

## Build a project management tool tracker

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

## Developing your tool tracker spreadsheet

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

### 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

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

Some of the information has already been filled in for you as an example. Feel free to modify your Tracker in the way 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



Template: Project Management Tool Tracker

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Work management

Tool Name	Tool Type	Description/Benefits	Link to website	Link to course content	Cost	Requirements (training/equipment)	My experience	Notes
Project Charter	Documentation			<a href="#">Project charters: Purpose</a>			Some	
RACI Chart	Documentation						Some	
Google Docs	Word processing	Word processing tool for writing reports and other documents, collaborate					Advanced	
Google Sheets	Spreadsheets	Spreadsheets for tracking progress, productivity; use formulas, charts, sort data	<a href="https://support.google.com">https://support.google.com</a>		Free with Google account		Some	
Keynote	Presentations						None	
Asana	Work management	Work management tool. Assign tasks, track progress, share updates and communicate. Automated templates and features to streamline data input and workflow.					Some	Has different templates and tools for Agile, like Kanban boards and tracking user stories.
Agile	Word processing						Some	
	Spreadsheets						Some	
	Presentations						Some	
	Work management						Some	
	Documentation						Some	
	Methodology						Some	

Drop-down list

## Step 5: Continue adding tools

Continue to add more tools and information that's relevant to your career goals. Search job listings and add tools, software, or specific knowledge needed for jobs you're interested in.

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429 jobs matched

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Product Design Engineering Program...  
Google - New Taipei, Banqiao District, New Taipei City, Taiwan

Strategy and Planning Operations Program...  
Google - Waterloo, ON, Canada

Look for more tools in job listings

Minimum qualifications:

- Bachelor's degree or equivalent practical experience
- 1 year of work experience
- Experience using **GoogleSQL, DataStudio, Looker (or other Data Visualization tools)**
- Experience in data driven roles, working with stakeholders, providing business centric insights, and **using analytics tools and reporting platforms**

Preferred qualifications:

- 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 prioritize multiple functions efficiently
- Ability to proactively adjust and improve processes that will benefit not only our customers, but also the internal executives and sales teams
- Strong verbal and written communication skills to deliver findings of analysis
- Effective organizational skills, with careful attention to detail and the ability to handle multiple stakeholders
- Fluency in Google Workspace and Salesforce**

Apply

## 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.