



**Offshore project
management — the
only tools you will
ever need**





Introduction

The offshore software development industry is growing rapidly as more companies in the West look for new solutions to scale their businesses.

IT outsourcing is not always a sustainable solution for long-term projects. Lack of customer focus, slow response, and poor communication often leads to poor quality. So, **more and more businesses are investing in dedicated development teams.**

Located miles away, effectively managing the team and overcoming organisational barriers are vital for **building high-performance offshore teams.**

Reliable organisational structure and [offshore project management tools](#) can ensure successful collaboration with integrated teams.



What's wrong with the traditional top-down structure?

Today's organisations rely almost entirely on the internet and phone to manage businesses. Offshoring is a natural evolution of flatter organisations.

A flatter organisational structure establishes open lines of communication and collaboration.

This structure makes room for decision making without ideas getting trapped in a traditional chain of command.

The flatter organisational structure reduces the logistical challenges of collaborating with distributed teams.

By implementing a flatter structure, **offshore employees can work much more independently.**



Why implement a flatter organisational structure

Previously, all businesses followed the traditional top-down structure, with fixed tasks to complete, predetermined wages attached to it, and a manager to report to.

With a list of monotonous objectives, this traditional model is troubled with stagnation and poor employee engagement.

Layers of bureaucracy and constant oversight force any changes to progress at a limp.

Whereas, **offshoring is all about using talent, iterations, experimentation, and fresh ideas**, which can't be fostered using a traditional management style.



Why use offshore project management tools?

When working with an offshore team, businesses can't physically ask their team members at their desk to check progress or track the tasks manually. This is where project management tools become invaluable.

The primary **reason for the failure of IT projects is poor communication and collaboration.**

Project management tools are used by managers to plan, execute, and control all the different aspects of the project management process.





**Here is a list of some
of the top project
management tools**

- 1. Google Workspace**
- 2. Zoho**
- 3. Basecamp**
- 4. ActiveCollab**
- 5. Asana**



1. Google Workspace

- **Google Workspace** is a set of cloud computing, productivity, and collaboration tools and products.
- Gmail, Hangouts, Calendar, Google Drive, Docs, Sheets, Slides, Keep, Forms, and Sites are **some of the software applications** that are available in Workspace.
- Workspace adds **enterprise features** like custom email addresses, unlimited cloud storage, additional administrative tools, advanced settings, and 24/7 phone and email support.
- Users do not see any advertisements while using the services, which means **zero interruptions**.





2. ActiveCollab

- ActiveCollab literally **mimics the virtual workspace**.
- Users can plan and organise tasks, communicate and collaborate with offshore teams, and track and monitor their progress on the project.
- This tool can help **build a repository of information** regarding the project, deadlines, and any other relevant data.





3. Asana

- This is designed to **improve team collaboration.**
- Teams can create individual projects, assign tasks to teammates, specify deadlines, and communicate about **their tasks directly in Asana.**
- It includes reporting tools, file attachments, calendars, and many other features.





4. Zoho

- Zoho is a web-based online office suite that contains a portfolio of **software project management applications**.
- **Software project management applications** include databases, word processing, spreadsheets, note-taking, wikis, web conferencing, CRMs, presentations, and invoicing.
- It has additional plugins for Microsoft Word and Excel
- Zoho provides web hosting, unlimited storage, bandwidth, and web pages and includes an **array of website templates and mobile websites**.





5. Basecamp

- **Basecamp helps organise** emails, file services, spreadsheets, chats, task managers, meetings, and so much more.
- It aids in **creating to-do lists**, assign tasks to team members, and even set due dates for the tasks created.
- Message boards in Basecamp **can keep an entire conversation** about a specific topic together on a single page.
- **Users can customise** the post, embed images or files, applaud messages, and share the thread to select individuals





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By implementing a strong organisational structure and using offshore project management tools, businesses are well on their way to building an efficient and productive offshore development team.

Thank you



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