



Basecamp[®]

Basecamp is an online project management tool from 37signals. The ACE Mentor Program of Greater Philadelphia uses it extensively for all of our Team Leader (and some Board of Director) communications. It is no exaggeration to say that without Basecamp, our

communication efforts across all of our teams would be more stressful and our program would run far less efficiently.

Over the course of a school year, there is potentially a huge amount of communication across the board from all parties. Basecamp has the power to put this all in one place, where all parties are able to access it, with separate sections for messages, tasks and files.

I'm sure you're familiar with the scenario of an email message between several recipients, each replying to 'all' and the thread getting longer and longer (and more indented), making it difficult to find who said what, when. And then someone only replies to the sender, so the thread gets fragmented. With Basecamp that message thread would be a simple chronological page of messages, with each message clearly identified with its sender.

Another important advantage of Basecamp over email is that all Team Leaders will be able to access the messages, so in the event that they would require a specific piece of program information, access to a file or communicate with the entire affiliate (Team Leaders) – they can do so rather quickly.

OVERVIEW

The following is a brief overview of the main functions that our affiliate uses from Basecamp. This may be useful for new (and existing) clients:

MESSAGES

We use this primarily for Team Leader communication, rather than email. If you are included within a message's recipients list, you will receive a notification email each time someone posts to that message thread. To reply, you can simply reply to the email and it will be added to the message thread, automatically alerting the other message recipients – you can even include attachments on the email and these will be added to the project files. Alternatively, you can log into Basecamp and reply from the online interface.

TO DOS

We use these for specific tasks. They can be assigned to an individual and have due dates added. It is also possible to add comments to the 'to dos' which is useful for short discussions around a specific task.

FILES

The files section is used to store all project files such as wireframes, visuals, images and supplied text documents etc. The system is able to handle very large files, so this is our preferred means of transferring large PSDs, etc. When files are attached to messages, they are automatically added to the files section of Basecamp.

SEARCH

The search function will search the whole Basecamp project.

COST

The BASIC Plan includes 10 Projects + 3 GB included file storage | \$15/Month w/ 25% Non-Profit discount.