

Tool Name	Description/Benefits	Link to website	Link to course content	Cost	Requirements (training/equipment)	My experience	Notes
Project Charter			Project charters: Purpose &				
RACI Chart							
Google Docs	Word processing tool for writing reports and other documents, collaborate						
Google Sheets	Spreadsheets for tracking progress, productivity; use formulas, charts, sort data	https://support.google.com		Free with Google account			
Keynote							
Asana	Work management tool. Assign tasks, track progress, share updates and communicate. Automated templates and features to streamline data input and workflow.						Has different templates and tools for Agile, like Kanban boards and tracking user stories.
Agile	Project management approach in which project phases overlap and tasks are completed in iterations						