Darrell

BIS Program Reflection

       As a project manager, I would use the Microsoft Office Suite strategically to keep deliverables on track and ensure clear communication with leadership and support teams. I'd use Excel to build timelines, track tasks, and monitor budgets; Word to document project plans, meeting notes, and reports; and PowerPoint to present progress updates and brief stakeholders. Outlook would help schedule meetings, set reminders, and manage follow-ups, while SharePoint would serve as a central hub to store, organize, and share project documents so the whole team can access the latest files. By combining these tools, I'd keep everyone aligned and ensure project goals are met on time.

       Out of all the topics covered during the program my favorite would be programming with python. I will take this information and expand my knowledge to help apply the concepts to my career building scripts for automation which in turn will add efficiency and ease of use and accessibility to the company I work for.

       Out of all the concepts addressed during this program I don't have a least favorite, all the concepts taught to me are extremely useful not only in my career but for general use for my own projects. I can leverage these skills to advance my career no matter the direction I plan to take these the Microsoft skills especially translate to all facets of tech as you will need the entire suit to be efficient in work settings.