

**BIGIMOTIK**  
corporate skills adapted for a cosplayer world



# Project Management Tools

## Trello

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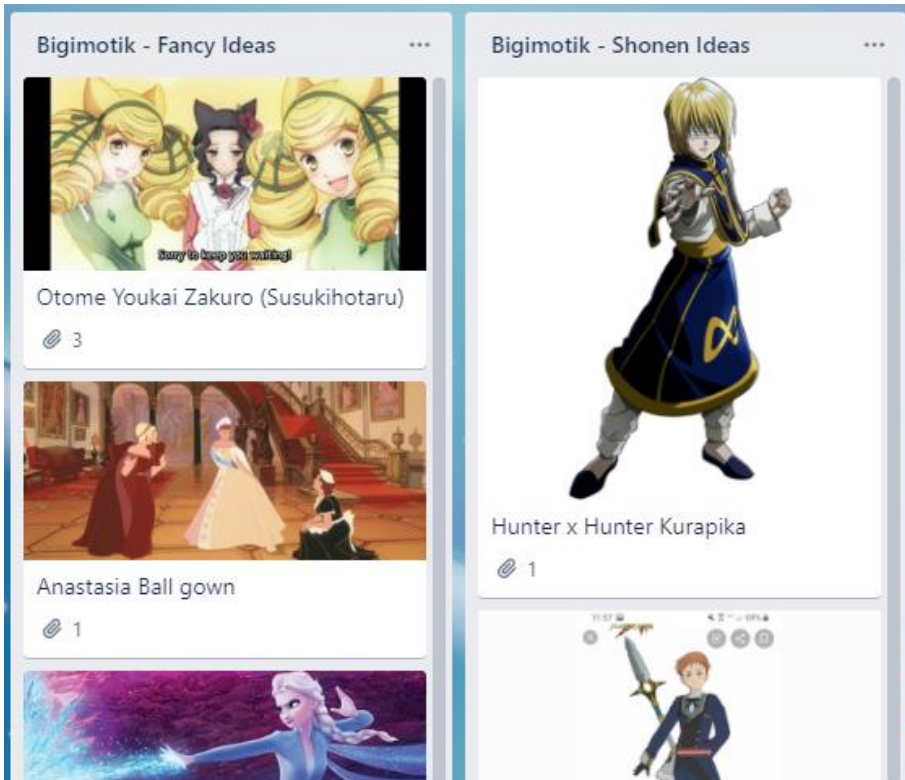
**Instagram** | [bigimotikcosplay](#) | *Work-in-progress pictures*

**Facebook** | [facebook.com/bigimotikcosplay](#) | *Photo Albums: WIP, references, project files*

**Website** | [www.bigimotikcosplay.com](#) | *Costume portfolio, content archive*



## Introduction



Trello is an online service that allows users to create boards that contain lists of cards. A card is a miniature board to track project information like check-lists and attachments. Cards can be organized into lists for easy browsing.

Trello is great for fluid and agile task management. This makes it a perfect fit for those who need a lightweight tool to track their projects

I have used Trello for software development and I have found that the features transfer well to cosplay as well! This guide will cover how I use Trello to help manage my cosplay projects.

### Agenda:

- Getting started with a Trello board, organizing cards into lists - page 2
- Managing project tasks on a card – page 3
- Working with fellow cosplayers on Trello – page 4
- Using additional features to better organize your cosplays – page 5

## Let's Get Started!

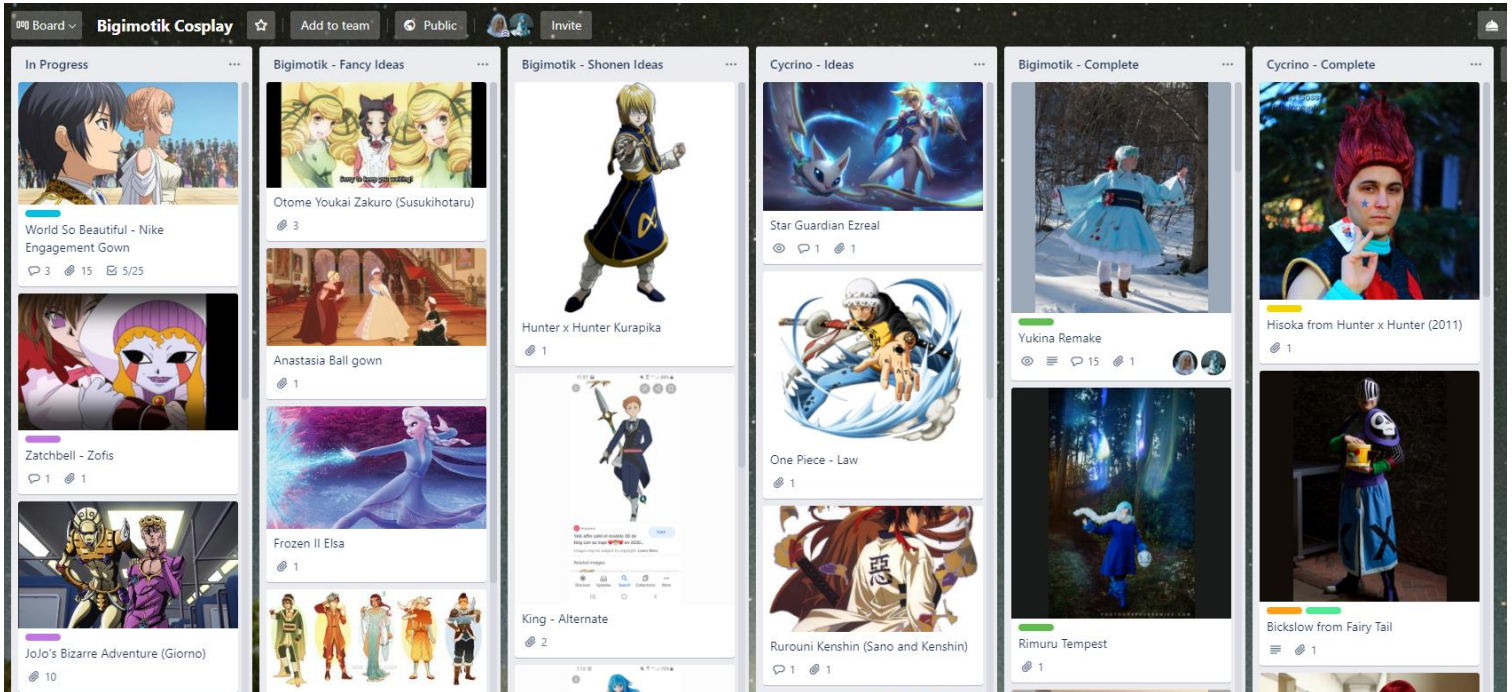
**Disclaimer:** Trello is not a good fit for every cosplayer. If any of the following is a priority, you may want to consider checking out additional or alternate tools.

- Budgeting breakdown
- Documenting work in progress in a meaningful way
- Photo albums
- Setting up meetings or group collaboration



## The Board and Lists

Cards can be arranged in lists (categories). The suggested default is creating lists for: To Do, Doing, and Done. For my cosplay board, I use the lists to categorize my cosplays:



### Cosplay Ideas

A big driver for me when building a cosplay is the type of project it is – what challenges and techniques I'll face during the build.

I organize my cosplay ideas in (3) groups:

1. Cosplay ideas for my husband male characters with costumes that require clean fantasy tailoring
2. Elaborate or fancy costumes that require embroidery, high end fabrics, big focuses on textiles etc.

#### Pro Tip:

Every so often, I go through my lists of cosplay ideas and ask myself: do I really feel drawn to this design or character? If the answer is no – then I remove them from the Trello board.

This helps keep my focus on what currently inspires me. 😊

### Completed Costumes

I really like being able to see pictures of the costumes that I have in my wardrobe.

Sometimes when I'm feeling down, I'll look at the lists like a mini-mood board to get some new inspiration!

#### Pro Tip:

You can also change the order of the cards to make sure the higher priority ones are on top!



## Tracking Tasks on a Card

A card contains a lot of information:

- Title
- Header image
- Description
- To Do lists
- Attachments
- Comments
- Activity history

This makes cards ideal for tracking notes on project work. I like to create a card for each cosplay.

On the card, I'll attach my reference and design images, set up To Do lists for buying items or finishing tasks, save links to YouTube tutorials, and any other notes that I need to quickly have on hand.

### Tips for attachments:

If you post a link to an image or video as a comment, Trello gives you the option to add it as an attachment. This keeps important content from getting buried in the activity history.

### Tips for checklists:

Items can be moved between lists. This means an item that has been bought (To Buy) could be moved to a new list to track whether the item has been received (Awaiting Arrival). This helps me keep track the status of my online orders.

The screenshot shows a Trello card with the following content:

- Title:** World So Beautiful - Nike Engagement Gown (in list In Progress)
- Labels:** Active Project
- Description:** Add a more detailed description...
- Attachments:**
  - LINK: <https://www.youtube.com/watch?v=CYt6IXBO0D8> (Added yesterday at 4:22 PM - Comment - Remove - Edit)
  - LINK: <https://www.youtube.com/watch?v=YLwQbLUf974> (Added yesterday at 4:22 PM - Comment - Remove - Edit)
  - LINK: [https://www.youtube.com/watch?v=K22r8\\_ds8jM&list=PLC2TZFIW8ZoNJugDoMRirk2dKaiy\\_DF-1p](https://www.youtube.com/watch?v=K22r8_ds8jM&list=PLC2TZFIW8ZoNJugDoMRirk2dKaiy_DF-1p) (Added yesterday at 4:22 PM - Comment - Remove - Edit)
  - Image: Nike\_Embroidery.jpg (Added yesterday at 11:58 AM - Comment - Delete - Edit)
- Checklist:** To Buy (31% complete)
  - PETHICOAT - 4 yards cotton (Mood.com)
  - CHEMISE/BLOOMER - 4.5 yrd white/pink lace (Mood.com)
  - CORSET 13 3/8 busk (\*\*do not purchase until mock)

### Pro Tip:

Cards can get cluttered over time. After finishing a component like a shirt or a top, consider clearing out your notes/attachments/checklists if you don't need them anymore.



## Sharing and Working in Groups

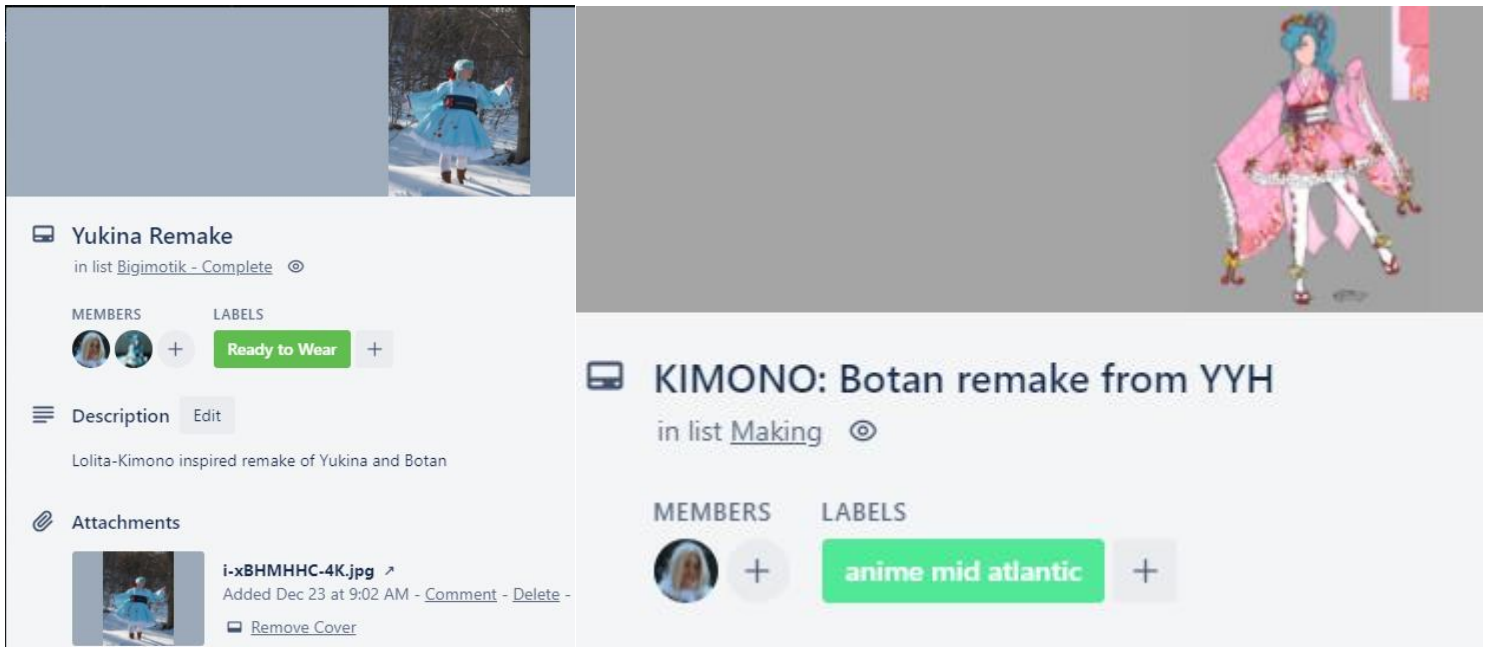
Another cool aspect of the Trello board is making the content accessible to others. There are three ways for others to interact:

1. **Link** – if your board is public, anyone with the link to your board can view it without making changes.
2. **Invitation** – other Trello users can join the board.
3. **Team** – Create a team of Trello users and grant them access to the board. Similar to invitation, but manage permissions and access to a group instead of an individual.

If you have other Trello users added to your board, you can do fun things like assign them to group projects.

For example – my sister and I were planning a pair cosplay of Botan and Yukina from Yu Yu Hakusho. We both have our own Trello boards and own methods of tracking progress on our costumes.

So we both created a card for our respective costume, but added the other as a member.



Now we both get notifications when the other updates their card or writes in comments. Plus Trello has filtering to easily see cards you have been added to – so it's easy to find the content again.

Link to my Trello Board: [Bigimotik Cosplay](#)



## Labels and custom fields for further organization

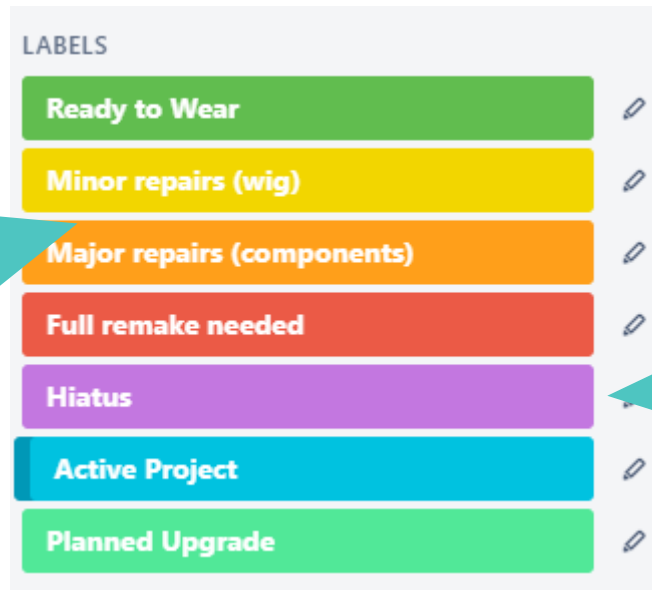
Trello has a feature called Labels that can help further categorize costume ideas.

A few examples of labels might be:

- Conventions or events the cosplay is for
- Series or character categories
- Levels of difficulty

For me, I use two types of labels: **Levels of Repair** and **Activity**

Levels of repair cover how much work is needed before I can wear a completed costume.



Activity reminds me of my intent – to avoid feeling overwhelmed with WIP or major repairs.

Trello also has “Power-Ups” that can add extra functionality to a board. For my free Power-Up, I opted to add Custom Fields, which allows me to create custom fields to cards that help me further categorize my ideas.

**Name**

Changing the custom field name will update the field name on all cards of this board.

**Options**

Active

On Request Only

Retired

### Active vs. Request Only vs. Retired

- **Active:** I am comfortably proactively applying with or offering to wear the costume to events, competitions, photoshoots etc.
- **Request Only:** I am comfortable wearing the costume if there is a specific need, but it's a bit too much trouble to be a go-to.
- **Retired:** I will not wear this costume. Usually it is a costume that needs too many repairs, but the time has passed for me to remake it.



## Additional References

<https://bigimotikcosplay.com/cosplay-skill-guides/>

Short guides on how to get started on a variety of topics (non-crafting)

So You Want to do a Cosplay Skit (series):

- Project management
- Presentation and content
- Collaboration and group work

Cosplay Project Management:

- Reference Images
- Creating a Cosplay Breakdown

Navigating Social Interactions:

- Cosplaying with parents around

<https://bigimotikcosplay.com/project-files/>

Judging/WIP documentation

<https://bigimotikcosplay.com/tutorial-listing/>

Craftsmanship tutorials

## Get Connected



**Instagram** | bigimotikcosplay  
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