Article published on December 30th 2011 | Software

Manually managing multiple projects simultaneously is very difficult. Project management is an art to complete the project on time and deliver it to the client. To manage multiple projects simultaneously, you can use project management software. If you manage your projects manually, it becomes very difficult to you to manage projects at the same time period. Project management tool simplifies your work. With the help of task management software, you can schedule your tasks, assign your task to your team members and can review the progress of the projects. This tool acts as collaboration software. This helps to send your project information to your team members and clients. It acts as a central hub, and you can share information and can easily communicate with your team members and clients. In this tool you can easily manage your multiple projects and can deliver them on time. This tool provides you various features to manage your projects. With the help of this tool, you can also set the priority of the task according to the delivery of the project. You can set to-do lists where you can assign a team member who complete the task and set the time for this task. The advantage of this software is that there is no loss of data which has been shared and the shared data is visible to your team members and clients simultaneously at the same time. Also you can monitor the activities which are performed by the team members for the completion of project, no matter if you are with your team or at a distance.

You can easily manage your multiple projects by using task management software. In this tool, you can use milestones up to large extent. You can place several milestones in your schedule at planning time, estimate their completion date and compare it with the actual completion date. With the help of milestones you can check the status of project that if it is going according to schedule or running behind the schedule, and manage expectations of those that are involved in the project. You can also categorize your projects to manage them more easily. As you know you and your team have been working on so many projects simultaneously for different clients. In this software there is a feature which helps you to make categories for your projects and distribute projects in your desired categories. Also you can proof your design or file by using its proofing feature which saves your a lot of time. It helps to reduce the number of revisions and approval process. And provide positive impact on your clients and saves time which mostly includes in the design approval meetings. It is a central hub where you, your team members and clients can easily collaborate with each other and manage multiple projects without any hindrances.

Article Source:
http://www.articleside.com/software-articles/how-to-manage-multiple-projects-simultaneously.htm - Article Side

John Nash - About Author:
ProofHub is a Project management software which helps you to easily manage your multiple projects simultaneously. It also acts as a collaboration software which enables you to easily collaborate with your teams and clients.

Article Keywords:
project management software, task management software, collaboration software

You can find more free articles on Article Side. Sign up today and share your knowledge to the community! It is completely FREE!