Build a project management tool tracker

organizations that hire them. Tools can include software applications like Adobe, Google, and Microsoft and specific work management tools like Jira and Asana. They can also include methodologies, techniques, formulas and concepts, and technologies related to project management. This reading provides step-by-step instructions for creating a tracker for all of these types of tools. You can use your

As you progress through this course, you will learn about different types of tools used by project managers and the

tracker to list the different tools you learn about, their descriptions and links, their features and benefits, and your level of experience with each. This way, you can easily identify the tools required for different roles and can determine where you might want to focus your professional development efforts.

Follow these steps to begin creating your project management tool tracker:

Developing your tool tracker spreadsheet

Step 1: Create a new spreadsheet

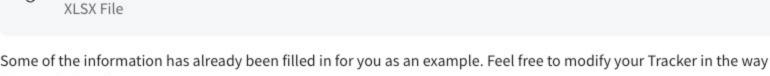
Start by opening a new spreadsheet using your preferred method. If you have a Google account, click the link to open a

Project Management Tool Tracker Template 🗹.

OR

Template_ Project Management Tool Tracker

If you don't have a Google account, you can download the template directly from the attachment below.



that works best for you. Step 2: Add column headers

Consider the different types of information you'd like to track about each tool, and add these as column headers in

your tracker. (The header is the top cell or cells in a column in the spreadsheet.)

Here are some example column headers: Tool Name

Description/Benefits

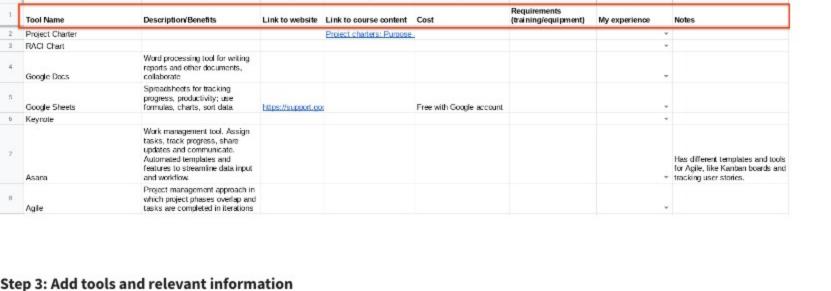
- Link to product website
- Link to course content in Coursera
- Requirements (training/equipment)
- Your current experience with the tool

Cost to use

- Notes
- Template: Project Management Tool Tracker ☆ 🖭 🙆 File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago

© 0 0 0 7 100% + \$ % .0 .00 123+ Default (Ari... +

10



- B I S A A 田 田 - 트- 1- 1- 1- 1- CD 田 国 マ - Σ.

To help you get started, the template has several tools listed that have already been mentioned in this course. Feel free to edit the list to include the tools that are most relevant to your progress.

You might not be able to fill in all the columns with information just from this course, so do your own research if necessary. For example, we discuss the work management tool Asana in the video Common project management tools 🔼, but

we only cover some of the features and benefits. You can look up the Asana website online and add more information

After you've added a few tools and some initial information, format your sheet by bolding column headers and adding drop-down lists, conditional formatting, or web links. Try out other formatting options like bolding, highlighting, or

Review some of the course videos, readings, and activities so far that discuss project management tools. Select three or four tools and add the names to the tracker. Add any information you have about each tool to the different columns.

Step 4: Format your sheet

colors to make important text stand out. Google Sheets training and help 🔀 contains articles with step-by-step

about what features are offered, along with pricing and system requirements.

Word processing tool for writing reports and other documents

Spreadsheets for tracking progress, productivity; use formulas, charts, sort data

directions for how to use all of these features and more.

Tool Type

Documentation

Word processing

Presentations

Tool Name

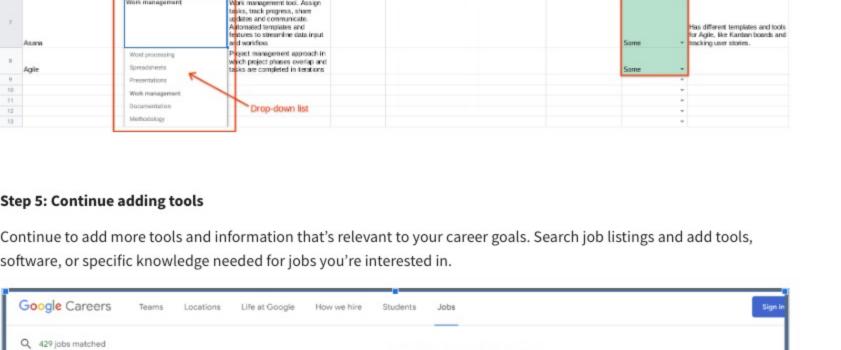
RACI Chart

Google Docs

Template: Project Management Tool Tracker 🌣 🗈 🙆 **Bolded headers** File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago - \$ % .0 .00 123 v Default (Ari... v 10 Conditional formatting Work management

Link to website Link to course content

Project charters: Purpose



Look for more tools in job listings

Experience in developing new models, methods, analysis, and approaches using analytics tools and reporting platforms - Proven ability to consistently and positively contribute in a high-paced, changing work environment, with the ability to

· Ability to proactively adjust and improve processes that will benefit not only our customers, but also the internal

Effective organizational skills, with careful attention to detail and the ability to handle multiple stakeholde

Product Design

Strategy and Planning

Operations Program...

Google - Waterloo, ON, Canada

Sort by Relevance *

← Edit filters

Experience using GoogleSQL, DataStudio, Looker (or other Data Visualization tools) Engineering Program... Experience in data driven roles, working with stakeholders, providing business centric insights, and using analytics tools New Taipei, Bangiao District, New Taipei City, Taiwan Preferred qualifications:

Strong verbal and written communication skills to deliver findings of analysis

prioritize multiple functions efficiently

Fluency in Google Workspace and Salesforce

executives and sales teams

- Bachelor's degree or equivalent practical experience

Minimum qualifications:

1 year of work experience

Key takeaway If you've followed the steps laid out in this reading, you'll be able to develop a tracker that is useful to you as you continue on your project manager journey. Knowing what tools are available, what their benefits are, which ones are used for certain types of projects, and which ones you're skilled at will build your confidence. You'll be able to

demonstrate to employers that you have an understanding of the industry, even if you're applying for your first project management role.

Mark as completed

△ Like Dislike Report an issue