



## Student Task Management

### Initiation and Planning Phase

#### Tool Tracker

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##### 1. Microsoft Excel

**Use:** For data entry, creating project reports, and managing analysis.

**Status:** Active

**Remarks:** Used for tracking all project-related sheets and progress data.

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##### 2. MS Word

**Use:** For preparing detailed project documents and reports.

**Status:** Active

**Remarks:** Used to create and format written project material.

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### 3. PowerPoint

**Use:** For developing and presenting project presentations.

**Status:** Active

**Remarks:** Used during client and internal meetings.

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### 4. Google Drive

**Use:** For storing and sharing all project-related files online.

**Status:** Active

**Remarks:** Keeps backup copies of all important project data.

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### 5. Trello

**Use:** For managing project tasks, assignments, and tracking completion.

**Status:** Active

**Remarks:** Helps in visualizing project workflow and progress.

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## 6. Zoom

**Use:** For conducting online meetings and discussions with the project team.

**Status:** Active

**Remarks:** Used for coordination during remote sessions.

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## 7. Canva

**Use:** For creating attractive designs, charts, and visuals for reports.

**Status:** Active

**Remarks:** Used to make presentation materials creative and clear.

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## 8. Notion

**Use:** For project note-taking and planning documentation.

**Status:** In Progress

**Remarks:** Currently being set up for structured document management.

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## 9. Asana

**Use:** For tracking deadlines, scheduling tasks, and managing timelines.

**Status:** Pending

**Remarks:** Will be implemented in later project stages.

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## 10. Slack

**Use:** For instant team communication and daily updates.

**Status:** Active

**Remarks:** Used for maintaining quick communication among team members.

