



Top features any good task management software should have



Task definition

Name, description, start date, end date, duration. It provides major task information.



Task planned and current status

It shows where you should be and where you actually are.



Dependencies between the tasks

Obviously, one task could not exist alone. It is related to other tasks..



Resource pool

Contains all of the work force available.



Resource assignment, scheduling, and alignment

Options for link tasks and resource pool entity for the task period.



Task and resources tracking

Monitoring features to know exactly where you are.



Collaboration between people during task execution

Options for mailing, chats, tickets, re-assigning tasks, etc.



Diagrams such as Gantt Charts and Timelines

One diagram costs 1 000 words, so the more diagrams the better.



Alert and Notifications

Options for sending mails or SMS in case of urgency.



Milestones

Important check points.



Website / Mobile access

The more the better.



Prediction

Some features for predictions could be very useful when you are searching for bottlenecks.



Set of reports

The more the better. It will be perfect if you can set your own reports.



Analytical features

Once again some internal calculation plus reports can do miracles.



Integration options with other software

Extremely important option nowadays. Obviously, task manager is not the only software your company has.