

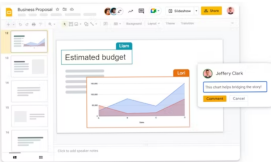
# PROJECT MANAGEMENT STACK FOR STUDENTS

A free-to-access stack of tools enabling project management for students. Designed for collaboration and flexibility.

## GOOGLE DRIVE

File sharing hub that enables real-time collaboration between team members.

Supports many file types  
Free 15GB capacity



## CANVA

Real-time collaborative environment for the creation of visuals & infographics, including work breakdown structures.

### Work Breakdown Structure



## GOOGLE SHEETS

Free and easy-to-use platform for the creation of spreadsheets. Can be used for tasks like risk assessment matrices, RACI matrices, and earned value management.

WBS Code	Roles Phase / Work Package	Tina	Claire	Rob
1.5	Feedback Collection & Modification			
1.5.1	Cost & Resource Check	I	C	R
1.5.2	Risk & integration validation	I	R	A
1.5.3	Workflow efficiency check	I	A	R
1.5.4	Collaboration experience	I	R	A
1.5.5	Satisfaction & improvement suggestions	I	R	A

**RACI Matrix:** Google Sheets allows for easy visual assignments of responsible, accountable, consulted, and informed.

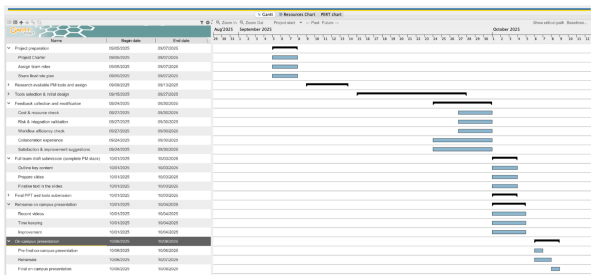
### Risk Assessment Matrix - Student Team Project

SCALE OF IMPACT	SCALE OF SEVERITY		
	ACCEPTABLE (1)	TOLERABLE (2)	GENERALLY UNACCEPTABLE (3)
	NOT LIKELY (1)	COMMUNICATION BREAKDOWNS	LOSS OF PROJECT FILES
	POSSIBLE (1)	UNEVEN WORKLOAD DISTRIBUTION	TECHNICAL CHALLENGES
	PROBABLE (2)		MISSION DEADLINES
<div> <div>LOW RISK</div> <div>MEDIUM RISK</div> <div>HIGH RISK</div> </div>			
		<b>Risk</b>	<b>Sub Score</b>
		Communication Breakdowns	PT1 = 3
		Loss of Project Files	PT1 = 5
		Technical Challenges	PT1 = 3
		Uneven Workload	PT1 = 3
		Missed Deadlines	PT1 = 5

**Risk Assessment:** More intricate tables, like risk assessment tables, can be created in Google Sheets, ensuring adequate specificity & detail.

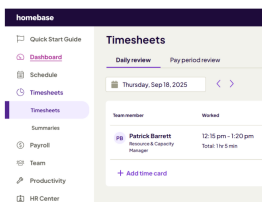
## GANTTPROJECT

Desktop project management specially focusing on Gantt charts, task hierarchies, resource capacity management, and more.



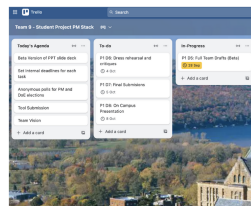
## HOMEBASE

Hub for capacity reporting and time logging, including desktop and mobile applications.



## TRELLO

Create Kanban boards for project tasks, tracking progress, managing deadlines, and providing transparency to the team.



## OTHER TOOLS

There are other free resources out there for file sharing, earned value management, basis of estimate, and more!



Snapdrop



Localsend



Smartsheets

## INTERESTED IN THESE RESOURCES?

Hyperlinks for each of these tools can be accessed below...

[Google Drive](#), [Canva](#), [Google Sheets](#), [GanttProject](#), [Homebase](#), [Trello](#)