

Tool Name	Description/Benefits	Link to website	Link to course content	Cost	Requirements (training/equipment)	My experience	Notes
Project Charter			<a href="#">Project charters: Purpose &amp; Use</a>	Free template or On Your Own	Some	Advanced	
RACI Chart				Free template or On Your Own	Some	Advanced	
Google Docs	Word processing tool for writing reports and other documents, collaborate			Free with Google account	Minimal	Expert	
Google Sheets	Spreadsheets for tracking progress, productivity; use formulas, charts, sort data	<a href="https://support.google.com/docs/answer/9374263">https://support.goc</a>		Free with Google account	Minimal	Advanced	
Keynote	Slides for document presentation					Expert	
Asana	Work management tool. Assign tasks, track progress, share updates and communicate. Automated templates and features to streamline data input and workflow.					None	Has different templates and tools for Agile, like Kanban boards and tracking user stories.
Agile	Project management approach in which project phases overlap and tasks are completed in iterations					None	
Slack	Communication platform for instant messaging, file sharing, and integration with other work management tools.					Advanced	
Jira						None	