**PROGRESS TRACKING TOOLS.**

Tools can help track detailed information about all kinds of tasks and make it easy to communicate with lots of different people.

Tools Help you:

* Track tasks deadlines
* Provide visibility and transparency
* Manage a budget
* Create helpful diagrams
* Manage contracts

Remember the need of the project to pick the right tool each aspect from budgeting, time, and task tracking tech.

Remember to not use over-sophisticated tools, as it requires you, team, and stakeholders to learn and adapt of which will affect how tasks are done, updated, and tracked.

For small projects it will be more trouble than it’s worth so use simple methods.

If the project is big and the team is big, would be good to consider using a more sophisticated tracking technology as it worth would show through.

**Common tools for effective PM:**

* Scheduling
* Work management software
* Productivity
* Collaboration

**Scheduling and work management software:**

Popular tools used here:

* Asana
* Jira

Certain tools may work better depending on your:

* Methodology
* Number of tasks
* People involved

Useful for assigning tasks to multiple teammates and for tracking progress on their work, as well as visuals your team’s progress.

For example:

Track number of tasks completed in a week, another week is lower, check up and see what the problems and try to resolve it.

Importance:

Provides an overview of how the project is going, allowing you to know when to check in with data shown.

**Productivity tools:**

* Online shared documents
* Meeting agendas
* Status updates
* Spreadsheets
* RACI charts
* Project plans
* Presentations
* Project overviews

**Collaboration tools:**

* Email and chat (Slack, discord, etc)
* More communication tools of the sort.

**Some of the most popular PM Tools:**

* Asana
* Spreadsheets
* More for effective for PM
* Being able to recommend best tool for the job