Checklists

Link to digital tool	Trello
Level of knowledge	Basic knowledge
Learning objectives	Be aware of different research methods and how to implement them. Know how to generate and develop ideas with different methodologies. Evaluate research data to improve ideas and experiences.
Linked to module	2, 3
Description of the tool	**Checklists** are a simple tool to help organize a project. They help to split an objective into easy steps that can be done one at a time. They can also help us by reminding us of the steps needed to complete an activity.

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	Trello is an online tool that helps to organize a project using a board and cards. With this tool we can organize our project into smaller steps, and it also is possible to work collaboratively.
	A **board** in Trello is where we keep all the information, the root of our project. Inside a board we can add **lists** that can be used as a workflow to keep ideas or information together. **Cards** are the smallest piece of information in Trello, and these are usually something that needs to be done or remembered. Cards can be moved across each step in the process from start to finish.

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	Trello has several templates to use as an example of organizing a project. Take a look at this distribution of a board and its tasks: https://trello.com/templates/project-management/simple-project-board-6QW0Ciu8
How to use the tool as part of the course	This tool is useful when we have done previous research on a subject, for example after visiting the places, streets and neighborhoods where we want to work, when we have researched about the target/s of our guided tour, and when we have a clear idea of our objective. We can put all our research together in a board, using one or different lists, and we should think about simple tasks to develop in order to get things done. We can create lists of **tasks to be done, tasks in progress and tasks that are already done.**

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	Some additional tips for checklists: - Use easy tasks inside cards. Remember a task can be: write, search, make, etc. Don't use vague tasks like "finish the project". - Don't erase the cards once they are done. It is better to keep the process in a list called "Done", for example, so you can see the overall development of the project. - Review the board regularly. The purpose of the checklist is not only to add cards to the board, but also to help you keep track of the project's progress. For this reason, you should review the board frequently.

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