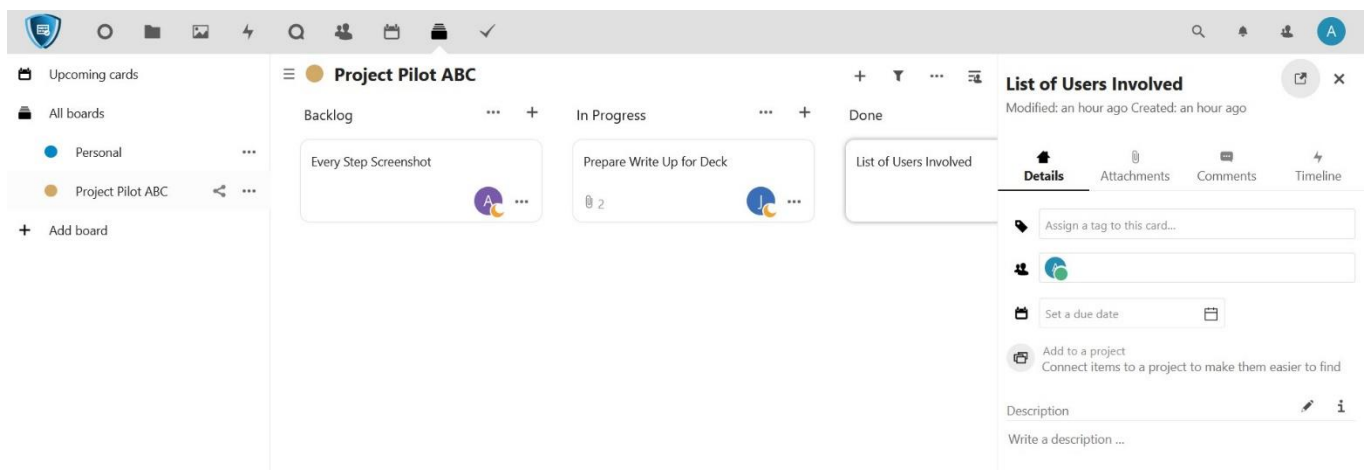# DCP DECK

Deck is a kanban style organization tool aimed at personal planning and project organization for teams integrated with DCP.

- Add your tasks to cards and put them in order

- Write down additional notes in markdown

- Assign labels for even better organization

- Share with your team, friends or family

- Attach files and embed them in your markdown description

- Discuss with your team using comments

- Keep track of changes in the activity stream
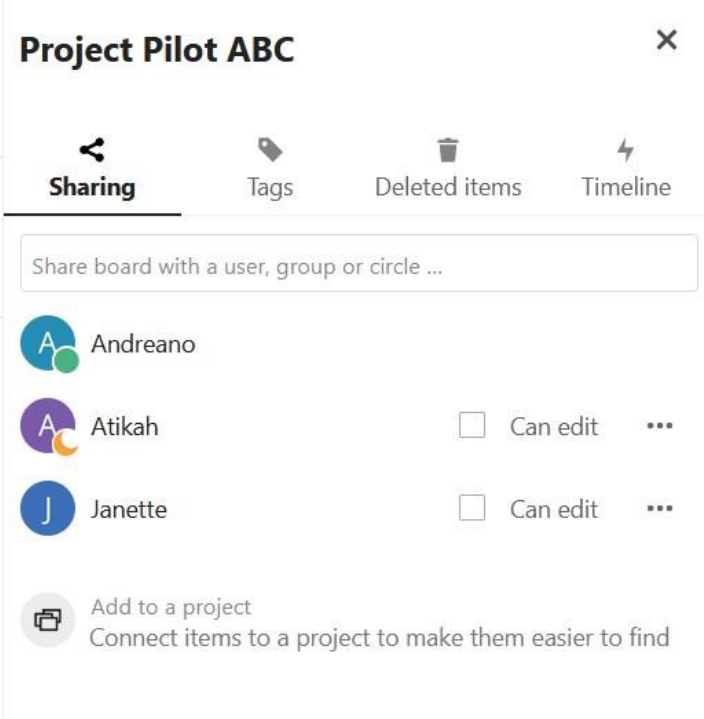
- Get your project organized

Sample of Deck being used for Project Management with 3 lists (stages) of monitoring: **Backlog**, **In Progress** & **Done** and create Card for each stage as per below.

Adding users

1. What if you're not the only user working on a project? You may also add related parties or users to the project with the "**Sharing**" feature.
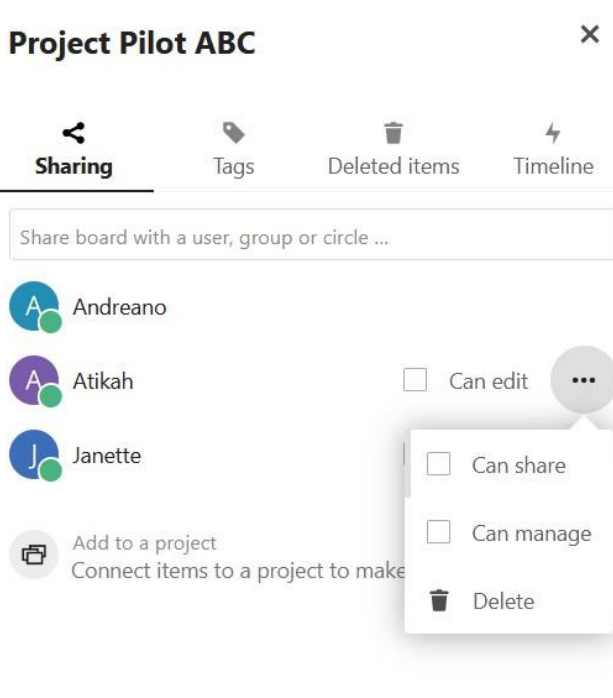
Deck owner may also assign privileges to the shared users: **Can edit**, **Can Share**, **Can Manage** & **Delete**
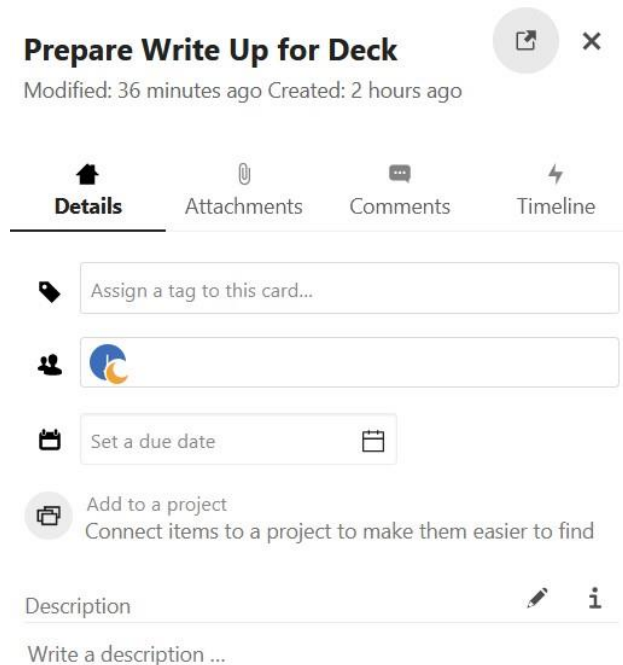
Only those who have been shared with the Deck could be assigned to the Cards created. To assign users, click the Card, e.g. "**Prepare Write Up for Deck**" and a side menu appears as below.

2. As seen above, there are 4 sections in the side menu:

   Details: include options to add tags (Action needed, To review, etc.), assign users to the card, edit the due date, connect items (other cards, conversations, etc.), and add a description with Markdown formatting.

Attachments: list files uploaded directly to the card.

Comments: list remarks made by users regarding the card.

Timeline: tracks date and time for connected activity.

List of Users Involved

Modified: an hour ago Created: an hour ago

| Details | Attachments | Comments | **Timeline** |

You have assigned (A) Andreano to card **List of Users Involved** on board **Project Pilot ABC** — 7 minutes ago

+ You have created card **List of Users Involved** in list **Done** on board **Project Pilot ABC** — an hour ago

Filters: consist of the following items:

Filter by tag

☐ Action needed
☐ Finished
☐ Later
☐ To review

Filter by assigned user

☐ Unassigned
☐ Andreano
☐ Atikah
☐ Janette

Filter by due date

○ Overdue
○ Next 24 hours
○ Next 7 days
○ Next 30 days
○ No due date

Clear filter

Kanban Tips

- Change the lists to better suit your needs. For example, you may benefit from lists for ideas, reviewed by project manager X, accepted by client Y, etc.

- Focus on getting tasks from in-progress to done instead of getting more tasks in progress.

- Make the most out of the card Details organization options for easier usage of the board filter view options.

- Pay attention to time on tasks with the Timeline section. Is a task taking longer than it should? Do the comments explain the time gap between milestones within a task?

With DCP Deck, it makes project management and collaboration easy and monitored.

The end.