**PROJECT TOOLS AND RESOURCES**

**Objectives:**

* Understand types of resources available to a PM
* Document information in a formal project charter
* Compare and use various PM tools

Resources:

At the begging ask yourself what is still needed to complete the project

They include:

* Budget
* People
* Materials

Resources that PM work with:

Budget:

An estimate of the amount of money a project will cost to complete.

You’ll include all the neccary related fields for budgeting then include it in the project charter for approval.

People:

The people who execute the tasks.

In or out of the company.

Material:

Items you need to help get the project done.

As a PM you need to organise these.

To do these you use tools.

Tools:

Aids that make it easier for a PM or team to manage resources and organize work.

There are different tools for each resource and using a specific one for best resources allow better management.

Make sure to use the correct tools in the inhiation phase and take into consideration the cost of using them.

As a PM is it vital to use the best tool for the job.