

## TRELLO



**Thematic area: Project management and team collaboration**



**Game engine: Any**



**Link: <https://trello.com>**



**Why & when to use this resource**

Using Trello before starting game development helps reduce mistakes, improve communication within the team, and create a clearer vision of the final game. Trello is a visual project management tool that helps teams organise tasks, monitor progress, and collaborate efficiently. It is particularly useful during the development of non-coding educational video games, where multiple activities such as content research, storytelling, game design, testing, and dissemination need to be coordinated.

In projects focused on democracy, active citizenship, and European values, Trello helps youth workers and young people structure the game creation process and transform ideas into concrete actions. By providing a clear overview of responsibilities, deadlines, and project stages, Trello supports effective teamwork and helps ensure that educational objectives remain central throughout development.

Trello can be used during all phases of educational game creation, from the initial concept and planning stage to testing and final publication. It is especially useful when several people are collaborating on the same project and need a shared workspace to organise tasks and resources.



## Strengths

- ◆ **Easy visual organisation:** Trello uses boards, lists, and cards that provide a clear overview of project activities and progress.
- ◆ **Supports collaborative game creation:** Youth workers and young people can work together on the same board, assign responsibilities, exchange feedback, and monitor progress.
- ◆ **Flexible structure:** Boards can be adapted to different stages of educational game development, including planning, content creation, testing, and dissemination.
- ◆ **User-friendly interface:** The platform is intuitive and accessible for users with different levels of digital skills.
- ◆ **Free version available:** Most educational projects can effectively use Trello through its free version.
- ◆ **Accessible across devices:** Trello can be accessed from computers, tablets, and smartphones, allowing users to collaborate from different locations.



## Limitations

- ◆ **Requires regular updates:** The board remains useful only if team members consistently update their assigned tasks.
- ◆ **Internet connection required:** Most collaborative features depend on internet access.
- ◆ **Large projects may become difficult to manage:** Projects with many tasks and contributors may require additional organisation to maintain clarity.
- ◆ **Limited advanced planning features:** Compared with specialised project management software, Trello offers fewer scheduling and reporting options.



## Tutorial sheet



### How to use this tool

Trello can support the creation of educational video games by helping teams organise tasks, assign responsibilities, and monitor progress throughout the development process. It provides a central workspace where all project activities can be planned and tracked.

The example below shows how Trello can be used during the creation of an educational game about democracy and European values.



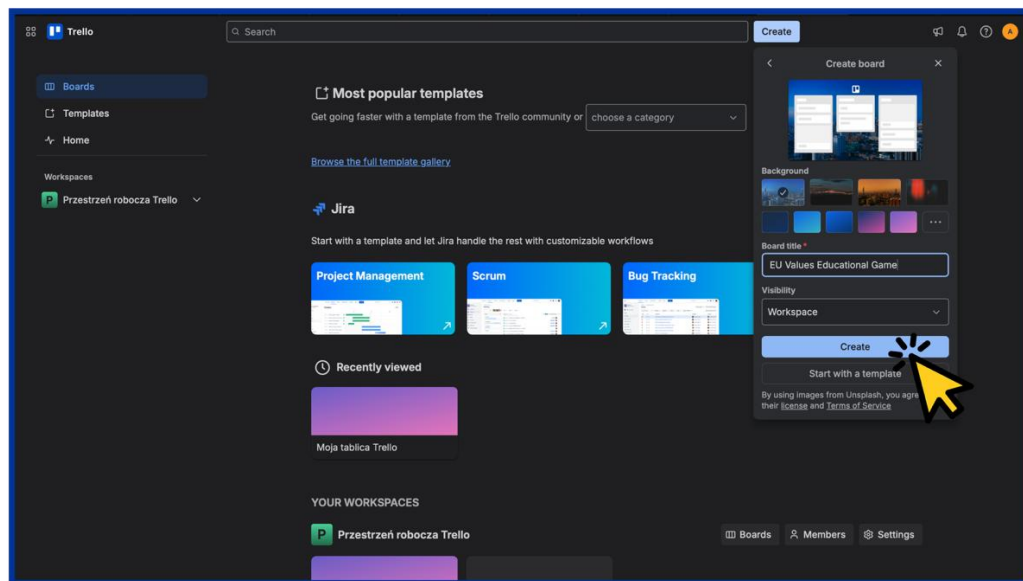
### Step-by-step guide

#### ★ STEP 1: Create a Trello account

- Visit <https://trello.com>.
- Click **Sign Up**.
- Create a **free account** using an email address or Google account.
- **Log in** to access your Trello workspace.

#### ★ STEP 2: Create a new board

- Click **Create**.
- Select **Create Board**.
- Enter a title for your project board.
- Example: **European Democracy Quest**
- Select a background and create the board.
- This board will become the main workspace for the educational game project.

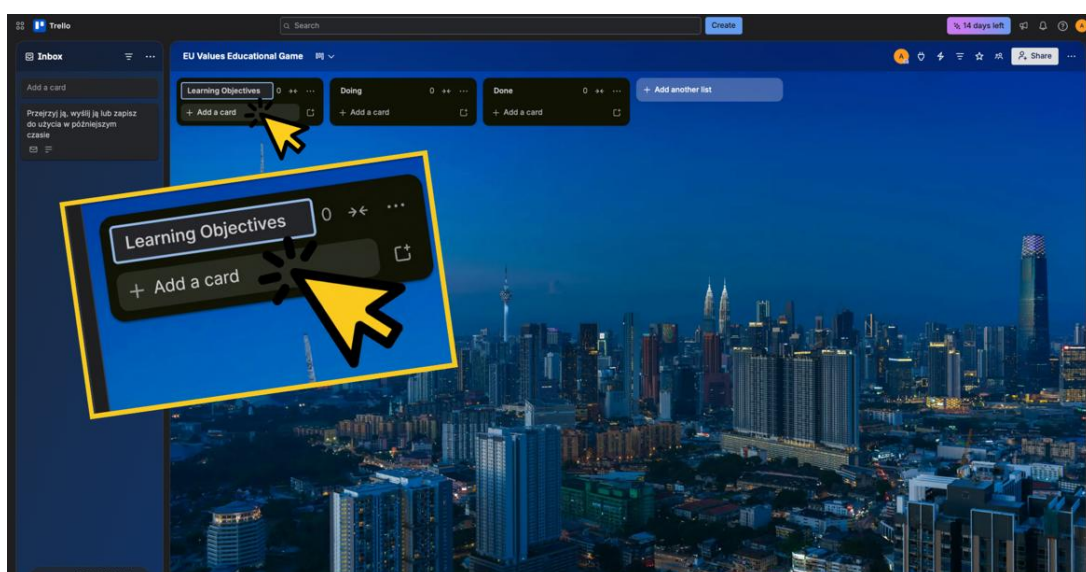


### ✦ STEP 3: Create lists representing the game creation process

After creating your board, organise it into lists that reflect the main stages of educational game development. This structure helps the team manage tasks, monitor progress, and maintain focus on both educational and technical objectives.

For an educational game about democracy, active citizenship, and European values, the following lists can be used:

- Learning objectives
- Story development
- Educational content
- Game development
- Testing
- Final version





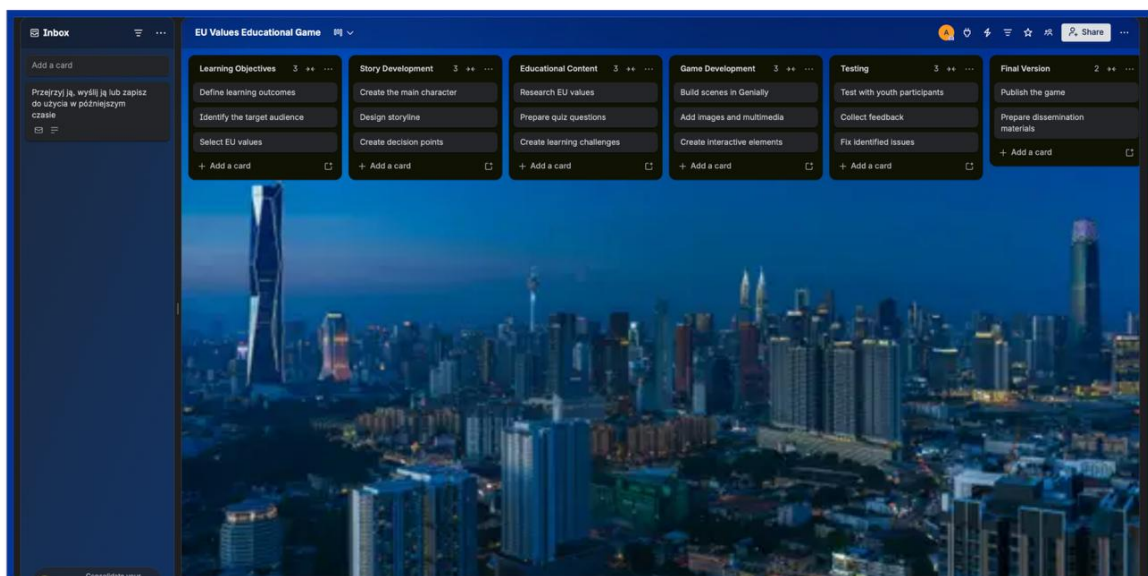
### ★ STEP 4: Add task cards

Once the project lists have been created, add cards representing the individual tasks required for the development of the educational game. Each card should describe a specific activity and be placed in the appropriate list. Task cards help break down the project into manageable actions and make it easier to organise teamwork and monitor progress.

Examples of task cards include:

- Define learning outcomes
- Create the main character
- Research EU values
- Prepare quiz questions
- Develop game scenes
- Write branching dialogue
- Design puzzles and enigmas
- Organise narrative progression
- Create icons and feedback visuals
- Test accessibility
- Test with youth participants
- Publish the game

Organising activities into task cards helps teams clearly identify responsibilities and manage the development process.



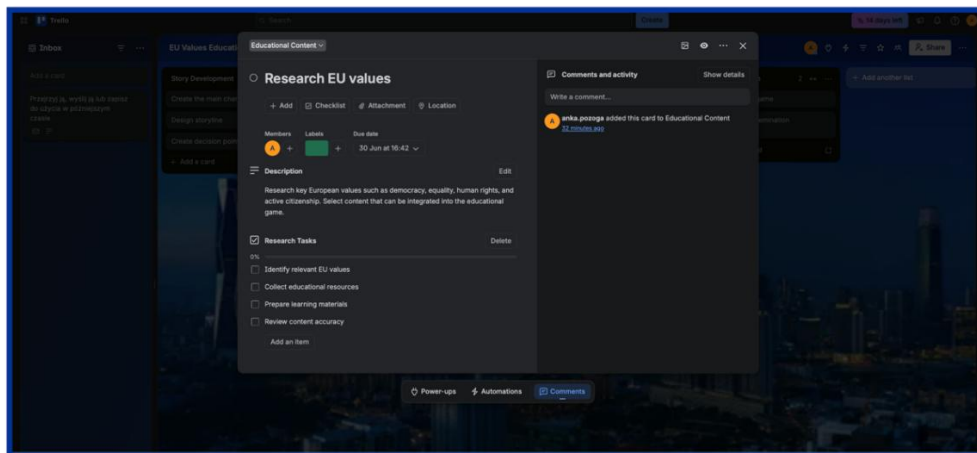


### ★ STEP 5: Assign responsibilities and deadlines

To improve collaboration and ensure that tasks are completed on time, Trello allows users to assign responsibilities and set deadlines for individual task cards. Open a task card and use the available options to add **team members**, **due dates**, **descriptions**, and **checklists**. These features help organise the work process and provide a clear overview of who is responsible for each activity. For example, the card “**Research EU values**” can be assigned to a specific team member and given a deadline before the educational content is developed. A checklist can also be added to divide the task into smaller actions, such as:

- Identify relevant EU values
- Prepare learning materials
- Collect educational resources
- Review content accuracy

Assigning responsibilities and deadlines helps the team complete tasks on time and clearly understand who is responsible for each activity.



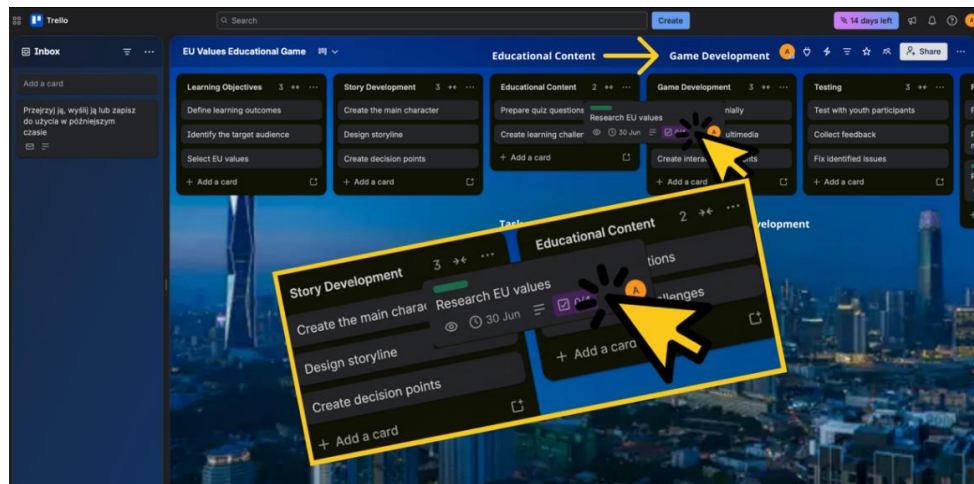
### ★ STEP 6: Track project progress

As tasks are completed, Trello allows users to move cards between lists to reflect the current stage of the project. This visual workflow helps the team monitor progress, identify pending activities, and ensure that all project stages are completed in a structured way.

For example, once the task “**Research EU values**” has been completed, the card can be moved to **Final Version** or marked as completed, depending on the structure of the board. Similarly, completed testing activities can be moved to the **Final Version** once all identified issues have been addressed.



Regularly moving and updating cards gives the team a clear overview of the current project status.



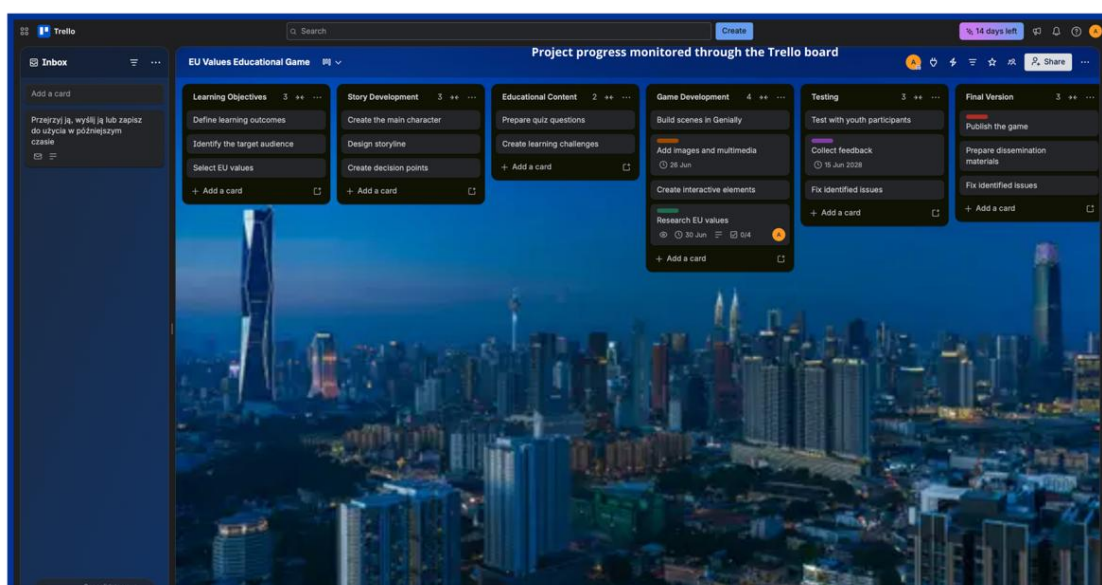
### ★ STEP 7: Monitor the development of the educational game

The Trello board should be reviewed regularly to monitor progress, update completed tasks and identify upcoming activities. Regular use of the board helps maintain clear communication among team members and ensures that both educational and technical objectives remain aligned.

During project meetings, team members can review completed tasks, discuss challenges, update deadlines, and plan the next stages of development. This process helps keep the project organised and supports effective collaboration throughout the creation of the educational game.

Team members can also use **labels**, **comments**, and **attachments** to keep all project information organised in one place. Educational resources, design documents, images, and feedback reports can be attached directly to task cards, making them easily accessible throughout the development process. Regular board reviews help identify potential delays, redistribute responsibilities when necessary, and ensure that all project activities continue to support the educational goals of the game.

For example, the team can use the board to verify that learning objectives have been achieved, educational content has been developed, game elements have been implemented, and testing activities have been completed before publishing the final version.



### Additional learning sources & tutorials

- ◆ Getting started with Trello: <https://trello.com/guide>
- ◆ Create and customize a board:  
<https://support.atlassian.com/trello/docs/create-and-customize-a-board/>
- ◆ Add and customize cards and lists:  
<https://support.atlassian.com/trello/docs/add-and-customize-cards-and-lists/>
- ◆ Invite people to a board or card:  
<https://support.atlassian.com/trello/docs/invite-people-to-a-board-or-card/>
- ◆ Add, delete, and manage checklists:  
<https://support.atlassian.com/trello/docs/adding-checklists-to-cards/>
- ◆ Trello templates: <https://trello.com/templates>



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