Project Management App Features Checklist

	Feature Name	Questions to Ask
☐	Accounting	Can the tool import or export data to financial platforms for job costing and contractor payments?
☐	Assign Teams	Can you group members into teams by department to assign projects easily?
☐	Chat & Video Conferencing	Is there in-app, real-time chat and video conferencing for quick collaboration?
☐	Dashboards	Can you pull data and metadata into customizable, sharable reports, and monitor from a bird's eye view?
☐	File Storage	Does the app allow you to attach files to specific tasks, and does it integrate with online mass storage solutions?
☐	Free External Collaborators	Can you invite non-users to make notes, change status, and collaborate in minor ways?
☐	Gantt Charts and Dependencies	Does the app allow you to organize tasks on Gantt charts with a Critical Path?
☐	Integrations	Does the tool have built-in integrations with other business apps? If so, does it work with apps that you use?
☐	Kanban	Can the app display tasks and projects as cards that you can drag and drop into different columns?
☐	Milestones	Does the app allow you to designate milestones for automatic reminders and status check-ins?
☐	Notifications	Does the app allow for automatic notifications and alerts based on certain pre-set criteria?
☐	Prototyping and Proofing	Does the app have built-in comment trees for creative assets and does it support version control?
☐	Resource Utilization	Can the app provide automatic reports on what people, hours, and budget are being used for allocation purposes?
☐	Social Intranet	Does the app have group chat, forum, and social media style areas to increase user adoption and retention?
☐	Subtasks	Can a project's tasks be broken into smaller, individually-assignable subtasks?
☐	Task Priorities	Is there an automatic, visual way in which you can separate high-priority tasks from others?
☐	Templates	Can you save projects, tasks, and team structures and reuse them as blank templates automatically?
☐	Time Tracking	Does the app have a built-in timeclock associated with tasks, or at least space to enter time?
☐	User Permissions	Can you assign different classes of users, specific users, and teams varying privileges, like admin and view-only?