

How to use Basecamp

Basecamp is a project management and team communication software that Partners in Prevention began utilizing in 2017 to better serve our member campuses. Basecamp allows us to create to-do lists, post updates, have a shared calendar, and store documents and files. This document will highlight the basics of using Basecamp and detail how we would like you to interact with this tool.

PIP Member Campuses Team

The PIP Member Campuses Team is made up of primary PIP contacts and other coalition members from the campuses in the PIP coalition, or who interact regularly with our services. The most utilized features are the message board, schedule, and docs and files. Below is a short description of each feature and what it can be used for.

Campfire

A message board for quick chatting, bouncing ideas around, or getting a quick answer. We do not utilize this function much, but it is there for your convenience.

Message Board

This message board is for more formal posts and allows for attaching documents, making announcements, asking questions, and more. We use this to post updates and ask for feedback on specific topics.

To-Dos

In the PIP Member Campuses Team we do not assign to-dos. This tool can be utilized in your specific campus team.

Schedule

The schedule is used for posting upcoming events, typically monthly PIP coalition meetings, deadlines, and trainings.

Docs and Files

The PIP Member Campuses team has lots of archival documents and files that may be useful for any campus, but contain no campus specific data. This includes statewide program order forms, the PIP policies and procedures manual, quarterly reporting information, and strategic plans from other campuses with redacted data.

Individual Campus Team

Your individual campus team (name of your college or university) is made up of the PIP staff, the primary PIP contact, and any coalition members on your campus that you would like to include. Feel

free to use Basecamp within your coalition to facilitate involvement, house documents, or assign to-dos. The PIP team will primarily use the to-dos, schedule, and docs and files features.

Campfire and Message Board

The campfire and message board function in the same way that they would for the PIP Member Campuses team, we just do not usually use these functions.

To-Dos

This to-do list is made up of deliverables specifically for your campus to PIP. This includes submitting strategic plans, quarterly reports, items for the MACHB, etc. To-dos can be assigned to a specific individual to create an assignment for them.

Schedule

This schedule is also used primarily for specific events related to our PIP staff (i.e. data calls or site visits) and other deadlines or reminders. This schedule will not be used for overall PIP events like PIP meetings or trainings.

Docs and Files

The docs and files feature for your individual campus is a place to keep strategic plans, quarterly reports, MACHB data and requests, and other campus specific documents. Please post any documents that you deliver to us in the docs and files section of your individual campus.

Other Features

Basecamp has some other features that you are free to use to interact with the PIP staff or with members of your campus coalition, and descriptions of those are below.

- **Pings:** an instant message chat function in the software for immediate communication
- **Hey!:** a feature that will give notifications on to-do items, when something is submitted, or when something is overdue
- **Activity:** check on the activities of other members, their assignments, their to-dos, upcoming events, or overdue to-dos
- **My Stuff:** gives a breakdown of assignments, bookmarks, schedule, drafts of documents, and recent activity
- **Find:** search basecamp for documents, events, items related to an individual, etc.
- **Projects:** create projects to have specific locations for documents related to the project, to give access to other colleagues for a shared project, to create to-dos for a specific project, and more!

If you have questions about using Basecamp, feel free to contact our Communications Coordinator at pip@missouri.edu or at 573-882-9335