

FUTUREPLUS

**UPLOADING
YOUR ROADMAP
INTO
TRELLO**



+ What is Trello?

Trello is a web based collaboration tool that organises your projects into boards. In one glance, Trello tells you what's being worked on, who's working on what, and where something is in a process.

Sign up via: <https://trello.com>

Register your email, create a password and respond to the verification email sent to your inbox (check your junk folder).

Free sign up includes

- Unlimited personal boards
- Limited number of team boards
- Unlimited lists
- Unlimited cards
- Two-factor authentication
- Up to 10MB for attachments

+ Trello Pros

- Suitable for teams and solo users.
- Efficient dashboard view, such as task lists.
- Integration options with 100+ apps
- Numerous free templates and categories to choose from.

+ Getting started – Trello's hierarchical structure

Workspaces – Your Workspaces are the top level in the hierarchy. Workspaces act as containers for all of your workflows. You can join or create as many Workspaces as you like - and easily switch between them.

Boards – The 2nd level of the hierarchy, and the 'containers' for your work. Each Board has its own workflow settings. Trello makes it easy to switch and search between Boards.

Folders & Lists – Lastly, the left-hand sidebar is made up of Folders, and Lists within the Folders. These are optional levels of the hierarchy.

+ Trello Cons

- Rather complicated to download the CSV file
- Limited storage
- More suitable for smaller projects



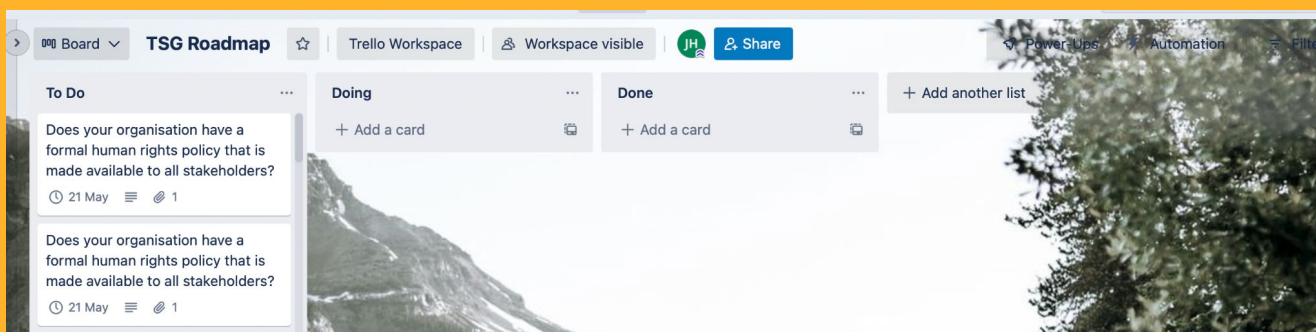
+ Downloading your FuturePlus Roadmap into Trello

On your FuturePlus Dashboard, scroll to the bottom of your Roadmap and click '**Export To**'.

Following the instructions in the pop-up box, be sure to click '**configure the integration**' before exporting. You will be automatically taken to your FuturePlus Profile page and should complete the following steps:

1. Scroll to the bottom of your '**Profile**' page, and click '**Enable Trello Integration**'.
2. Scroll to the bottom of the Trello pop-up and authorise integrations by selecting '**Allow**'.
3. Click on your Trello Profile (in a new tab) and go to your Trello Workspaces.
4. Click '**Create new Board**', and create a name for the board.
5. Click back on your FuturePlus Profile, and select the new Trello Board you have created in the 'Trello Integration' section. This now be detailed in the drop down selection menu.
6. Click the bold text: 'To export your roadmap to this board **click here** to go back to 'export to' section on the dashboard.'
7. Scroll back down to the bottom of your Roadmap and click '**Export To**' and select '**Trello**' and the file will automatically start downloading in Trello.

+ Your newly created Trello Board should look similar to this:



+ Need more help?

Contact the FuturePlus team: team@future-plus.co.uk