

QUICKLOOKS

Steve Cotterell spends a few minutes with a 'team to do list manager' and an 'interruption management' add-on and computer-based training for MindManager.

VIP Team To Do List Version 2.5

VIP Quality Software is a Ukrainian company specialising in task, time, project and human resource management software. It has announced a new version of its VIP Team To Do List.

This product helps team leaders manage their team's workflow by enabling them to delegate tasks, create prioritized to do lists, notify team members of new assignments and track their progress. To do lists can be sent by email or published on the Web.

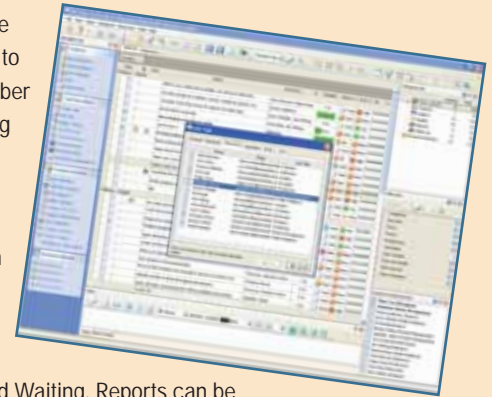
You first enter team members' contact details and then you make a list of the tasks to be done, adding estimates of the time required to complete them and their completion dates. You prioritise the tasks and then assign each to one or more people. You can notify your team members about their task assignments via email or SMS messaging.

You can create a separate to do list for each team member, containing details of their uncompleted tasks and either email it or

upload it to the Web. Once you've published the lists to the Web, each team member is sent an email containing a link to it.

You can see what percentage of each task has been done and, when it's 100% completed, it gets an 'OK' status. Other status indicators used include Created, Open and Waiting. Reports can be exported in several file formats

VIP Team To Do List costs \$(US) 100 for a single-user licence but a free 30-day trial version is available at: www.vip-qualitysoft.com, from where additional information can also be obtained.



GyroQ

While on the subject of to do lists, here's a brilliant little 'interruption management' add-on for MindManager. GyroQ makes it easy for MindManager users to capture ideas and deal with interruptions without breaking their concentration from the task in hand.

You set GyroQ to start with your system and then, when you want to write a note, you simply hit Control+Q. A dialogue box containing an input field and three buttons opens. Three types of note can be entered – Ideas, Action Items and Information (which also appends whatever is on your clipboard when you save the note). You click the



'Tag' button to select the type of note you're writing and then type it. Clicking 'Add' stores the note in a file, where it's safe even if the system re-boots.

Clicking the 'Send Queue'

button opens your 'Daily Capture' MindManager map and transfers the stored notes into the map, as sub-topics, sorted under the dates on which they were entered. Each note type is marked by its own icon. Action items can be progressed to completion and ticked completed. Any hyperlinks entered become active.

'Pro' version users can create their own tags and edit existing ones using scripts. In this way they can direct information into specific maps and also make tags prompt for information. Additional tag types can be downloaded and tags can be exchanged with other users via email.

GyroQ Essential costs \$US 30 and the Pro version, \$US 50. For a 15-day free trial and more information, visit www.gyronix.com/gryoq

Mindjet MindManager 6 Computer-based Training

This interactive DVD system has been designed to 'provide you with the fundamentals on how to organise your day-to-day business more efficiently and successfully' using Mindjet MindManager 6. Regular readers will remember that MindManager has featured in reviews and case studies in this magazine in the past and I think that it's a useful aid for project managers.

The software runs entirely from the DVD without the requirement that you register it or activate it in any way. Following a short introductory preamble, you are taken, step by step, through different areas in which the software has proven usefulness. These are: meeting management, mindmap presentation, information and communication, and project planning.

A spoken commentary accompanies the training, which takes the form of practical exercises that demonstrate how to perform the various functions. What you need to do at each point is explained, both audibly and using on-screen text boxes. The program then waits for you to perform the action correctly (if you go wrong, it puts you right) before continuing.

While in no way exciting, this course is inexpensive and easy to use. It does the job it set out to do and there's no limit on the number of people that can use the disk, or on the length of time that they can use it, making it possible to keep it for later use as a memory refresher.

This DVD is priced at £55 plus VAT and delivery (£7.64 in the UK). Visit www.murge.com to learn more.

