



Basecamp Project Overview

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Before getting started, it's helpful to note terminology. Basecamp is a **program** – **projects** are what are inside the Basecamp program.

Project

- A group of people who belong to a single committee or other activity (eg: chapter, region).
- A person may be a member of more than one project.
- Logging into Basecamp opens all projects the person is a member of.
- Projects are individual and there is no direct communication between projects.
- Each project is shown as a separate group.
- Anything stored in this area is 'public' to all project members.
- Do not store anything that is of a sensitive or of confidential nature in a project
- See separate documents
 - [How to Add Delete and Change Users in Basecamp](#)
 - [How to Log in to Basecamp and Troubleshoot Login Problems](#)
 - [Basecamp Best Practices for ASHRAE](#)
 - [ASHRAE Basecamp 3 Introduction for TCs \(.mp4\)](#)
 - [Basecamp Overview for Chapters](#) (YouTube)

Message Board - *presenting and discussing topics, ideas, announcements*

- Instead of email, use this for dialog between project members to capture the discussion
- Use 'notifications' to alert specific members if a response is requested
- All dialog, including comments is retained and available to all members

Docs & files - *organizing reference materials, shared files and the latest versions*

- Documents, presentations, and other material that is an individual file are stored here
- See separate documents:
 - [Basecamp Project Docs-Files Organization-Maintenance](#)
 - [How to Use Docs & Files in Basecamp](#)
 - [How to Effectively Search for Files](#)
 - [Basecamp Training: For Regions - How to use ASHRAE Region VIII's CRC Basecamp Project](#)

To-do - *making assignments, organizing tasks and discussing details to get things done*

- The top level "list" organizes a series of related 'to-do' tasks that complete an assignment.
- Each 'to-do' has a due date and a person responsible for completing requested task.

- Assign a separate 'to-do' to each person (even if they are all to do the same thing).
- The person assigned will be notified of the assignment.
- When the person finishes their task, they mark it complete. Then everyone knows the status of the assignment.

Schedule - *organizing anything with a date when it is to happen*

- Committee meetings
- Subcommittee meetings
- Project members are put on the notification list as appropriate

Forwards - *bringing outside emails into the project to share and discuss*

- Important emails that a member has generated or received and that are important to the project can be forwarded to this area so that they are available to all project members and are captured as part of the project
- See separate document
 - [How to- Forward Emails into Basecamp](#)

Campfire - *bouncing ideas around with team, chatting casually or getting a quick answer from others connected to the project*

- These 'conversations' are captured within the project
- However, they are of an 'immediate' nature and do not allow threaded replies or direct comments. They are like a phone conversation that has been recorded
- If members are not continuously connected to the project, this area has limited value to project operations

Automatic check in - *asking project members recurring questions and gathering the answers in one place*

- This is an automatic email that can be sent to project members.
- This allows a person to ask the same question repetitively on a set schedule.
- Members of the committee included are 'asked' each time.
- Answers are collated in this area.

Clientside – *a group of people who can be sent information but do not have access to the complete project*

- This area is for organizing people in order to make communication easy

- Clients are not members of the project and cannot access any information within the project
- Clients may be sent documents from within the project, however, they will not get any revision updates
- See separate document
 - [How to Use the Clientside in Basecamp 3 Projects](#)