



Course Description

Google Workspace provides a family of tools that allow for the collaboration of plans, files, schedules, and other components required to manage projects.

Learning Objectives

In this Task Targeted TrainingSM students focus on the end-to-end applications, steps, and tasks to:

- Efficiently prepare project assets
- Organize project plans
- Assign and track tasks
- Create and report on project final details

Set up your project

- Create an email group
- Create a team Chat space
- Create a team or project calendar
- Set up regular check-in meetings
- Create a team website

Store project files

- Create a project folder
- Find and move existing project files
- Create a template for meeting notes
- Attach project files to meetings

Create a project plan

- Create a project plan and add tasks
- Add task descriptions
- Add list options
- Add progress trackers
- Get notifications

Share project files

- Share the project folder
- Share project files for review

Manage a project

- Get status updates on tasks
- Change project timelines
- Notify team members of changes
- Finalize share files
- Create an end-of-project report