



Leveraging Tech to Make Project Management Easier

Purpose:

This resource outlines ways that technology can help make project management easier, less time-consuming, and more transparent.

- **Use free and low-cost software to support project management and help keep your team on track.** Consider dedicated project management platforms like Google Workspace, Trello, Asana, Monday, Airtable, and Smartsheet, as well as, more generic document creation and graphic design software (e.g., Microsoft Word and Excel, Canva, etc.). The benefit of using a dedicated tool is that it's easy for other staff to share project management responsibilities increasing your local capacity.
- **Look for free templates.** Many individuals and companies share blank templates for common project management tools. For example, you can easily find tools like pre-made Gantt charts, work plans, and RACI charts with a quick internet search or using the template search tools built into certain software programs. (e.g., The desktop version of Microsoft Word lists templates on the Home screen.)
- **Leverage artificial intelligence (AI) tools like Gemini and ChatGPT to get started with many common tasks.** The list below (generated by Gemini) provides some examples of how AI can support project management:
 - ◆ Planning - Create workstream outlines, develop pilot timelines, define objectives
 - ◆ Scheduling - Map task dependencies, estimate durations, manage timelines
 - ◆ Risk Management - Identify and document risks, develop mitigation strategies
 - ◆ Communication - Create status update templates, improve team communication, build comms plan
 - ◆ Resource Management - Clarify roles and responsibilities, help with budgeting

Consider prompts like the following:

- ❖ How can I use AI to support project management?
- ❖ I need to make a RACI. Can you help?
- ❖ I am not sure what project management documents to use to get organized. Can you provide a simple, bulleted list of essential project management documents and what each one is used for, without suggesting any software tools?

→ **Whenever possible record virtual meetings or turn on transcription.** These records make it easier to summarize and assign action items, and provide better documentation of discussions and decisions. If you have sensitive conversations or team members who are not comfortable being recorded, consider establishing team norms for the use of recording/transcription that respect everyone's perspectives (e.g., individuals may request transcription be paused for a portion of a discussion).