



# Overview of Basecamp:– A Web-Based Project Management Tool

- Costs
- Hosting and security
- Our processes for adopting the tool
  - Center for Technology in Education [CTE], Johns Hopkins University
  - Technical Assistance & Consulting Services and Signetwork, University of Oregon
- How we use the features
  - Benefits
  - Short-comings and work-arounds



# Costs of Basecamp

## 30-day Free Trial on All Accounts

1,000 companies a week sign up for Basecamp. Get your own in 60 seconds.

<b>Max</b> \$149/month TOP-OF-THE-LINE	<b>Premium</b> \$99/month FOR BIG GROUPS	<b>Plus</b> \$49/month MOST POPULAR PLAN	<b>Basic</b> \$24/month FOR SMALL GROUPS
<b>Unlimited</b> projects <b>75 GB</b> storage <b>Unlimited</b> users <b>Time tracking</b> <b>Enhanced</b> security	<b>100</b> projects <b>30 GB</b> storage <b>Unlimited</b> users <b>Time tracking</b> <b>Enhanced</b> security	<b>35</b> projects <b>15 GB</b> storage <b>Unlimited</b> users <b>Time tracking</b> <b>Enhanced</b> security	<b>15</b> projects <b>5 GB</b> storage <b>Unlimited</b> users No time tracking <b>Enhanced</b> security
<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>

We also offer a [free plan](#): 1 project, unlimited users, but no file sharing.



# Basecamp Hosting and Security

- Hosted and professionally managed by [Rackspace](#), and [Amazon's S3](#)
- Backed up daily
- Engineered to stay up even when multiple servers fail
- Protected by biometric locks and round-the-clock interior and exterior surveillance monitoring
- Software security patches are updated regularly

# TACS' Adoption Process

- Identified need
- Convened an all-staff meeting
  - Reviewed features, watching demos
  - Tested real-time with multiple laptops in our meeting
- Implemented two-week trial run
- After two weeks, took a vote



# Basecamp - Dashboard

## Uses

- Overview of all projects in Basecamp

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## Benefits

- View project status across all projects
- Quickly see late and upcoming Milestones across projects

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## Issues

- Can be overwhelming and too much information with complex projects
- Cannot filter by person



# Basecamp - Messages

## Uses

- One place to post messages for all project members

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## Benefits

- Can create message categories
- E-mail notifications to all project members
- Can attach files to the message or post a link



# Basecamp – To Do List

## Uses

- Customized personal to-do lists that can be linked to group milestones

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## Benefits

- View/filter to-do lists by person
- View/filter by due date
- Easy to re-order to dos
- Can relate to a milestone to track due date
- Can assign a due date to a to-do

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## Issues

- cannot assign more than one person to to-dos



# Basecamp - Milestones

## Uses

- Tasks that have due dates associated with them

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## Benefits

- Track deliverable due dates and receive e-mail notification when late
- Can see all milestones from Dashboard

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## Issues

- Cannot create recurring milestones
- Tasks do not appear on milestones timeline
- Difficult to see milestones across projects
  - Workaround: Global iCalendar



# Basecamp - Writeboards

## Uses

- Grant-writing
  - Developing project planning outline
  - Drafting content before formatting
  - General document collaboration that can later be converted to a word file
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## Benefits

- Versioning -- Ability to track and compare draft versions
  - Adding comments after posting new versions
  - Drafting content before formatting
  - Indicates when someone else is editing
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## Issues

- Tracking multiple editing styles
- Writeboards are not integrated



# Basecamp – Files

## Uses

- Central location to house files that all group members can access

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## Benefits

- Simple versioning control (use instead of Writeboard)
- Upload multiple files at the same time

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## Issues

- File space depends on type of account
- Less control than a typical file server
- Extra planning needed to create a sensible structure of categories and file naming protocols that everyone agrees to follow.



# Basecamp - Summary

## Benefits

- Easy to set up projects -
- Minimal training needed
- Excellent tool for remote teams to collaborate
- Easy to see milestones/to-dos that are past due

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## Issues

- Tracking milestones by person across projects not always easy or intuitive
- Difficult to search for milestones to make changes (when you have a complex project)
- Takes time to track and maintain the milestones and to-dos
- Chat feature is unnecessary