



Project Management Tools

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Elementary

NOTE: This icon means the Web site has no age restrictions, and the tool is appropriate for younger students. Other tools may be appropriate for elementary grade use with the teacher's facilitation.

Calendars


Name	URL	Strengths	Weaknesses/Considerations	Ad-Free	Student Privacy Maintained	Educator Version Available	Available for All Ages	Does Not Require Student E-mail
Famundo*	www.famundo.com	<ul style="list-style-type: none"> Depending on version, has calendar, blogs, lists, to-do lists. Provides multiple levels of access and ability to change content. Provides 250 MB of free file storage. Keeps information private. 	<ul style="list-style-type: none"> Free "families" version has more options but includes ads. Free "organization" version has less options (no photos, for example), but no ads. 	<p>✓</p> <p>For "org." version only</p>	✓		Must be at least 13 years old.	

Name	URL	Strengths	Weaknesses/ Considerations	Ad-Free	Student Privacy Maintained	Educator Version Available	Available for All Ages	Does Not Require Student E-mail
Google Calendar*	http://calendar.google.com	<ul style="list-style-type: none"> • Can schedule one-time or recurrent events with reminders. • Can create multiple calendars. • Can add events, tasks, and appointments. • Can add file attachments. • Can invite others to view or edit the calendar. 		✓	✓		Must be of "legal age to form a binding contract."	
HiTask*	http://hitask.com	<ul style="list-style-type: none"> • Free version provides only an individual calendar. • Can assign tasks and receive notification when done. 	<ul style="list-style-type: none"> • Premium and Business Services are offered at a cost and offer the most collaborative options. 	✓	✓		Must be at least 13 years old.	
Yahoo! Calendar*	http://calendar.yahoo.com	<ul style="list-style-type: none"> • Offers an integrated calendar, notepad, e-mail, and contacts. • Standard features include ability to have reminders sent to e-mail, Yahoo! Messenger, and mobile device. 	<ul style="list-style-type: none"> • Cannot attach documents to calendar events. 		✓		Must be of "legal age to form a binding contract"; under 13 allowed under a "family account."	Creates an e-mail account at the time of Yahoo! registration.

Name	URL	Strengths	Weaknesses/ Considerations	Ad-Free	Student Privacy Maintained	Educator Version Available	Available for All Ages	Does Not Require Student E-mail
Zoho Calendar*	http://calendar.zoho.com/mycalendar	<ul style="list-style-type: none"> • Can schedule one-time or recurrent events with reminders. • Can create multiple calendars. • Can add events, tasks, and appointments. • Can invite others to events. • Can associate appointments with tasks. 	<ul style="list-style-type: none"> • Cannot attach documents to calendar events. 	✓	✓		Must be at least 13 years old.	

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Task and Milestone Tracking


Name	URL	Strengths	Weaknesses/ Considerations	Ad-Free	Student Privacy Maintained	Educator Version Available	Available for All Ages	Does Not Require Student E-mail
Comindwork*	www.comindwork.com	<ul style="list-style-type: none"> • Unlimited number of users. • 20 MB of file storage. • Includes to-do lists, milestones, discussions, time tracking, RSS, and reminders. • Offers a wiki and blog, file storage, and tagging. • Includes charts, reports, and video tools. • Integrates with Project*, Basecamp*, Facebook*, Gmail*, Google Docs*, Yahoo!*, and Twitter*. • Supports multiple time zones and 29 languages. • Provides a custom project URL. 	<ul style="list-style-type: none"> • Can only have one active project at a time on a free account. • Designed for business, so some directions are business-focused. 	✓	✓		Must be at least 13 years old.	
MyNoteit* 	www.mynoteit.com	<ul style="list-style-type: none"> • Provides an integrated task list and calendar. • Can share notes and assignments, and use the message board. 	<ul style="list-style-type: none"> • Limited or no tech support, but simple interface. 	Minimal ads by Google.	Unclear; no privacy policy or terms of use.	✓ Designed for education.	✓	

Name	URL	Strengths	Weaknesses/ Considerations	Ad-Free	Student Privacy Maintained	Educator Version Available	Available for All Ages	Does Not Require Student E-mail
Teamwork Project Manager*	www.teamworkpm.net	<ul style="list-style-type: none"> • Maximum of two projects at one time. • 5 MB of free storage. • Includes task management, notebooks, messages, e-mail alerts, and time tracking. • Unlimited number of users. • Creates custom project URLs. 	Designed for business, so some directions are business focused.	✓	✓		✓	
Zoho Planner*	http://planner.zoho.com	<ul style="list-style-type: none"> • Can add multiple to-do lists with dates. • Can e-mail reminders about scheduled activities. • Can upload files and images. • Can add notes to keep track of daily activities. 		✓	✓		Must be at least 13 years old.	
Zoho Projects*	http://projects.zoho.com/home.na	<ul style="list-style-type: none"> • Can organize, manage, and assign tasks. • Offers color codes to help prioritize tasks. • Can set goals and milestones. • Provides a way to break down 		✓	✓		Must be at least 13 years old.	

Name	URL	Strengths	Weaknesses/ Considerations	Ad-Free	Student Privacy Maintained	Educator Version Available	Available for All Ages	Does Not Require Student E-mail
		<p>complex projects into many related or dependent tasks.</p> <ul style="list-style-type: none">• Offers capability to create a project wiki.• Can assign any number of members to a task and track progress.• Can view the “Project Stream” to keep all team members instantly updated about project milestones, discussions, and completed tasks.						

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To-Do Lists

Name	URL	Strengths	Weaknesses/ Considerations	Ad-free	Student Privacy Maintained	Educator Version Available	Available for all ages	Does Not Require Student E-mail
Famundo*	www.famundo.com	<ul style="list-style-type: none"> Depending on version, has calendar, blogs, lists, to-do lists, Provides multiple levels of access and ability to change content. Provides 250 MB of free file storage. Keeps information private. 	<ul style="list-style-type: none"> "Families" version has more options but includes ads. "Organization" version has less options (no photos, for example), but no ads. 	<p>✓</p> <p>For "org." version only</p>	✓		Must be at least 13 years old.	
MyNoteit* 	www.mynoteit.com	<ul style="list-style-type: none"> Task list can have reminders and be tied to notes. 	<ul style="list-style-type: none"> Limited or no tech support, but simple interface. 	Minimal ads by Google.	Unclear; no privacy policy or terms of use.	<p>✓</p> <p>Designed for education.</p>	✓	
Remember the Milk*	www.rememberthemilk.com	<ul style="list-style-type: none"> Can create and share tasks. Tasks accessible from mobile phone devices. Can manage tasks offline. Can use with Google Calendar* and add tasks from iGoogle*. Offers e-mail or IM reminders. Can color-code priorities and categorize tasks. 		✓	✓		Must be at least 13 years old.	

Name	URL	Strengths	Weaknesses/ Considerations	Ad-free	Student Privacy Maintained	Educator Version Available	Available for all ages	Does Not Require Student E-mail
Ta-Da List*	http://tadalist.com	<ul style="list-style-type: none">Create checklists that can be published, shared, or kept private.		✓	✓		Must be at least 13 years old.	

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