Project Planning Tool Checklist *Use this checklist to identify the online features you want and need for project planning.*		
Features	**Short Answer Field**	**Yes/No**
Team Structure		
Size of team	X	
Ability to set team permissions		X
Ability to set user permissions		X
Ability of user to create tasks		X
Ability of user to sort tasks		X
Individual team member dashboards		X
Designed for Agile team		X
Designed for Scrum team		
Designed for Waterfall team		X
Team Collaboration and Communication		
Discussion board		X
Email integration		X
Brainstorming		X
File sharing		X
Screen sharing		X
Commenting features		X
Video conferencing		X
Cost		
Free version / trial		X
Fee per user	X	
Monthly costs	X	
Pricing model	X	
Product tiers	X	
Cost to upgrade	X	
Project Planning		
Diagram tools and templates		X
Work Breakdown or Product Breakdown Structure		
Ability to map task dependencies		X
Templates for project plans, baselines, budgets		X
Document gallery to store previous projects		X
Text writing, editing		X
Spreadsheets		X
Chart making tools		X
Risk identification interview templates		X
SWOT analysis templates		X
Risk register		X
Risk calculator		X
Project Tracking and Reporting		
Gantt charts		X
Kanban boards		X
Calendar		X
Task overview		X
Task lists		X
Project timeline		X
Time tracking		X
Time reporting		X

Version control		X
Document management		X
Milestones		X
Templates		X
Customizable dashboard		X
Budget reports		X
Automated reporting		X
Alerts and reminders		X
Risk log		X
Software Installation and Ease of Use		
On-Premises system		X
SaaS system		X
Apps	X	
Frequency of updates	X	
Software installation timeframe	X	
Access to code		X
Integration with other programs, apps	X	
Compatible with Windows, OSX, Linux	X	
Ability to offer custom branding		X
Training and Customer Support		
Phone support		X
Ticket		X
Live support		X
Feedback buttons/forum		X
Knowledge base		X
Video tutorials		X
Classes, seminars		X