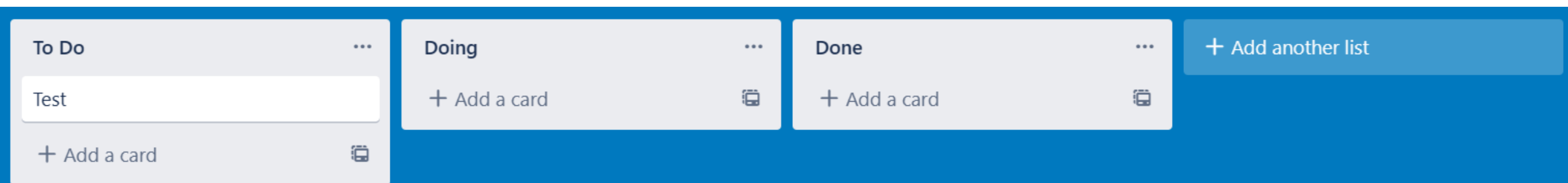
Cards

- ✓ Add your tasks to Cards
- ✓ Add Descriptions, Attachments & Comments
- ✓ Add members (assigning people to tasks)
- ✓ Categorise tasks using Labels and set deadline Dates
- ✓ Breakdown into sub tasks using Checklists



Lists

- ✓ Organise your tasks into Lists
- ✓ Rename Lists to suit your scenario
- ✓ Add additional Lists as needed
- ✓ Add cards to Lists
- ✓ Drag and drop from one List to another



Boards

- ✓ Set up a Board for a specific project
- ✓ The free Trello account includes up to 10 Boards
- ✓ Build yours from scratch or choose a template



[Browse the full template gallery.](#)

Sort by

Most recently active



Filter by

Choose a collection



Search

Q Search boards

Showing 1 of 1 boards

Create new board

Untitled Board





Inviting members to your Boards


- ✓ Click on the Share button (top right)
- ✓ Two ways to share:
 - Inviting specific people (start typing their name)
 - Share the board via a link (anyone with the link can join)

Share board ×

Member ▾ Share

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

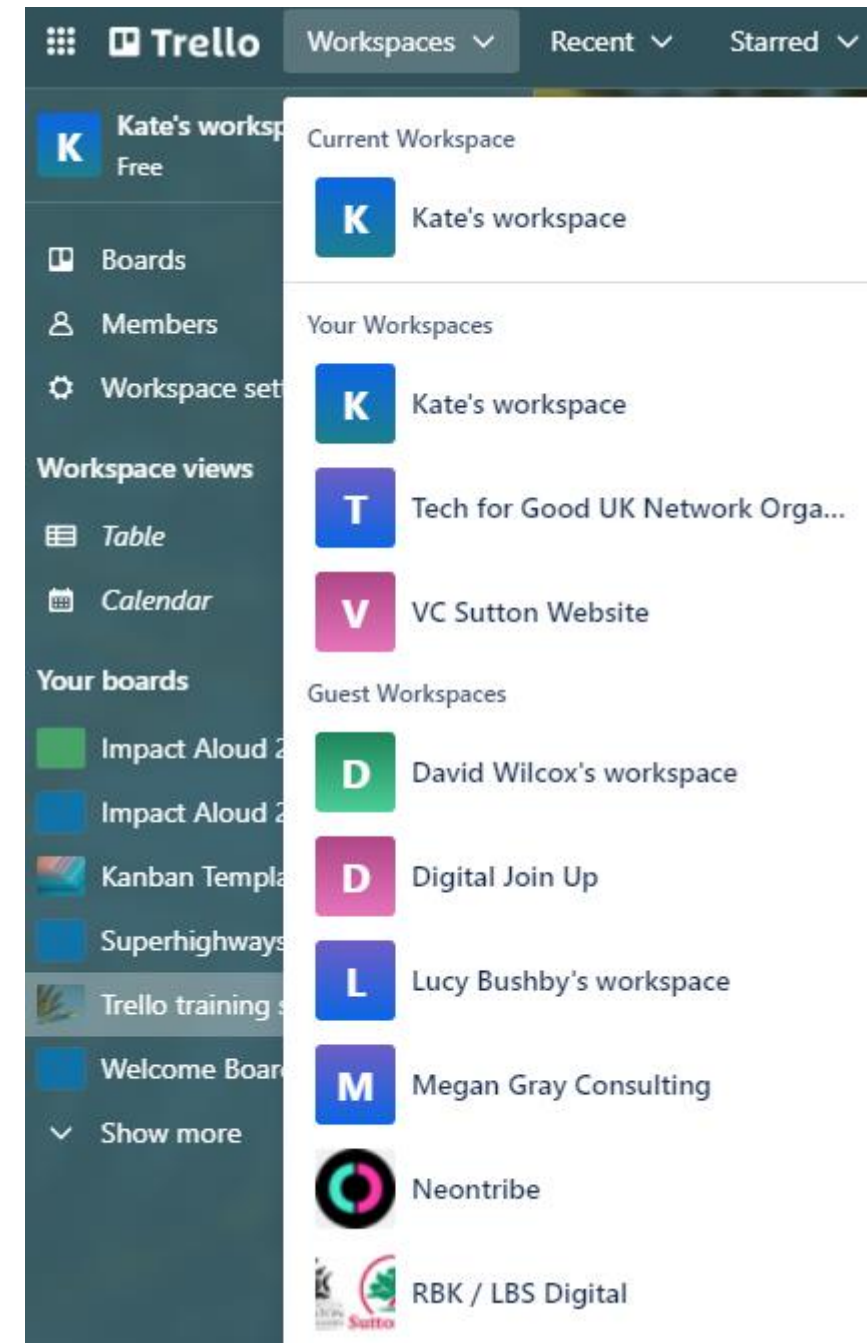
 Kate (you)
@kate38 • Workspace guest Admin ▾

 Sorrel Parsons
@sorrelparsons • Workspace guest Member ▾



Workspaces


- ✓ A Workspace is linked to a Trello account and is where all your Boards sit
- ✓ In the Workspaces drop down, you'll see other Workspaces you have been invited to join
- ✓ Here you can switch between Workspaces as necessary
- ✓ You can also invite people to join your Workspace and then select them to join specific boards



Next steps

- ✓ You can integrate Trello with other apps you use and automate workflows using the Power-Ups & Automation functions





Power-Ups ×



Bring additional features to your boards and integrate apps like Google Drive, Slack, and more.

[Add Power-Ups](#)

Automation ×

-  **Rules**
Create rules that automatically respond to actions, schedules, or a card's due date.
-  **Buttons**
Create custom buttons on the back of every card or at the top of the board.
-  **Email reports**
Set up email reports, such as a weekly summary of all cards that are due within 7 days.
-  **Send feedback**
Help us improve your automations.



Plans & upgrades

- ✓ Free plan is free for individuals and teams to use and create up to 10 boards
- ✓ Upgrade to Standard (£48 per user per year) to unlock additional features such as:
 - ✓ Different Views – Calendar view, Table view etc
 - ✓ Assign sub task in Checklists to specific people
- ✓ [See accounts, features lists and pricing here](#)
- ✓ Charities registered with the Charity Commission, or for tax exemption with HMRC as a charity, are eligible for a 75% discount – [apply here](#)



Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)



About Superhighways

Providing tech support to small local charities in London for over 20 years

- ✓ Support
- ✓ [Training](#)
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](#)
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Thank you for listening

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