Trello is a task and project management tool that’s comprised of *Boards*, *Lists*, and *Cards*. 
A board represents a project and place to keep track of your project information. It’s where you collaborate with your team.
Lists keep the board organized. They can be used to categorize and represent different phases, workflows, and processes of a project.
Cards are added to lists and represent tasks and ideas. You can think of them as “post it notes”.
Back of the card
1. **Pipeline**
   This list contains courses that we know are upcoming or should be upcoming. We will move them into the Analysis phase once we're ready to start working on the course development.

2. **Analysis**
   The L&D Manager will move a card from Pipeline to Analysis when our workload and priority list allow us to do so. Once a card is moved to Analysis, a Lead Designer will be assigned. In this phase, a Lead SME is identified and course objectives are developed. Once the course objectives are approved by the L&D Manager, the course then moves into Design.

3. **Design**
   Once course objectives are approved, the course moves into the Design phase. It is during this phase that a design plan and storyboard is created. Once approved by the L&D Manager, a course can move from Design to Alpha Development.

4. **Alpha Development**
   This is when we are in the trenches building the course. (Captivate files, screen recordings, facilitator guides, etc.)

5. **L&D Team QA**
   Once the course has been built and loaded in the LMS, it's now time for the L&D Team to QA the course. Assign the course to the Design Team and the Technical Writer. Send them an email requesting feedback with a return deadline. Make necessary adjustments. (Use the QA template doc in J: Training: Templates)

6. **L&D Manager QA**
   Once the Design team has QA'ed the course and made changes, assign the course to the L&D manager for final review.

7. **Beta Development**
   Once the course has been proofed internally, it's now ready for BETA Development - we send the course out to the client(s) for review.

8. **Launch**
   Once the course has been reviewed by the client(s) and their suggestions have been taken into consideration, the course is now ready to be launched. Please include the HR SVP in all course launches. If the course is for Sales & Service, include the Director of Lending and Operations SVP as well. Once a course is launched and documented on the Trello card, it can be moved into Evaluation.

9. **Evaluation**
   This is where our launched courses will sit. Sometimes we will need to make adjustments to courses - those will be made and then moved to the Re-Launch column.
Pros & Cons

Pros
• Ideal for teams physically separated and in different time zones
• Unified communication and coordination platform
• Provides history of all activity
• Easy to learn and use
• Free! Lots of functionality & accessibility at no cost
• Real-time team interaction
• Notifications
• Public (team) and Private board options
• Availability (phone, tablet, pc)

Cons
• Only 1 free Power-Up allowed per board
• Integrating advanced project tracking tools requires Power-Ups...
  • Gantt charts
  • Burn down charts
• Other advanced functionality requires Power-Ups, which drive up the cost
• Power-Ups may not be worth the extra cost
• Cannot generate reports for project statuses (without using Power-Ups)
• Welcome Board
• Welcome to Trello email (Taco from Trello)
• trello.com/guide
• trello.com/inspiration
• trello.com/inspiringboards
• trello.com/b/QtjSVKOIf/the-ultimate-board-of-trello-tips-tricks
• blog.trello.com
• YouTube
• Google