

# Integrated project management with **Zoho Projects** and **Zoho Sprints**





# INTRODUCTION

Modern organizations—including startups, small businesses, and multinational corporations—are moving towards flexible work cultures. These organizations empower employees by fostering an open work environment with decentralized, diverse teams across time zones. With a flat organizational structure (flatarchy) and less emphasis on rigid roles, everyone works together to achieve common goals. This setup welcomes growth and instills a sense of belonging.

Extending this to project management is imperative. When an organization requires its teams to stick with a single project management technique, it can be limiting; innovative models could align more closely with their goals and offer better solutions. As ever-evolving project management trends introduce new options, it's essential to choose the right method for your team's work style and objectives.

This ebook aims to give you a deeper understanding of the project management methods offered by Zoho Projects and Zoho Sprints and explores why an adaptive approach is rewarding for businesses.

# Choosing the right project management technique

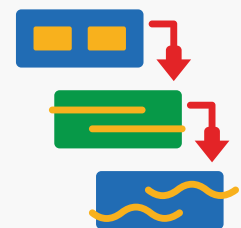
Project management techniques are designed to help organizations run their projects effectively. When selecting a project management technique, the team's composition, work style, and management structure, along with the nature of projects, their requirements, and delivery deadlines, should be considered.



For instance, a **construction company** with strict planning and timely delivery might prefer the structured approach of the **waterfall project management model**. However, for a **marketing company** with evolving requirements, the flexibility offered through the **Agile methodology** is better suited. For a **manufacturing company** looking to reduce waste, **lean methodology** is ideal because of its focus on streamlining operations.



Agile



Waterfall





Individual teams must be allowed to explore and choose a project management model that works best for them. They should also be given the flexibility to try a different model in the future or switch between models during different phases of the project. This helps them weigh the benefits and challenges of each approach so they can settle on the best fit.

Consider the scenario of a software company. The development team requires a structured platform for the app planning phase but prefers a flexible and iterative platform during actual software development. A potential solution for this scenario combines two different project management techniques—structured and agile project management methods—and allows the team to use the optimal technique during different phases of the project.

This shows that there doesn't have to be just one "right" project management technique; a combination of methods can work as well!



# Manage your projects with **Zoho Projects and Zoho Sprints**

Zoho Projects is a comprehensive project management software solution that helps teams plan, track, collaborate, and achieve project goals on time. It follows a structured approach with defined phases, helping teams break up tasks, assign accountability, manage time and costs, automate recurring actions, gain insights through built-in reports and charts, and encourage collaboration to deliver projects on time.

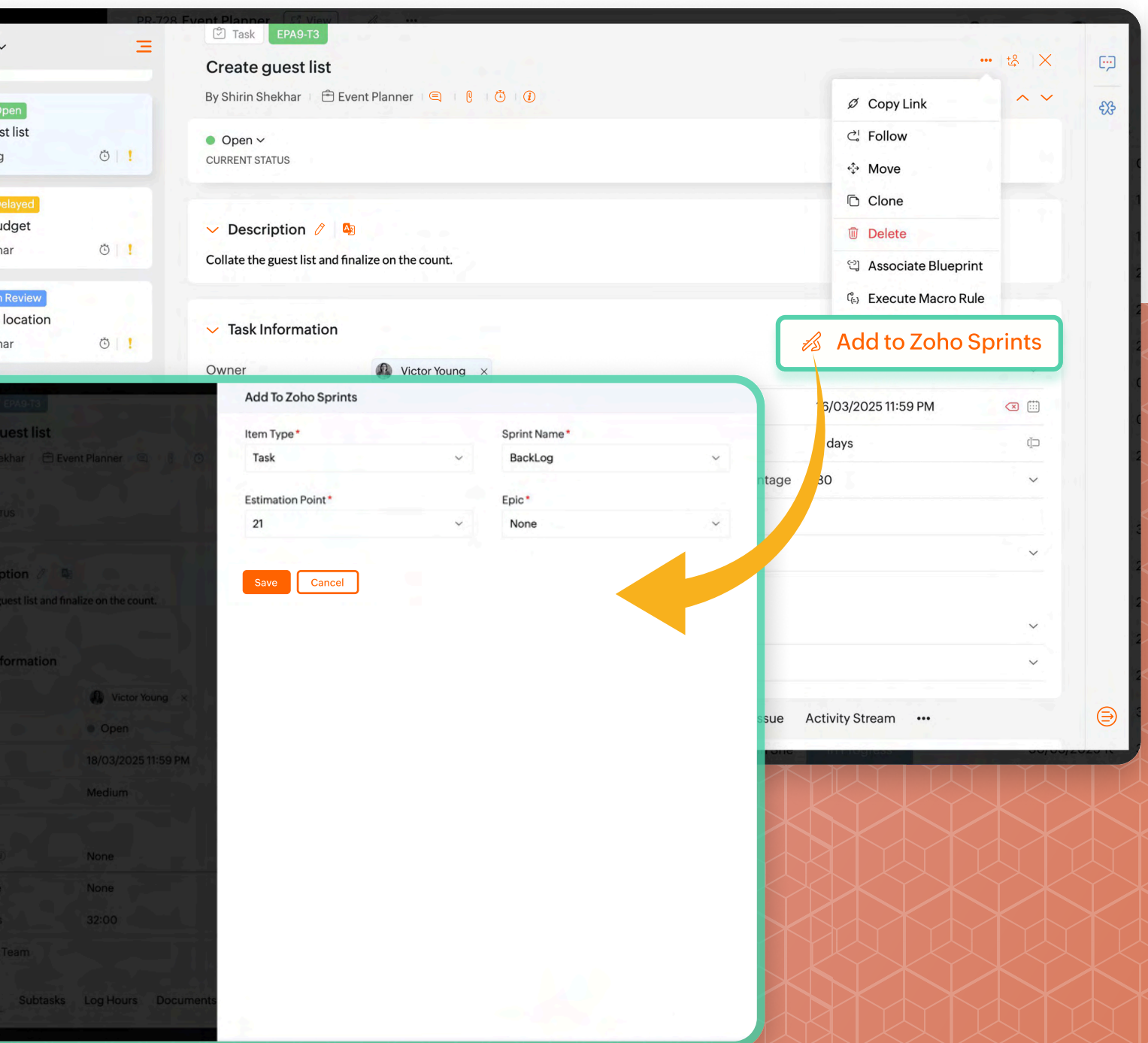
Zoho Sprints is an agile project management software solution that helps dynamic teams plan, track, iterate, and deliver fast-paced projects with ease. It gives teams a designated space to plan work items, collaborate through meetings, manage releases, record timesheets, and view comprehensive reports to gain performance insights.

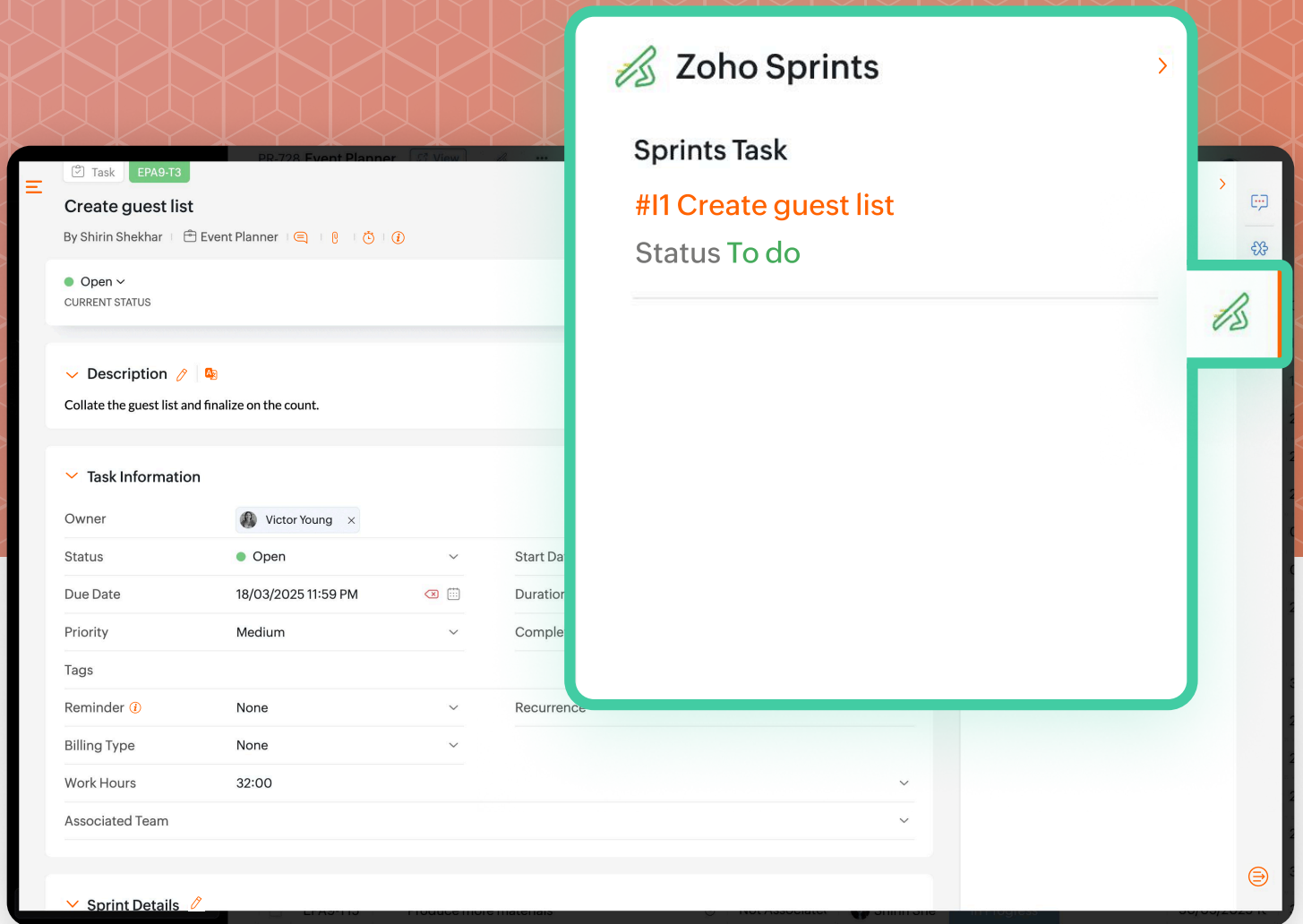
Integrating Zoho Projects and Zoho Sprints allows you to manage your projects using two different techniques inside a single platform, so you can effortlessly switch between methods and track progress simultaneously. You get to experience the best of both worlds in one place!



# How does this integration work?

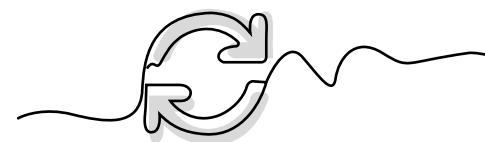
The integration enables you to add any new project created in Zoho Projects to Zoho Sprints. Once the project is synced, you can add tasks from Zoho Projects as work items in Zoho Sprints, and vice versa.





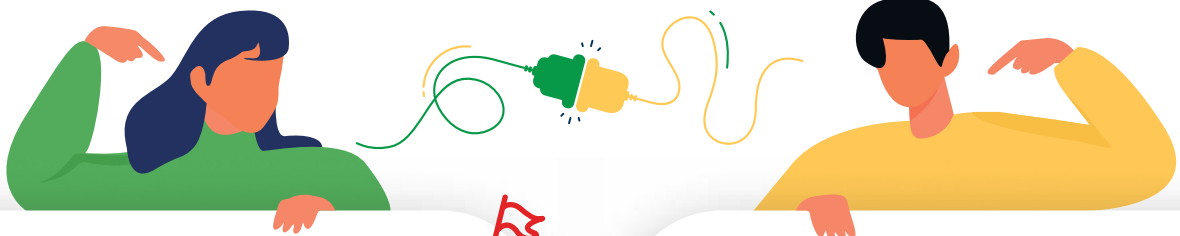
You can also sync all your existing projects and project templates. This adds a Sprint tab to the project in Zoho Projects, where you can track all the sprints associated with that project. When you click a sprint, you can track its details, associated work items, and progress.

This way, your team can add, assign, and track work using different project management techniques, all with a single platform.



# How to choose your preferred technique

If you're unsure about the right project management technique for you, here's a cheat-sheet that can help you decide.



## Zoho Projects

- 🔒 The project requirements are fixed, allowing only minimal changes during the course of execution.
- 🔒 The initial planning phase is crucial, and the project requires detailed documentation.
- 🔒 The project requires a structured approach with minimal deviation from the initial plan.
- 🔒 Customer or user involvement is limited to later stages of the project as the specifications are fixed.
- 🔒 The final product is well-defined and delivered within the timeline.
- 🔒 The overall timeline and budget of the project is predictable, no matter how complex the project is.

## Zoho Sprints

- 🔓 The project has broader goals set using OKRs, but the requirements are prone to change with emerging trends.
- 🔓 Planning must allow provision for changes and adapt to evolving requirements.
- 🔓 The project must be flexible to changes and follow an adaptive approach.
- 🔓 Active customer and stakeholder involvement is expected during each release to implement feedback and promote collaboration.
- 🔓 Product is delivered in smaller, frequent increments with room for continuous improvement.
- 🔓 The timeline might stretch while incorporating customer feedback, and the budget could extend to accommodate the additional resources.

# Business scenario

A video game company is looking to manage its upcoming projects with a comprehensive tool. Since gaming projects need a mix of structured and flexible project management approaches, the team turns to Zoho Projects' integration with Zoho Sprints.



## Conceptualize with Zoho Projects

Every game production starts with a detailed conceptualization of the story, theme, effects, characters, scoring, and other such base elements. All these elements require meticulous documentation to guide the team for the entirety of the project. Zoho Projects's Documents, Forums, and Pages modules help the teams maintain a centralized repository for all the documentation.

The screenshot displays the Zoho Projects interface for a project named 'PR-731 Gaming project'. The interface is divided into three main sections: Documents, Forums, and Pages.

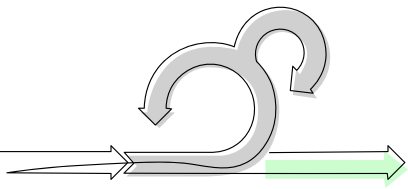
- Documents:** This section shows a list of documents under the 'PR-731-Gamin...' folder. The documents include 'Discussion' (uploaded by Monica Hemsworth 21 minutes ago), 'Game concepts' (created by Monica Hemsworth 19 minutes ago), and 'Expense tracking sheet' (created by Monica Hemsworth 20 minutes ago). There are also draft documents for 'Mar 20 by Monica Hemsworth' and 'Mar 18 by Monica Hemsworth'.
- Forums:** This section shows a list of forum posts under the 'PR-731 Gaming project' forum. The posts include 'Character list and score' (Monica Hemsworth, 21/03/2025 12:19 am), 'Common format and themes' (Monica Hemsworth, 21/03/2025 12:20 am), 'Scoring elements' (Monica Hemsworth, 21/03/2025 12:19 am), and 'Design Conceptualization' (Monica Hemsworth, 21/03/2025 12:19 am).
- Pages:** This section shows a list of pages under the 'PR-731 Gaming project' pages. The pages include 'Embed video code' (Edited By: Monica Hemsworth, 14 minutes ago), 'Paid subscription webpage' (Edited By: Monica Hemsworth, 15 minutes ago), 'HomePage' (Edited By: Monica Hemsworth, 16 minutes ago), and 'Embed video code' (Author: Monica Hemsworth, 14 minutes ago). There are also draft pages for 'Paid subscription webpage' (Author: Monica Hemsworth, 16 minutes ago) and 'HomePage' (Author: Monica Hemsworth, 16 minutes ago).



Similarly, **Zoho Sprints** supports:

- ✓ **OKRs** to help set goals for the project
- ✓ **Epics** to file large user stories
- ✓ **Backlog** and **Work Items** to allow teams to plan stories, tasks, and bugs
- ✓ **Scrum** and **Kanban** boards to choose the best-fit sprint methodology
- ✓ **Sprints** to allow teams to complete work within a defined time frame
- ✓ **Releases** to provide a platform to plan incremental software releases
- ✓ **Meetings** to help schedule sprint-based meetings
- ✓ **Timesheets** to track each employee's productive work hours



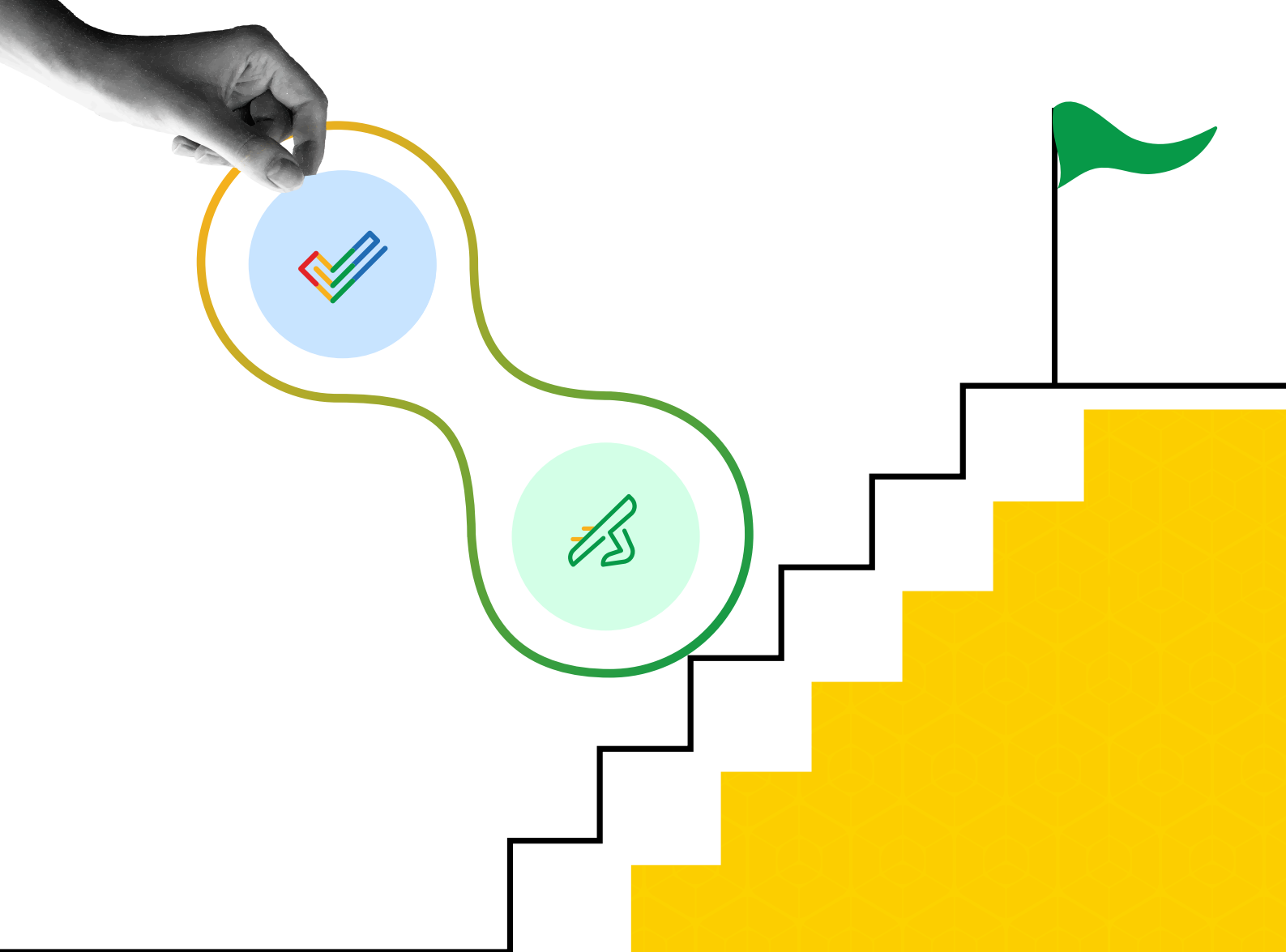


## Agile development and release in Zoho Sprints

Once the game production starts, teams require a dynamic management style involving frequent releases and delivery in workable chunks. As the elements of the game will naturally evolve, it relies more on feedback implementation and iterative releases.

Sprints	Owner	Duration	Start Date	End Date	Completed Date
<strong>Upcoming Sprints</strong>					
Add New Sprint					
Compile release notes	Monica Hemswortl	42 Days	30/04/2025	11/06/2025	-
Implement features and bug release	Monica Hemswortl	13 Days	19/03/2025	01/04/2025	-
Feedback from partners	Monica Hemswortl	61 Days	27/02/2025	29/04/2025	-
Iterative release for phase 2	Monica Hemswortl	30 Days	31/03/2025	30/04/2025	-
Iterative development for phase 1	Monica Hemswortl	13 Days	19/03/2025	01/04/2025	-
Feedback implementation	Monica Hemswortl	13 Days	19/03/2025	01/04/2025	-

The apt choice during this phase is Zoho Sprints. Teams can plan time-bound sprints and continuously improve the game with each release. Plus, boards help visualize and track the progress of each work item through the course of the project.



## Summing up

However complex a project is, the key to unlocking its potential and driving it towards success lies in choosing the right project management techniques and tools. They help you analyze and manage projects at a basic level, while also providing the flexibility to alternate between the right techniques as needed.

The integration between Zoho Projects and Zoho Sprints combines diverse project management techniques within a single platform. This enables teams to discover what works best for them and empowers the organization's leaders to ace the project management game. Try out the integration today!



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Help Documents:  
<https://help.zoho.com/portal/en/kb/projects>

Help Videos:  
<https://www.zoho.com/projects/projects-videos.html>

Webinar:  
<https://www.zoho.com/projects/webinar.html>

Projects Community:  
<https://help.zoho.com/portal/en/community/zoho-projects>

