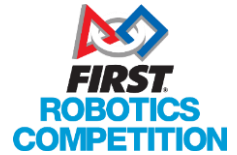# monday.com - FRC
GUIDEBOOK

Introduction

After exploring numerous different project management platforms, we found monday.com to best fit our needs as an FRC team. In order to assist other teams in managing their various projects effectively, we initiated a collaboration between monday.com and *FIRST*. In this guidebook we included explanations about monday.com itself and our custom FRC templates. It is important to state that everything in here is a recommendation from our experience, and that every team should use the program in the way that best fits them.

Good luck, OnyxTronix #2231
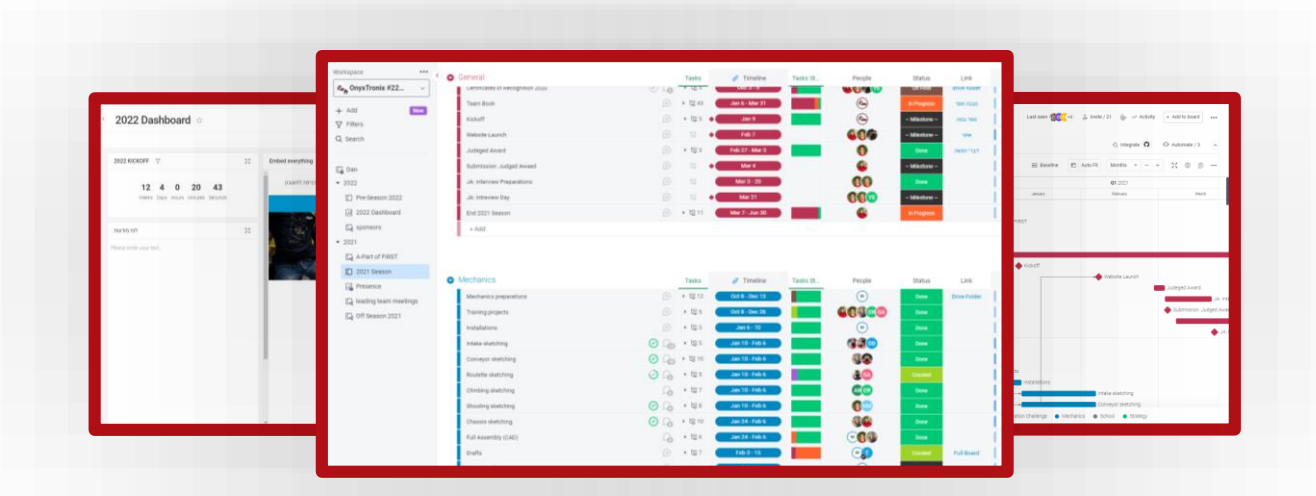
The Platform

monday.com is a cloud-based Work OS, where teams create workflow apps in minutes to run their processes, projects, and everyday work. Teams shape their workflows and projects, code-free, with a platform that adapts to shifting needs quickly, liberates teams from manual grunt work, and connects teams in a collaborative workspace. The platform's features include:

› Time tracking to meet important deadlines
› Automations to eliminate manual work
› Dashboards to gain valuable insights at a glance
› Integrations with popular tools to streamline processes

Boards are the basis of monday.com. A board is the place where your groups of items are held. It's a virtual white board where projects are stored to keep track of all your different projects. A board can be viewed in many ways which are called "views".

monday.com & FRC

We are happy to announce that monday.com is officially added to the FRC virtual kit. The platform is free of payment for all FRC teams around the world. Teams receive free access to a monday.com account for all team members, via a landing page which you can find [here](), and:

› Access to the monday.com help center
› Custom FRC templates and this guidebook
› In-depth explanatory webinars about the platform

There are a few different approaches for the use of monday.com and each one holds its advantages and disadvantages:

	Editing & viewing permissions for everyone	Editing & viewing permissions only for a few people
Separate boards for different fields	**Pros**: full transparency between the people who are working on the same projects, real time updates in the board, less load of information in the boards. **Cons**: allowing everybody to edit the board can cause disorder, it's harder to see the bigger picture and view all of your tasks at one glance.	**Pros**: less load of information in the boards, less potential for dis-organization of the different boards. **Cons**: no transparency between all team members, no real time updates in the board, it's harder to see the bigger picture and view all of your tasks at one glance.
Shared board for all fields	**Pros**: full transparency to all projects, real time updates in the board, easier to see the bigger picture and to view all of your tasks at one glance. **Cons**: allowing everybody to edit the board can cause disorder, more information in one board.	**Pros**: less potential for dis-organization of the different boards, it's easier to see the bigger picture and view all of your tasks at one glance. **Cons**: no transparency between all team members, no real time updates in the board, more information in one board.

We welcome you to explore the different methods and choose or develop the one best fits to you.

Templates

We created a few basic FRC related templates for your convenience: general FRC season template, mechanics template, programming template, community and marketing template, strategy template and dashboards for a clear view of all the different projects. All the templates are editable and are generic in order to fit for all the different team's structures, we encourage you to get creative and customize the templates for your team and create more templates and boards.

We hope that the templates will help your team start working with monday.com.

FRC Season Template

The FRC season Template is a basic template for a general FRC season. In this template all the items are organized in one board.
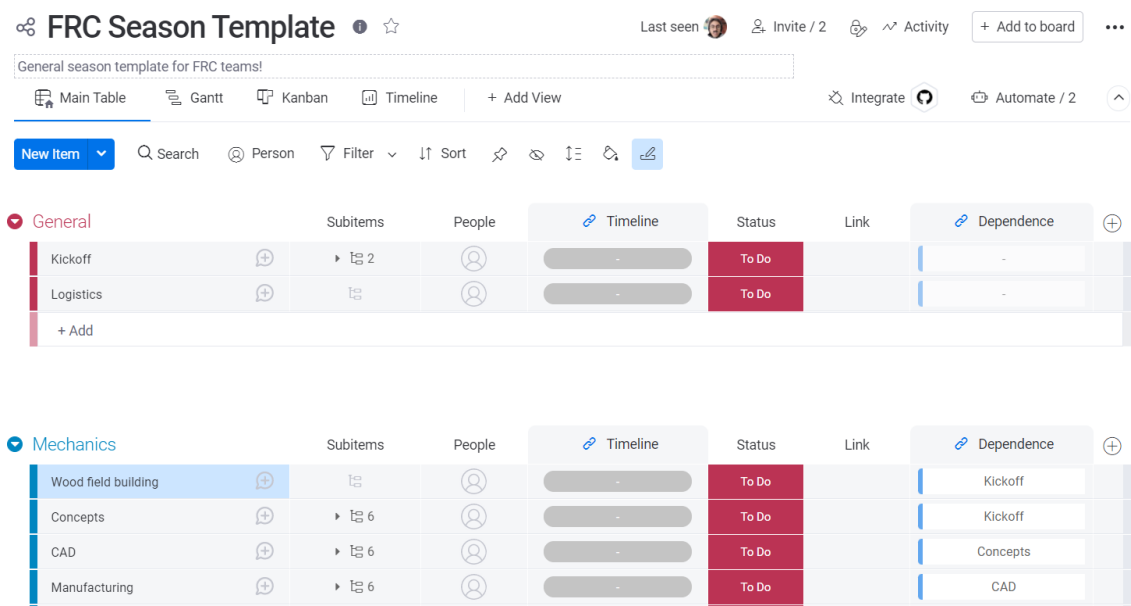
This template includes the following columns:

Subitems
Use subtasks column to create another level to tasks

Status
Get instant overview of where things stand

People
Assign people to improve teamwork

Link
Simply hyperlink to any website

Timeline
Visually see a breakdown of your team's workload by time

Dependency
Set up dependencies between items

Mechanics Template

The Mechanics template is a basic Template for organizing mechanics related items. In this template all the items are organized in a single board.

This template includes the following columns:

Subitems
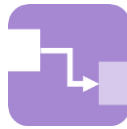Use subtasks column to create another level to tasks

Status
Get instant overview of where things stand

People
Assign people to improve teamwork

Dependency
Set up dependencies between items

Timeline
Visually see a breakdown of your team's workload by time

Programming Template

The Programming template is a basic Template for organizing programming related items. In this template all the items are organized in one board. We welcome you to explore the GitHub integration.

This template includes the following columns:

Subitems
Use subtasks column to create another level to tasks

Status
Get instant overview of where things stand

People
Assign people to improve teamwork
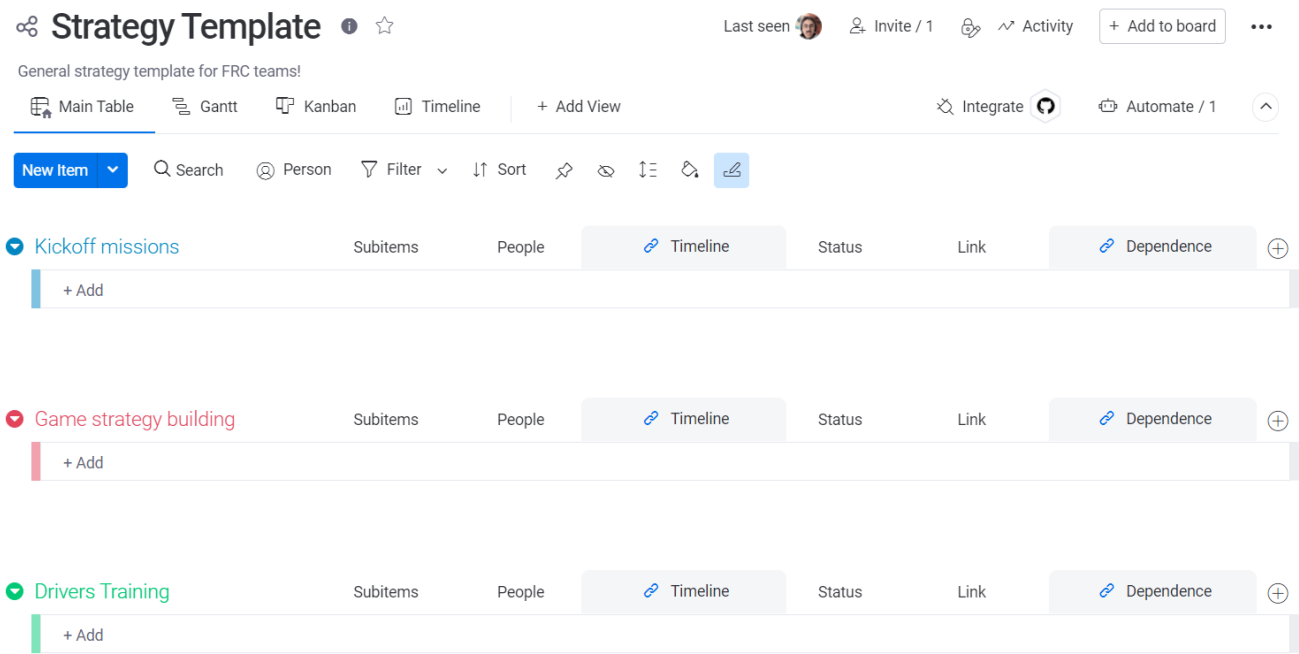
Link
Simply hyperlink to any website

Timeline
Visually see a breakdown of your team's workload by time

Dependency
Set up dependencies between items

Strategy Template

The Strategy template is a basic Template for organizing strategy related items. In this template all the strategy related items are organized in one board.

This template includes the following columns:

Subitems
Use subtasks column to create another level to tasks

Status
Get instant overview of where things stand

People
Assign people to improve teamwork

Link
Simply hyperlink to any website

Timeline
Visually see a breakdown of your team's workload by time

Dependency
Set up dependencies between items

Community and Marketing Template

The Community and Marketing Template is a basic template for organizing community and marketing related items. In this template all the items are organized in a single board.

This template includes the following columns:

Subitems
Use subtasks column to create another level to tasks

Status
Get instant overview of where things stand

People
Assign people to improve teamwork

Link
Simply hyperlink to any website

Timeline
Visually see a breakdown of your team's workload by time

Dependency
Set up dependencies between items

Systems Template

The Systems Template is a basic template for organizing all the progress in the various robot systems. All the systems will appear on one board as Groups of Items.

This template includes the following columns:

Subitems
Use subtasks column to create another level to tasks

Status
Get instant overview of where things stand

People
Assign people to improve teamwork

Link
Simply hyperlink to any website

Timeline
Visually see a breakdown of your team's workload by time

Dependency
Set up dependencies between items

Gantt View

Every template and board can be viewed in multiple different views, one of them is the Gantt View. When we think of Gantt charts, what usually comes to mind is a rigid tool existing as a separate entity to your workflow and your team members. But here at monday.com, the Gantt chart is where your project comes to life! Since it's added to your project board as a board view, the Gantt chart works with you and is flexible and responsive to the twists and turns of your project's development.
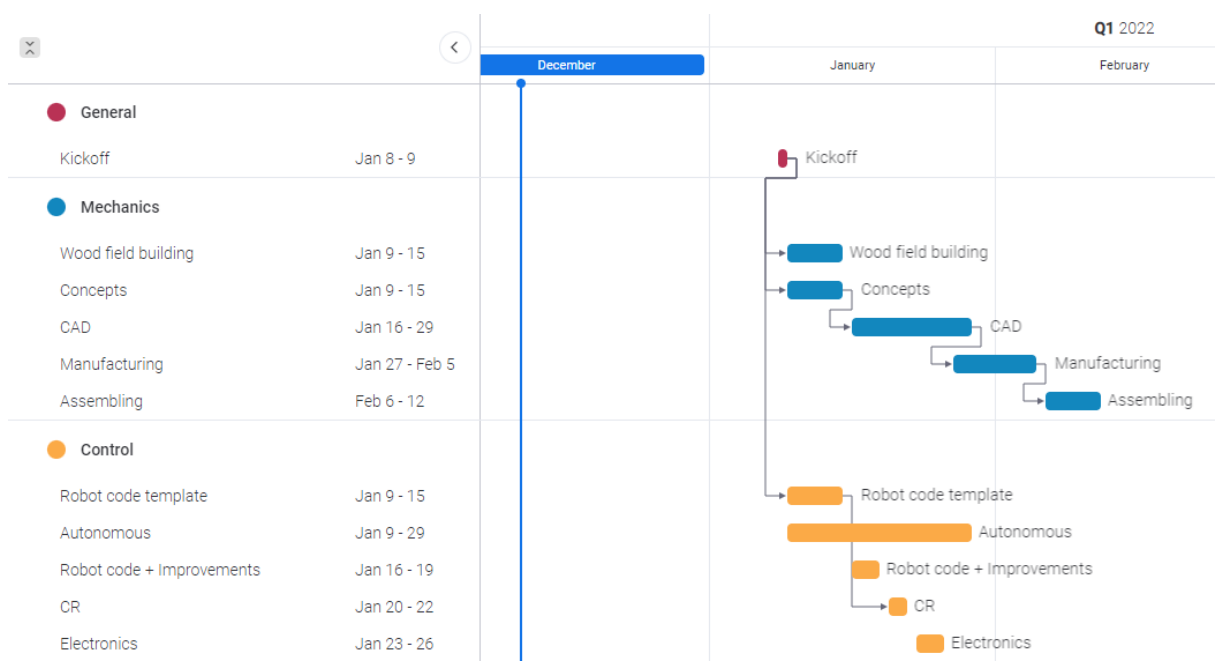
Kanban View

Every template and board can be viewed in multiple different views, one of them is the Kanban View. Kanban is a project management technique that aims to manage work by prioritizing tasks and balancing demands according to available capacity. It helps us see our pain points at a glance, and make sure we're best utilizing our resources. One of the oldest and most popular techniques, Kanban can be used for a wide range of industries due to its simple structure and flexibility!
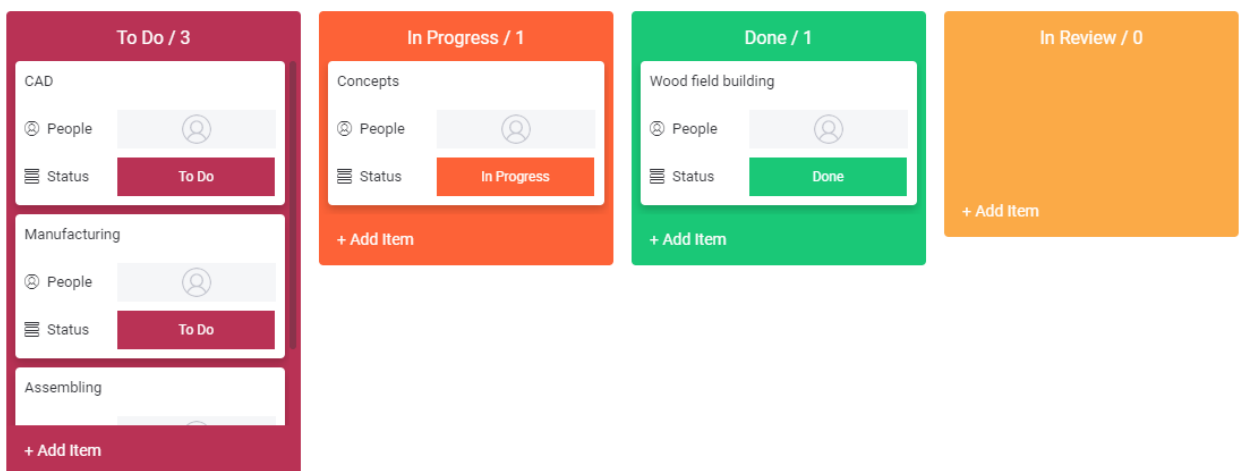
Timeline View

Every template and board can be viewed in multiple different views, one of them is the Timeline View. The Timeline View gives you a visual representation of the timelines of all your ongoing projects! You now have the possibility to view your timelines within one or multiple boards (via your Dashboard)! It allows you to see at a glance the timeframe you and your team have to complete a task or project and to plan accordingly. This view works together with the Timeline Column to give you a visual overview of all your important dates and deadlines!
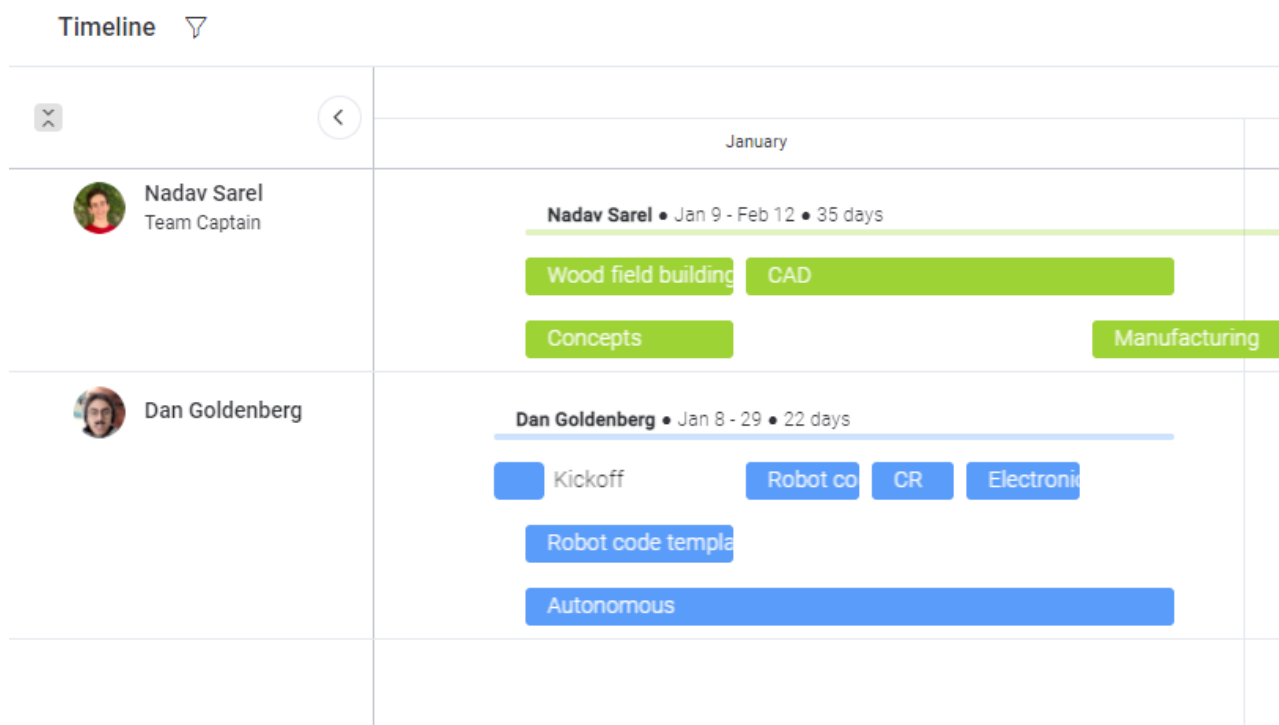
Dashboards

Dashboards are a great way to display what's important in just one place. With 15 available widgets users can now understand project progress, estimate teammates workload and much more! It helps to keep your team focused and motivated on the high-level goals and boost productivity!

We have created an example dashboard for the season template:
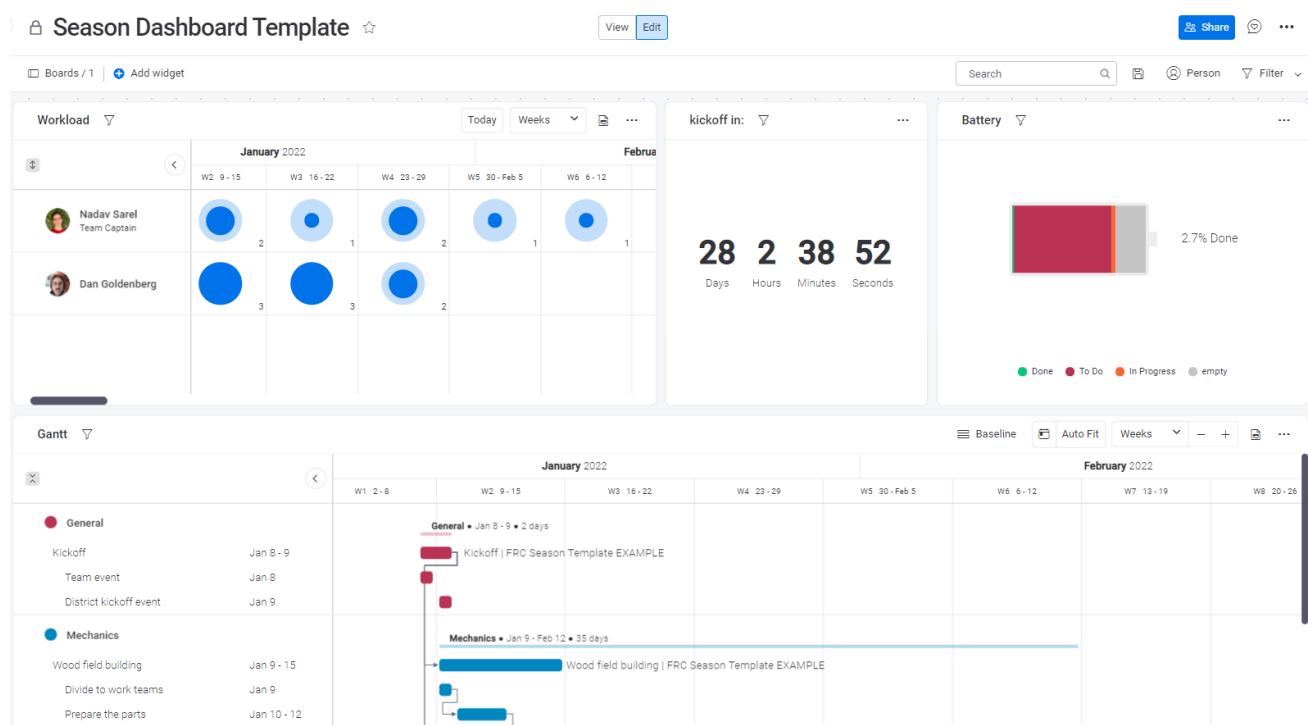
We encourage you to explore the different dashboard options and create a custom dashboard that fits to your team!

Conclusion

We would like to thank monday.com, *FIRST* global and *FIRST* Israel for allowing this collaboration to accure.

Good luck!